

**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**

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

**DISTRICT ADMINISTRATION**

Scott Leaman, Superintendent  
 Gabe Simon, Assistant Superintendent of Personnel Services  
 Audrey Kilpatrick, Assistant Superintendent of Business & Operations  
 Kerry Callahan, Assistant Superintendent of Educational Services

<b>School</b>	<b><u>STUDENT ENROLLMENT</u></b>		
	<b>2016-17 CALPADS</b>	<b>12/4/2017</b>	<b>1/11/2018</b>
Sheridan Elementary (K-5)	67	51	53
First Street Elementary (K-5)	433	435	503
Carlin C. Coppin Elementary (K-5)	434	431	431
Creekside Oaks Elementary (K-5)	623	626	627
Twelve Bridges Elementary (K-5)	621	648	651
Foskett Ranch Elementary (K-5)	454	426	448
Lincoln Crossing Elementary (K-5)	659	648	646
Glen Edwards Middle School (6-8)	892	898	894
Twelve Bridges Middle School (6-8)	765	761	764
Lincoln High School (9-12)	1,832	1,932	1,940
Phoenix High School (10-12)	73	79	82
SDC Program (18-22)		10	10
<b>TOTAL</b>	<b>6853</b>	<b>6,945</b>	<b>7,049</b>

**SDC Pre-School**

Foskett Ranch	20
First Street/LIP	69
Carlin C. Coppin	0

**ATLAS Program**

28

**Parent Education**

Continuing Educ. Classes

**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

**February 6, 2018**

WPUSD District Office/City Hall Building–3<sup>rd</sup> Floor Conference Room  
600 Sixth Street, Lincoln, CA 95648

## AGENDA

**2017-2018 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.

### **6:15 P.M. START**

1. **CALL TO ORDER** – WPUSD District Office/City Hall Bldg. - 3<sup>rd</sup> Floor Conference Room
2. **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 on the agenda. 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 are located at the entrance to the Meeting Room. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

### **6:20 P.M.**

3. **CLOSED SESSION** – WPUSD District Office – 4<sup>th</sup> Floor Overlook Room
  - 3.1 **CONFERENCE WITH LABOR NEGOTIATOR**  
Bargaining groups: WPTA & CSEA Negotiations  
Agency Negotiators:  
~Scott Leaman, Superintendent  
~Gabe Simon, Assistant Superintendent of Personnel Services  
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations  
~Kerry Callahan, Assistant Superintendent of Educational Services
  - 3.2 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**  
Lincoln Crossing South Site and Adjacent Property APN: 327-010-014 (9.4 acres), APN: 327-010-012 (5.2 acres)
  - 3.3 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477
  - 3.4 **PERSONNEL**  
Public Employee Employment/Discipline/Dismissal/Release –  
Approve Resolution No. 17/18.14 Authorizing the Release of Temporary Certificated Employees  
*Roll call vote:*

**Regular Meeting of the Board of Trustees**

**February 6, 2018**

**Agenda**

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**3.5 STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**

Student Discipline/Expulsion –

- a. Student Stipulated Expulsion #17-18 - C
- b. Student Stipulated Expulsion #17-18 - D

**7:00 P.M.**

**4. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE – District Office/City Hall Blvd., - 3<sup>rd</sup> Floor Conference Room**

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

**4.1 *Page 9* - CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators:

- ~Scott Leaman, Superintendent
- ~Gabe Simon, Assistant Superintendent of Personnel Services
- ~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
- ~Kerry Callahan, Assistant Superintendent of Educational Services

**4.2 *Page 10* - CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Lincoln Crossing South Site and Adjacent Property APN: 327-010-014 (9.4 acres), APN: 327-010-012 (5.2 acres)

**4.3 *Page 11* - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477

**4.4 *Page 12* - PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release

Approve Resolution No. 17/18.14 Authorizing the Release of Temporary Certificated Employees

**4.5 *Page 13-14* - STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**

Student Discipline/Expulsion -

- a. Student Stipulated Expulsion #17-18 - C
- b. Student Stipulated Expulsion #17-18 - D

**5. *Page 16-67* - 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.

- 5.1 Certificated Personnel Report
- 5.2 Classified Personnel Report
- 5.3 Approval of Minutes for: January 16<sup>th</sup>, 2018
- 5.4 Approval of Warrants
- 5.5 Williams Uniform Quarterly Complaint Report

## Regular Meeting of the Board of Trustees

February 6, 2018

### Agenda

- 5.6 Ratification of Contract with Holiday Inn Los Angeles International Airport and Lincoln High School
- 5.7 Ratification of Contract with Bass Pro Outdoor World and Western Placer Unified School District – Lincoln High School Shooting Sports Club
- 5.8 Ratification of Memorandum of Understanding between the Western Placer Teacher's Association and Western Placer Unified School District
- 5.9 Ratification of Contract with Best Western Carpinteria Inn and LHS
- 5.10 Approve 2016-2017 School Accountability Report Cards (SARCs) Published in 2017-18 – Available on line at [www.wpusd.k12.ca.us](http://www.wpusd.k12.ca.us) under Educational Programs - Elementary and Secondary

*Roll call vote:*

### 6. 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. 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 are located at the entrance to the Meeting Room. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

### 7. REPORTS & COMMUNICATION

- Lincoln High School Student Advisory – Rebecca Luy
- Western Placer Teacher's Association – Tara Jeane
- Western Placer Classified Employee Association – Gus Nevarez
- Superintendent - Scott Leaman

### 8. ♦ 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 Board Room. Request forms are to be submitted to the Board Clerk before each item is discussed.

- 8.1 Action **Page 69 – APPROVE RESOLUTION NO. 17/18.15, AUTHORIZING THE LEASE OF PORTABLE CLASSROOMS FROM CLASS LEASING, LLC., UNDER A PIGGYBACK CONTRACT PURSUANT TO EDUCATION CODE SECTION 20118 (LINCOLN HIGH SCHOOL) – Adell (17-18 G & O Component I, II, III, IV, V)**
  - Due to projected growth the lack of available classroom space at Lincoln High School, it will be necessary for the District to add five (5) additional portable classrooms and associated site work at the site.

*Roll call vote:*
- 8.2 Information **Page 80 – GOVERNOR'S 2018-19 STATE BUDGET PROPOSALS – Kilpatrick (17-18 G & O Component I, II, III, IV, V)**
  - On January 10, 2018 Governor Jerry Brown released his proposals for the 2018-19 State Budget. A detailed update will be provided to the Board at the meeting.
- 8.3 Action **Page 81 - APPROVE RESOLUTION NO. 17/18.13 CALLING FOR FULL AND FAIR FUNDING OF CALIFORNIA'S PUBLIC SCHOOLS – Leaman (17-18 G & O Component I, II, III, IV, V)**



## Regular Meeting of the Board of Trustees

February 6, 2018

### Agenda

- The Board of Trustees has requested to approve a Resolution in support of the Calling for Full and Fair Funding of California's Public Schools.

*Roll call vote:*

#### 8.4 Action

#### **Page 84 - ADOPTION OF REVISED/NEW POLICIES/EXHIBITS/REGULATIONS – Leaman (17-18 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 0400 Comprehensive Plans
- BP/AR 0460 Local Control and Accountability Plan
- BP 0500 Accountability
- BP 0520.2 Title 1 Program Improvement Schools
- BP 0520.3 Title 1 Improvement Districts
- AR 0520.2 Title I Program Improvement Schools
- BP 3513.4 Drug and Alcohol Free Schools
- AR 5125.2 Withholdings Grades, Diploma or Transcripts
- BP 5131.6 Alcohol and Other Drugs
- E 5131.63 Steroids
- BP/AR 6020 Parent Involvement
- BP 6153 School-Sponsored Trips
- BP/AR 6173.2 Education of Children of Military Families

### 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.

#### 9.2 BOARD MEMBER REPORTS/COMMENTS

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

The President will establish the following meeting(s):

➤ **February 20, 2018 7:00 P.M., Regular Meeting of the Board of Trustees – Phoenix High School, 870 J Street, Lincoln**

### 11. ADJOURNMENT

#### **Accommodating Those Individuals with Special Needs:**

In compliance with the Americans with Disabilities Act, the Western Placer Unified School District encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact the Office of the Superintendent, at (916) 645-6350 at least 48 hours in advance of the meeting you wish to attend so that we may make every reasonable effort to accommodate you, including auxiliary aids or services.

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

# Western Placer Unified School District

## CLOSED SESSION AGENDA

Place: District Office/City Hall Bldg. – Overlook Room (Fourth Floor)

Date: Tuesday, February 6, 2018

Time: 6:20 P.M.

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

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

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

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

**DISTRICT GLOBAL GOALS**

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

**SUBJECT:**

Bargaining Groups:

WPTA & CSEA Negotiations

Agency Negotiators:

Scott Leaman, Superintendent

Gabe Simon, Assistant Superintendent  
of Personnel Services

Audrey Kilpatrick, Assistant Superintendent  
Business and Operations

Kerry Callahan, Assistant Superintendent of  
Educational Services

**AGENDA ITEM AREA:**

Disclosure of action taken in  
closed session

**REQUESTED BY:**

Scott Leaman  
Superintendent

**ENCLOSURES:**

No

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 6, 2018

**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.

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

**SUBJECT:**  
CONFERENCE WITH REAL PROPERTY  
NEGOTIATORS

**AGENDA ITEM AREA:**  
Closed Session

**REQUESTED BY:**  
Scott Leaman, Superintendent

**ENCLOSURES:**  
No

**DEPARTMENT:**  
Administration

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

**MEETING DATE:**  
February 6, 2018

**ROLL CALL REQUIRED:**  
No

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**BACKGROUND:**

The Board of Trustee will disclose any action taken in closed session in regard the Lincoln Crossing South Site and Adjacent Property (APN(s): 327-010-014(9.4 acres), 327-010-012 (5.2 acres))

**RECOMMENDATION:**

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

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

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

**DISTRICT GLOBAL GOALS**

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

**SUBJECT:**

CONFERENCE WITH LEGAL COUNSEL –  
EXISTING LITIGATION

**AGENDA ITEM AREA:**

Disclosure of Action Taken in  
Closed Session

**REQUESTED BY:**

Scott Leaman, Superintendent  
Kerry Callahan,  
Assistant Superintendent of Educational Services

**ENCLOSURES:**

No

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 6, 2018

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Board of Trustees will disclose any action taken in closed session in regard to Case: Mark Babbin and CAL200, S.F. County Superior Court (Case No. CPF-15-514477.

**RECOMMENDATION:**

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

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

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

**DISTRICT GLOBAL GOALS**

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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:**

Employee Discipline/Dismissal/Release  
Approve Closed Session Resolution No. 17/18.14  
Authorizing the Release of Temporary  
Certificated Employees

**AGENDA ITEM AREA:**

Closed Session

**REQUESTED BY:**

Gabe Simon  
Assistant Superintendent of  
Personnel Services

GS

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

General

**MEETING DATE:**

February 6, 2018

**ROLL CALL REQUIRED:**

Yes

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**BACKGROUND:**

Pursuant with Education Code 44954 the District may end its employment relationship with all Temporary Certificated Employees by notifying said employees that their temporary employment term ends at the close of the 2017-2018 school year.

**RECOMMENDATION:**

Administration recommends the Board of Trustees approve Closed Session Resolution No. 17/18.14 authorizing the release of Certificated Temporary Employees. Disclose action taken in closed session.



**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>	
<ol style="list-style-type: none"><li>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</li><li>2. Foster a safe, caring environment where individual differences are valued and respected.</li><li>3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.</li><li>4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.</li><li>5. Promote student health and nutrition in order to enhance readiness for learning.</li></ol>	

**SUBJECT:**  
Student Discipline  
Stipulated Expulsion Students #17-18-C

**AGENDA ITEM AREA:**  
Closed Session

**REQUESTED BY:**  
Chuck Whitecotton  
District Hearing Officer

**ENCLOSURES:**  
Yes

**DEPARTMENT:**  
Administration

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

**MEETING DATE:**  
February 6, 2018

**ROLL CALL REQUIRED:**  
No

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**BACKGROUND:**

The Board of Trustees will disclose any action taken during Closed Session in regards to the expulsion of Student #17-18-C

**RECOMMENDATION:**

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

wp/rk/factform

**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>	
<ol style="list-style-type: none"><li>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</li><li>2. Foster a safe, caring environment where individual differences are valued and respected.</li><li>3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.</li><li>4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.</li><li>5. Promote student health and nutrition in order to enhance readiness for learning.</li></ol>	

**SUBJECT:**

Student Discipline  
Stipulated Expulsion Students #17-18-D

**AGENDA ITEM AREA:**

Closed Session

**REQUESTED BY:**

Chuck Whitecotton  
District Hearing Officer

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 6, 2018

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Board of Trustees will disclose any action taken during Closed Session in regards to the expulsion of Student #17-18-D

**RECOMMENDATION:**

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

**CONSENT**

**AGENDA**

**ITEMS**

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

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

**DISTRICT GLOBAL GOALS**

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


**SUBJECT:**

Certificated Personnel Report

**AGENDA ITEM AREA:**

Consent Agenda

**REQUESTED BY:**

Gabe Simon   
Assistant Superintendent of Personnel Services

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

Categorical/General

**MEETING DATE:**

February 6, 2018

**ROLL CALL REQUIRED:**

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**BACKGROUND:**

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

**RECOMMENDATION:**

Administration recommends ratification of the certificated personnel report.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
PERSONNEL REPORT**

February 6, 2018

**CERTIFICATED/MANAGEMENT**

**NEW HIRES:**

1.     Name:                   Kelley Gordon  
       Position:             District School Nurse  
       FTE:                 1.0  
       Effective Date:       January 16, 2018  
       Site:                 District Office
  
2.     Name:                   LeAnne Dolce  
       Position:             RSP Teacher  
       FTE:                 1.0  
       Effective Date:       January 8, 2018  
       Site:                 Creskside Oaks Elementary School

**REQUEST FOR LEAVE OF ABSENCE:**

1.     Name:                   Audrey Gale  
       Position:             Elementary Music Teacher  
       FTE:                 0.80  
       Effective Date:       April 29, 2018  
       Site:                 Twelve Bridges Elementary School

**REQUEST FOR LEAVE OF ABSENCE (SHARED CONTRACTS):**

1. (a) Name:                   Carrie Sanchez  
       Position:             Third Grade Teacher  
       FTE:                 0.5  
       Effective Date:       July 1, 2018  
       Site:                 Twelve Bridges Elementary School
  
- (b) Name:                 Kristin Snook  
       Position:             Third Grade Teacher  
       FTE:                 0.5  
       Effective Date:       July 1, 2018  
       Site:                 Twelve Bridges Elementary School
  
2. (a) Name:                   Kimberly Luttrell  
       Position:             4<sup>th</sup> Grade Teacher  
       FTE:                 0.5  
       Effective Date:       July 1, 2018  
       Site:                 Carlin C. Coppin Elementary School
  
- (b) Name:                 Alexis Radtke  
       Position:             5<sup>th</sup> Grade Teacher  
       FTE:                 0.5  
       Effective Date:       July 1, 2018  
       Site:                 Carlin C. Coppin Elementary School

**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:**

Gabriel Simon

Assistant Superintendent of Personnel Services

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

General Fund/Categorical

**MEETING DATE:**

February 6, 2018

**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**

February 6, 2018

**CLASSIFIED/MANAGEMENT**

**NEW HIRES:**

1. Name:	Bridgett Brenner	Effective:	1/29/18
Position:	Campus/Cafeteria Supervisor	Site:	First Street School
Hours:	2 Hours/5 Days a week	Replacement	
Days:	10 Months/Year		

**RESIGNATIONS:**

1. Name:	Sylvia Dahl
Position:	Instructional Aide
Hours:	1 Hour/5 Days a week
Site:	Foskett Ranch Elementary
Days:	10 Months/Year
Effective:	1/26/18
2. Name:	Beverly Goodrow
Position:	Campus/Café Supervisor
Hours:	2 Hours/5 Days a week
Site:	Twelve Bridges Middle
Days:	10 Months/Year
Effective:	1/19/18

**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 Minutes:

- January 16, 2018 Regular Board of Trustee Meeting

**AGENDA ITEM AREA:**

CONSENT AGENDA

**REQUESTED BY:**

Scott Leaman,  
Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 6, 2018

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

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

- January 16, 2018 Regular Board of Trustee Meeting

**RECOMMENDATION:**

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



# Western Placer Unified School District

Regular Meeting of the Board of Trustees

**January 16, 2018**

Lincoln High School – Performing Arts Theater

790 J Street, Lincoln, CA 95648

## MINUTES

**2017-2018 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:**

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

### **Others Present:**

Scott Leaman, Superintendent  
Kerry Callahan, Assistant Superintendent of Educational Services  
Audrey Kilpatrick, Assistant Superintendent of Business & Operations  
Rosemary Knutson, Secretary to the Superintendent  
Mike Adell, Director of Facilities  
Chuck Whitecotton, PHS Principal  
Jay Berns, LHS Principal  
Vikki Eutsey, Assistant Principal  
Mike Maul, Assistant Principal  
Stephanie Brown, Assistant Principal  
Rebecca Luy, Student Advisory  
Mackenzie Myers, Lincoln News Messenger

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

1. **CALL TO ORDER** – Lincoln High School – Performing Arts Theater
2. **COMMUNICATION FROM THE PUBLIC**  
No communication from the public

### **6:05 P.M.**

3. **CLOSED SESSION** – Lincoln High School – Office Staff Lounge
  - 3.1 **CONFERENCE WITH LABOR NEGOTIATOR**  
Bargaining groups: WPTA & CSEA Negotiations  
Agency Negotiators:

January 16, 2018

Minutes

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- ~Scott Leaman, Superintendent
- ~Gabe Simon, Assistant Superintendent of Personnel Services
- ~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
- ~Kerry Callahan, Assistant Superintendent of Educational Services

**3.2 CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Lincoln Crossing South Site and Adjacent Property APN: 327-010-014 (9.4 acres), APN: 327-010-012 (5.2 acres)

**3.3 CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**  
3 Potential Cases

**3.4 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477

**3.5 PERSONNEL**  
Public Employee Employment/Discipline/Dismissal/Release

**3.6 STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**  
Student Stipulated Expulsion – Student #17-18-B  
*Roll call vote:*

**7:00 P.M.**

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

**4.1 Page 10 - CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators:

- ~Scott Leaman, Superintendent
- ~Gabe Simon, Assistant Superintendent of Personnel Services
- ~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
- ~Kerry Callahan, Assistant Superintendent of Educational Services

No action taken

**4.2 Page 11 - CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Lincoln Crossing South Site and Adjacent Property APN: 327-010-014 (9.4 acres), APN: 327-010-012 (5.2 acres)

No action taken

**4.3 Page 12 - CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**

3 Potential Cases

No action taken

January 16, 2018

Minutes**4.4 Page 13 - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477

No action taken

**4.5 Page 14 - PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release

No action taken

**4.6 Page 15 - STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**

Student Stipulated Expulsion – Student #17-18-B

Motion by Mrs. Wyatt, seconded by Mr. Armitage, and passed by a 5-0 (*Ayes: Haley, Long, Wyatt, Armitage, Carras* *No: None*) roll call vote to approve stipulated expulsion for student #17-18-B.

**5. SPECIAL ORDER OF BUSINESS****5.1 Page 17 – Lincoln High School will be featured**

LHS teacher, Mr. Freestone reported on the full WASC report, he reviewed the midterm report 2018, and how LHS has moved in amazing ways, enrollment is up, and graduation rates are steady. Redesignated FEP, and percentage is up at 20% in EL. A-G requirements overall there has been a slight decline, however AP data showing student taking AP classes has increased, looking at having 300 students taking AP classes. Suspension rate has declined over the past three years. He touched on pathways, credit recovery, Avid classes, Band, Choir, and theater. Overall it was a fair accurate report

**6. Page 20-73 - CONSENT AGENDA**

6.1 Certificated Personnel Report

6.2 Classified Personnel Report

6.3 Approval of Minutes for: December 5<sup>th</sup> & 19, 2017

6.4 Approval of Warrants

6.5 Ratification of Contract with SWIS Suite and WPUSD – Lincoln Crossing Elementary School

6.6 Ratification of Contract with Propel Fundraising and WPUSD – Glen Edwards Middle School Band

6.7 Ratification of Contract with Best Western Plus Irvine Spectrum Hotel and Lincoln High School.

6.8 Ratification of Contract with Holiday Inn Express & Suites and Lincoln High School.

6.9 Student Discipline Re-Entry of Student # 16-17-P

6.10 Comprehensive Safe School Plans – Located on [www.wpusd.k12.ca.us](http://www.wpusd.k12.ca.us) Elementary and Secondary

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

7. **COMMUNICATION FROM THE PUBLIC**

No communication from the public

8. **REPORTS & COMMUNICATION**

➤ Lincoln High School Student Advisory, Rebecca Luy reported on the following:

- Students taking a trip to visit colleges
- Seniors can order their senior shirts
- Arts League is hosting an art show for students
- Wellness club had a speaker on crises services
- Girls' Junior Varsity Basketball Update
- Boys Basketball Update
- Golf preparing for their season

➤ Western Placer Teacher's Association, Tara Jeane had no report

➤ Western Placer Classified Employee Association, Gus Nevarez was ill, and Jim Houck was present for CSEA but had no report

➤ Superintendent - Scott Leaman reported on the following:

- Back from vacation
- New exciting things happening
- LHS is like a new place with all of the new improvements, it's much better campus for students
- School site visitation schedule is working well
- PR campaign has begun
- There will be ads in Lincoln News Messenger

9. **Page 67 - PUBLIC HEARING**

Resolution #17/18.11 determining Public Interest and Necessity Require Acquisition of Real Property for Public Purpose and Authorizing Proceedings in Eminent Domain

Mr. Carras opened the Public Hearing at 7:19, no one spoke on the matter. The public hearing was closed.

10. **◆ACTION ◆DISCUSSION ◆INFORMATION**

10.1 Action **Page 75 – APPROVE RESOLUTION #17/18.11 – DETERMINING THAT PUBLIC INTEREST AND NECESSITY REQUIRE ACQUISITION OF REAL PROPERTY FOR PUBLIC PURPOSE AND AUTHORIZING PROCEEDINGS IN EMINENT DOMAIN –**

**Kilpatrick (17-18 G & O Component I, II, III, IV, V)**

• The Resolution 17/18, with board approval, determines that it is necessary to acquire real property located at the southeast corner of Brentford Circle and Caledon Circle in Lincoln CA. This area has been designated as the location for the new elementary school in the Lincoln Crossing area.

Audrey presented the Resolution for approval. Motion by Mr. Long, seconded by Mrs. Wyatt and passed by a 5-0 (*Ayes: Long, Wyatt, Armitage, Haley, Carras* *No: None*) roll call vote to approve Resolution #17/18.11 determining that the public interest and necessity require acquisition of real property for public purpose and authorizing proceedings in eminent domain.

**10.2 Discussion** *Page 81 – RECEIPT OF THE 2016-17 AUDITED FINANCIAL STATEMENTS – Kilpatrick (17-18 G & O Component I, II, III, IV, V)*

•The 2016-17 Unaudited Actuals were presented to the Board of Trustees in September. The firm of Crowe Horwath, LLP, has performed the required independent annual audit and submitted our audit report to the State Controller's Office by December 15<sup>th</sup> as required by law.

Audrey Kilpatrick presented the 2016-17 audited financial statements. She introduced Matt Hathaway with Crowe Horwath, LLP to present and review the audit. He reviewed areas of interest and felt the board should review page 168 showing there were no audit adjustments, and only one process was recommended

**10.3 Information** *Page 173 – WPUSD'S 2016-2017 CALIFORNIA SCHOOL DASHBOARD RESULTS – Leehane (17-18 G & O Component I, II, III, IV, V)*

•California recently released 2016-2017 district/school accountability data through the new California School Dashboard. A presentation explaining Western Placer's accountability data will be shared during the board meeting.

Kathleen Leehane reviewed the Year to Year change, and status of the new California School Dashboard. She presented the results of the year to year change on the following:

- *Suspension Rate*
- *English Learner Progress*
- *English Language Arts*
- *Mathematics*
- *Graduation Rate*
- *College & Career Prepared for LHS*

This was an information only item.

**10.4 Discussion** *Page 174 – RECEIPT OF THE 2016-17 MEASURE A AND MEASURE N GENERAL OBLIGATION BONDS AUDITED FINANCIAL STATEMENTS AND PERFORMANCE AUDITS – Kilpatrick (17-18 G & O Component I, II, III, IV, V)*

•On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act.

Audrey Kilpatrick presented the audit on the Measure A and Measure N General Obligation Bond. Matt Hathaway with Crowe Horwath, LLP shared no finding in the Bonds audited Financial Statements and Performance Audits.

January 16, 2018

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**10.5 Action** *Page 214 – APPROVE THE SELECTION OF FLINT BUILDERS, INC. FOR LEASE-LEASEBACK SERVICES AND AWARD OF LEASE-LEASEBACK AGREEMENT FOR THE NEW HIGH SCHOOL PROJECT – Adell (17-18 G & O Component I, II, III, IV, V)*

● On August 15, 2017, the Board approved Resolution 17/18.2, adopting procedures and guidelines for selection of the lease-leaseback contractor for projects including the prequalification of contractors.

Mike Adell presented Lease-Leaseback Contractor Agreement for approval. Motion by Mr. Armitage, seconded by Mr. Long, and passed by a 5-0 (*Ayes: Armitage, Carras, Haley, Long, Wyatt No: None*) vote to approve the selection of Flint Builders Inc. for Lease-Leaseback Services and award of Lease-Leaseback Agreement for the New High School Project.

**10.6 Information** *Page 231 – JOHN ADAMS ACADEMIES, INC. – JOHN ADAMS ACADEMY – LINCOLN CHARTER SCHOOL 2016-17 ANNUAL FINANCIAL STATEMENTS AND AUDIT REPORT – Kilpatrick (17-18 G & O Component I, II, III, IV, V)*

● Western Placer Unified School District, as the sponsoring authority for John Adams Academy – Lincoln Charter, is responsible for fiscal oversight. Accordingly, their annual financial statements and audit report are provided for your review.

Audrey Kilpatrick presented the John Adams annual financial statements and audit report. This was information update only, no action was taken.

**10.7 Discussion/ Action** *Page 264 – APPROVE RESOLUTION 17/18.12 REGARDING AUTHORIZATION TO TEACH ASSIGNED SUBJECTS CALIFORNIA EDUCATION CODE 44258.3 – Simon (17-18 G & O Component I, II, III, IV, V)*

● Pursuant to Education Code 44258.3 and in order to ensure proper credentialing and teacher consistency for one of our assignments. The District administration is making a recommendation that the Board approve Resolution No. 17/18.12 which will allow one certificated teacher to teach Technology Essentials in a high school departmentalized setting at grades 9-12 at Lincoln High School.

Motion by Mr. Haley, seconded by Mrs. Wyatt, and passed by 1 5-0 (*Ayes: Wyatt, Armitage, Haley, Long, Carras No: None*) roll call vote to approve Resolution 17/18.12 authorization to teach assigned subjects California Education Code 44258.3 and approved by roll call vote.

**10.8 Discussion/ Action** *Page 266 – CONSIDER APPROVING REVISED CLASSIFIED JOB DESCRIPTIONS – Simon (17-18 G & O Component I, II, III, IV, V)*

● As a part of the ongoing review of District needs and job descriptions by the District there exists a need to approve revised job descriptions for the following classified positions:

*Alternative Education Secretary	*Assistant Principal Secretary
*Cafeteria Site Cashier	*Counselor Secretary
*Dept. Secretary (Maintenance)	*Dist. ELD & Intervention Prog. Secretary
*Food Service Assistant	*Food Service Lead
*Grant Funded Transition Sup. Provider	*School Clerk II

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\*School Clerk III  
 \*Special Education Secretary  
 \*School Secretary II (High School)

\*School Secretary I  
 \*Secretary/Supplemental Prog. & Accountability  
 \*School Secretary II (Middle School)

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

**10.9 Action**

**Page 307 - ADOPTION OF REVISED/NEW POLICIES/EXHIBITS/REGULATIONS – Leaman (17-18 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 6141.4 International Baccalaureate Program
- AR 6164.41 Children with Disabilities Enrolled by Their Parents in Private School
- BP 6179 Supplemental Instruction
- AR 5148 Child Care and Development
- AR 5148.3 Preschool/Early Childhood Education
- AR 6143 Courses of Study
- BP/AR 6185 Community Day School
- BP/AR 6142.2 World/Foreign Language Instruction
- BP/AR/E 6174 Education for English Learners
- BP 6176 Weekend/Saturday Classes

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

**11. BOARD OF TRUSTEES****11.1 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.

**11.2 BOARD MEMBER REPORTS/COMMENTS**

Mr. Haley no report

Mr. Long had a question about the land across from CCC, which is a subdivision, Meadowlands Division

Mrs. Wyatt suggested using the "Lincoln View" magazine to advertise. She shared the Interact Key Club did over 400 letters to Santa in December. Mrs. Wyatt shared there will be a Parent Resource Night on January 31 at Lincoln Crossing Elementary.

Mr. Armitage had no report

Mr. Carras meeting at Kilaga Springs regarding the change over from PG&E

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

The President will establish the following meeting(s):

➤February 6, 2018 7:00 P.M., Regular Meeting of the Board of Trustees – District Office/City Hall Bldg., 3<sup>rd</sup> Floor Conference Room

January 16, 2018

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➤February 20, 2018 7:00 P.M., Regular Meeting of the Board of Trustees –  
Phoenix High School, 870 J Street, Lincoln

**13. ADJOURNMENT**

There being no further business the meeting was adjourned at 8:10 p.m.

\_\_\_\_\_  
**Paul Carras, President**

\_\_\_\_\_  
**Brian Haley, Clerk**

\_\_\_\_\_  
**Scott Leaman, Superintendent**

\_\_\_\_\_  
**Rosemary Knutson, Secretary to the  
Superintendent**

**Adopted:**

**Ayes:**

**Noes:**

**Absent:**

**Accommodating Those Individuals with Special Needs:**

In compliance with the Americans with Disabilities Act, the Western Placer Unified School District encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact the Office of the Superintendent, at (916) 645-6350 at least 48 hours in advance of the meeting you wish to attend so that we may make every reasonable effort to accommodate you, including auxiliary aids or services.



**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:**

Approval of Warrants

**AGENDA ITEM AREA:**

Consent Agenda

**REQUESTED BY:**

Audrey Kilpatrick  
Assistant Superintendent of  
Business and Operations

**ENCLOSURES:**

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

**DEPARTMENT:**

Business Services

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 6, 2018

**ROLL CALL REQUIRED:**

N/A

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**BACKGROUND:**

The Board of Trustees will consider approval of warrants paid since the January 16, 2018 board meeting.

**RECOMMENDATION:**

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

Checks Dated 01/19/2018					
Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85599067	01/19/2018	Shannon L. Vestesen	01-4300		53.36
85599068	01/19/2018	APPLE INC.	01-4300		52.55
85599069	01/19/2018	BLICK ART MATERIALS	01-4300		42.59
85599070	01/19/2018	CDW GOVERNMENT INC	01-4300	23,098.82	
			01-4400	3,562.54	26,661.36
85599071	01/19/2018	CURRICULUM ASSOCIATES INC.	01-4300		1,000.60
85599072	01/19/2018	DEMCO MEDIA	01-4300		42.95
85599073	01/19/2018	FOLLETT SCHOOL SOLUTIONS, INC.	01-4300		423.19
85599074	01/19/2018	GBC TECHNICAL SERVICE & ACCO BRANDS USA LLC	01-5800		525.18
85599075	01/19/2018	J's COMMUNICATIONS INC	01-4300		266.74
85599076	01/19/2018	JUNIOR LIBRARY GUILD	01-4200		552.34
85599077	01/19/2018	LOWE'S	01-4300		167.43
85599078	01/19/2018	MASE CENTER	01-5200		75.00
85599079	01/19/2018	MJB WELDING SUPPLY, INC.	01-4300		23.28
85599080	01/19/2018	MOSA MACK SCIENCE	01-5800		2,143.80
85599081	01/19/2018	MUSIC EXPRESS	01-4300		215.00
85599082	01/19/2018	OCTO LIGHTS LLC	01-4300	442.23	
			Unpaid Tax	29.36-	412.87
85599083	01/19/2018	OFFICE DEPOT	01-4300		55.28
85599084	01/19/2018	ORIENTAL TRADING COMPANY INC	01-4300	197.86	
			Unpaid Tax	12.03-	185.83
85599085	01/19/2018	PCOE - PLACER CO OFFICE OF ED	01-5200		150.00
85599086	01/19/2018	PJ'S MAIL & PARCEL SERVICE	01-4300		14.18
85599087	01/19/2018	RAY MORGAN CO. / CHICO	01-5600		135.93
85599088	01/19/2018	READ NATURALLY INC.	01-5800		690.00
85599089	01/19/2018	RENAISSANCE LEARNING INC.	01-5800		819.80
85599090	01/19/2018	SCHOOL SPECIALTY INC	01-4300		53.54
85599091	01/19/2018	SDE REGISTRATIONS	01-5200		888.00
85599092	01/19/2018	SPORTIME LLC SCHOOL SPECIALTY	01-4300		247.27
85599093	01/19/2018	TCHOUKBALL INC	01-4300	587.01	
			Unpaid Tax	31.91-	555.10
85599094	01/19/2018	WEST MUSIC	01-4300	360.36	
			Unpaid Tax	24.36-	336.00
85599095	01/19/2018	WORLDS FINEST CHOCOLATE	01-4300		4,200.00
85599096	01/19/2018	CDW GOVERNMENT INC	01-4300		350.00
85599097	01/19/2018	CPI - CRISIS PREVENTION INSTITUTE	01-5300		150.00
85599098	01/19/2018	KATHRYN WYFFELS	01-5800		3,000.00
85599099	01/19/2018	Loomis Union School Dist	01-4300		146.56
85599100	01/19/2018	REGINA ROSENZWEIG	01-5800		3,000.00
85599101	01/19/2018	U.S. BANK NATIONAL ASSOCIATION	01-4100	29.78	
		U.S. BANCORP PURCHASING CARD			
			01-4300	2,287.75	
			01-4390	26.87	

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 01/19/2018					
Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85599101	01/19/2018	U.S. BANK NATIONAL ASSOCIATION U.S. BANCORP PURCHASING CARD	01-5200	2,226.76	
			01-5800	312.56	4,883.72
85599102	01/19/2018	Deborah J. McKinnon	01-5200		16.35
85599103	01/19/2018	ANGELINA BROWN - DBA ANGEION CONSULTING	01-5800		2,500.00
85599104	01/19/2018	AT&T	01-5560		4,599.34
85599105	01/19/2018	B.T. MANCINI CO. INC.	01-5800		1,064.00
85599106	01/19/2018	BARE BONES WORKWEAR	01-4300		1,429.48
85599107	01/19/2018	CITRUS HEIGHTS SAW & MOWER	01-4400		2,485.79
85599108	01/19/2018	DANNIS WOLIVER KELLEY DWK ATTORNEYS AT LAW	01-5810		1,107.00
85599109	01/19/2018	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		142.30
85599110	01/19/2018	EXCELCHEM ENVIRONMENTAL LAB	01-5800		135.00
85599111	01/19/2018	FAR WEST RENTS & READY MIX	01-5600		17.21
85599112	01/19/2018	GOLD COUNTY TRACTORS, INC.	01-4300		32.07
85599113	01/19/2018	GRAINGER .	01-4300		67.24
85599114	01/19/2018	HD SUPPLY FACILITIES MAINTENANCE, LTD.	01-4300		26.68
85599115	01/19/2018	HMC GROUP	21-6210		67,331.25
85599116	01/19/2018	L & H AIRCO	35-5600		14,145.00
85599117	01/19/2018	LOOMIS UNION SCHOOL DISTRICT	01-4300		30.00
85599118	01/19/2018	LOWE'S	01-4300		1,061.86
85599119	01/19/2018	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-5800		810.00
85599120	01/19/2018	MARY WILKIE - DBA WHEST KOAST PLUMBING	01-5600		1,904.00
85599121	01/19/2018	NOR-CAL ROOFING INC	01-5600		1,360.00
85599122	01/19/2018	PACIFIC GAS & ELECTRIC CO	01-5510		54,827.61
85599123	01/19/2018	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		827.44
85599124	01/19/2018	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		334.13
85599125	01/19/2018	RIEBES AUTO PARTS	01-4365		2,240.21
85599126	01/19/2018	ROY R. RADTKE - DBA APPROVED SAFE & LOCK	01-4300		139.11
85599127	01/19/2018	SAC VAL JANITORIAL SALES	01-4300		353.93
85599128	01/19/2018	SIERRA OFFICE SUPPLIES &	01-4300		294.32
85599129	01/19/2018	SIG SCHOOLS INSURANCE GROUP	01-5460		2,052.00
85599130	01/19/2018	SLAKEY BROTHERS	01-4300		328.72
85599131	01/19/2018	SPURR	01-5530		16,667.23
85599132	01/19/2018	STINEMAN'S FARM SUPPLY	01-4300		48.20
85599133	01/19/2018	WESTERN PLACER WASTE	01-5540		107.64
85599134	01/19/2018	CROWN DISTRIBUTING INC.	13-4380		878.15
85599135	01/19/2018	CULTURE SHOCK YOGURT	13-4710		192.60
85599136	01/19/2018	DANIELSEN COMPANY	13-4380	210.27	
			13-4710	1,632.80	1,843.07

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**Checks Dated 01/19/2018**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85599137	01/19/2018	GOLD STAR FOODS, INC	13-4380	106.01	
			13-4710	9,645.55	9,751.56
85599138	01/19/2018	PROPACIFIC FRESH	13-4380	94.24	
			13-4710	1,292.05	1,386.29
85599139	01/19/2018	UNIFIRST CORPORATION	13-5800		192.25
Total Number of Checks			73		<u>245,248.48</u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	65	149,625.97
13	Cafeteria Fund	6	14,243.92
21	Building Fund #1	1	67,331.25
35	Schools Facilities (Prop 1A)	1	14,145.00
Total Number of Checks		73	245,346.14
Less Unpaid Tax Liability			97.66-
Net (Check Amount)			<u>245,248.48</u>

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## Checks Dated 01/12/2018

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85597668	01/12/2018	Leah M. Contaxis	01-5200		21.83
85597669	01/12/2018	Lori J. Fury	01-5200		58.05
85597670	01/12/2018	CDW GOVERNMENT INC	01-4300	55.82	
			01-4400	4,062.67	4,118.49
85597671	01/12/2018	DISCOVERY OFFICE SYSTEMS	01-4300		14.52
85597672	01/12/2018	JABBERGYM INC.	01-5800		2,660.00
85597673	01/12/2018	MEDICAB OF SACRAMENTO/SIERRA	01-5800		931.50
85597674	01/12/2018	MEDICAL BILLING TECHNOLOGIES	01-5800		292.65
85597675	01/12/2018	PEARSON ASSESSMENTS ORDERING DEPARTMENT	01-4300		225.36
85597676	01/12/2018	PLACER COUNTY SELPA	01-5200		1,375.00
85597677	01/12/2018	SAFEWAY INC	01-4300		181.15
85597678	01/12/2018	SIG SCHOOLS INSURANCE GROUP	01-3401		676.42
85597679	01/12/2018	TOTAL EDUCATION SOLUTIONS	01-5800		2,800.00
85597680	01/12/2018	TOTAL EDUCATIONAL SYS SUPPORT	01-5800		9,500.00
85597681	01/12/2018	VIKING SHRED LLC	01-4300		177.56
85597682	01/12/2018	WESTERN PSYCHOLOGICAL SERVICES	01-4300		659.48
85597683	01/12/2018	Peter A. Nesci	01-4300		100.00
85597684	01/12/2018	Karen A. Roberts	01-4300		189.83
85597685	01/12/2018	Adam P. Salinger	01-4300		84.15
85597686	01/12/2018	AIRGAS	01-4300		89.05
85597687	01/12/2018	APPLE INC.	01-4300	159.80	
			01-4400	647.43	807.23
85597688	01/12/2018	BURKETT'S OFFICE	01-4300		3,103.60
85597689	01/12/2018	DISCOVERY OFFICE SYSTEMS	01-4300		282.44
85597690	01/12/2018	MJB WELDING SUPPLY, INC.	01-4300		47.50
85597691	01/12/2018	NATIONAL FFA	01-4300	1,618.05	
			Unpaid Tax	100.05-	1,518.00
85597692	01/12/2018	OFFICE DEPOT	01-4300	347.20	
			01-4400	153.33	500.53
85597693	01/12/2018	PLACER FARM SUPPLY	01-4300		355.29
85597694	01/12/2018	RAY MORGAN CO. / CHICO	01-5600		131.47
85597695	01/12/2018	RIEBES AUTO PARTS	01-4300		83.37
85597696	01/12/2018	SAFEWAY INC	01-4300		176.88
85597697	01/12/2018	SELWAY MACHINE TOOLS	01-4400		2,750.02
85597698	01/12/2018	SIERRA HAY & FEED	01-4300		181.84
85597699	01/12/2018	STAPLES BUSINESS ADVANTAGE	01-4300		5,180.59
85597700	01/12/2018	Kerry W. Beltram	01-5200		14.56
85597701	01/12/2018	Rosemary Knutson	01-5200		36.44
85597702	01/12/2018	Paul M. Long	01-4300		210.49
85597703	01/12/2018	ALAN S BROOKS	21-6290		900.00
85597704	01/12/2018	BANK OF NEW YORK MELLON CORPORATE TRUST DEPT.	21-5800		750.00
85597705	01/12/2018	BEYNON SPORTS SURFACES, INC.	21-6170		234,096.00
85597706	01/12/2018	BOYLE FUTURE TECHNOLOGY	01-4345		261.06

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## Checks Dated 01/12/2018

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85597707	01/12/2018	BUS WEST - FRESNO	01-4365		15.76
85597708	01/12/2018	CAPITOL CLUTCH AND BRAKE INC	01-4365		469.96
85597709	01/12/2018	CAPITOL PUBLIC FINANCE GROUP	25-5800		1,170.00
85597710	01/12/2018	CDW GOVERNMENT INC	01-4300		12,476.23
85597711	01/12/2018	CITY OF LINCOLN/NON UTILITY	21-6280		346.00
85597712	01/12/2018	CLIMATE CONTROL INC	01-5600	222.50	
			35-5600	5,475.00	5,697.50
85597713	01/12/2018	CROWE HORWATH LLP	01-5811	5,330.00	
			21-5811	2,000.00	7,330.00
85597714	01/12/2018	DIESEL EMISSIONS SERVICE	01-5600		593.42
85597715	01/12/2018	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		1,641.10
85597716	01/12/2018	FAR WEST RENTS & READY MIX	01-5600		17.21
85597717	01/12/2018	FORSTER HEATING	35-6200		7,858.00
85597718	01/12/2018	GCR TIRES & SERVICE	01-4360		1,037.47
85597719	01/12/2018	GEARY PACIFIC SUPPLY	01-4300		626.26
85597720	01/12/2018	HD SUPPLY FACILITIES MAINTENANCE, LTD.	01-4300		60.04
85597721	01/12/2018	HILLYARD / SACRAMENTO	01-4300		313.20
85597722	01/12/2018	HMC GROUP	21-6210		51,161.06
85597723	01/12/2018	HOLT OF CALIFORNIA	01-5600		2,306.12
85597724	01/12/2018	HOME DEPOT CREDIT SERVICES	01-4300		391.36
85597725	01/12/2018	J & J SCREEN & GLASS	01-5600		424.50
85597726	01/12/2018	JIVE COMMUNICATIONS, INC.	01-5560		608.15
85597727	01/12/2018	NAVIA BENEFIT SOLUTIONS	01-5800		154.00
85597728	01/12/2018	POWER SCHOOL GROUP, LLC	01-5800		1,000.00
85597729	01/12/2018	PPG PAINTS ARCHITECTURAL FINISHES, INC.	01-4300		58.16
85597730	01/12/2018	RAY MORGAN CO. / CHICO	01-5600		27.63
85597731	01/12/2018	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-4300	1,332.25	
			01-5600	838.70	2,170.95
85597732	01/12/2018	ROBERT SMITH / BIDWELL H2O DBA - BIDWELL WATER	01-4300		80.00
85597733	01/12/2018	SAC VAL JANITORIAL SALES	01-4300		1,101.06
85597734	01/12/2018	SIERRA BUILDING SYSTEMS INC	01-5600		305.72
85597735	01/12/2018	SIERRA OFFICE SUPPLIES &	01-4300		256.91
85597736	01/12/2018	SIG SCHOOLS INSURANCE GROUP	01-5400		301,849.91
85597737	01/12/2018	SNACK NATION	01-4300		2,000.00
85597738	01/12/2018	US BANK CORP TRUST SERVICE	49-5800		990.00
85597739	01/12/2018	BEST BUY FOR BUSINESS	01-4300		1,215.55
85597740	01/12/2018	CROWN DISTRIBUTING INC.	13-4380		1,953.72
85597741	01/12/2018	DANIELSEN COMPANY	13-4380	325.13	
			13-4710	2,524.73	2,849.86
85597742	01/12/2018	GOLD STAR FOODS, INC	13-4380	76.52	
			13-4710	6,963.15	7,039.67
85597743	01/12/2018	HEARTLAND PMNT SYS	13-5800		250.00

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**Checks Dated 01/12/2018**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85597744	01/12/2018	PRODUCERS DAIRY FOODS, INC.	13-4710		3,813.34
85597745	01/12/2018	SCHOOL SPECIALTY INC	01-4300		2,030.74
85597746	01/12/2018	STATE BOARD OF EQUALIZATION	01-4300		75.63
85597747	01/12/2018	Abigail C. Castillo	01-5200		108.07
85597748	01/12/2018	MILLERS CITRUS GROVE	13-4710		412.50
85597749	01/12/2018	ORIENTAL TRADING COMPANY INC	01-4300	35.16	
		Unpaid Tax		2.17-	32.99
85597750	01/12/2018	UNIFIRST CORPORATION	13-5800		192.25
85597751	01/12/2018	PROPACIFIC FRESH	13-4380	62.82	
			13-4710	1,807.82	1,870.64
Total Number of Checks			84		<u>701,924.99</u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	68	378,899.17
13	Cafeteria Fund	8	18,381.98
21	Building Fund #1	6	289,253.06
25	Capital Facilities Fund	1	1,170.00
35	Schools Facilities (Prop 1A)	2	13,333.00
49	Mello Roos Capital Projects	1	990.00
Total Number of Checks		84	702,027.21
Less Unpaid Tax Liability			102.22-
Net (Check Amount)			<u>701,924.99</u>

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## Checks Dated 01/05/2018

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85596350	01/05/2018	Christopher J. Mireles	01-4300		143.28
85596351	01/05/2018	Kristin N. Morford	01-5200		55.10
85596352	01/05/2018	ALTA CALIFORNIA REGIONAL CENTER	01-5200		50.00
85596353	01/05/2018	BANK OF AMERICA #4333	01-4300	569.41	
			01-5200	897.00	
			01-5800	94.05	1,560.46
85596354	01/05/2018	CDW GOVERNMENT INC	01-4300		2,661.48
85596355	01/05/2018	LOZANO SMITH LLP	01-5810		4,620.00
85596356	01/05/2018	MEDICAB OF SACRAMENTO/SIERRA	01-5800		3,003.00
85596357	01/05/2018	MEDICAL BILLING TECHNOLOGIES	01-5800		762.85
85596358	01/05/2018	NANCY ALEXANDER-STORM	01-5800		1,500.00
85596359	01/05/2018	PCOE - PLACER CO OFFICE OF ED	01-5200		150.00
85596360	01/05/2018	PLACER COUNTY SELPA	01-5200		935.00
85596361	01/05/2018	SIG EMPLOYEE BENEFITS TRUST	76-9558		715,585.05
85596362	01/05/2018	Amber N. Hichborn	01-5200		95.07
85596363	01/05/2018	Tracey N. Lillie	11-5200		94.39
85596364	01/05/2018	Michelle V. Harris	01-5800		195.00
85596365	01/05/2018	Cecilia M. Sanchez	01-5200		18.19
85596366	01/05/2018	A-Z BUS SALES INC	01-4365		762.28
85596367	01/05/2018	ACI SPECIALTY BENEFITS ACI ENTERPRISES INC	01-3901		2,524.50
85596368	01/05/2018	ADI HONEYWELL INTERNATIONAL	01-4300		326.26
85596369	01/05/2018	BELFOR PROPERTY RESTORATION BELFOR USA GROUP INC	01-5460		2,000.00
85596370	01/05/2018	CALTRONICS BUSINESS SYSTEMS	01-5600		352.11
85596371	01/05/2018	CAPITAL LIVE SCAN	01-5800		21.00
85596372	01/05/2018	CITRUS HEIGHTS SAW & MOWER	01-4365		62.03
85596373	01/05/2018	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		121.51
85596374	01/05/2018	DISCOVERY OFFICE SYSTEMS	01-5600		81.42
85596375	01/05/2018	ECORP CONSULTING INC	21-6140		18,951.02
85596376	01/05/2018	LANDMARK CONSTRUCTION	01-6200	162,600.69	
			25-6200	18,066.74	180,667.43
85596377	01/05/2018	LINMOORE FENCING & IRONWORKS	01-5800		5,500.00
85596378	01/05/2018	LOZANO SMITH LLP	01-5810	1,888.78	
			21-5810	6,942.08	
			25-5810	2,606.77	
			40-5810	1,297.00	12,734.63
85596379	01/05/2018	PACIFIC GAS & ELECTRIC CO	01-5510		25,188.52
85596380	01/05/2018	PADRE ASSOCIATES, INC.	21-6140		2,320.00
85596381	01/05/2018	PPG PAINTS ARCHITECTURAL FINISHES, INC.	01-4300		69.56
85596382	01/05/2018	RAINFORTH GRAU ARCHITECTS	21-6210		30,489.06
85596383	01/05/2018	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		711.92

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## Checks Dated 01/05/2018

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85596384	01/05/2018	SAC VAL JANITORIAL SALES	01-4300		938.83
85596385	01/05/2018	SCHOOL FACILITY CONSULTANTS	25-5800		1,062.50
85596386	01/05/2018	SIERRA OFFICE SUPPLIES &	01-4300		39.53
85596387	01/05/2018	VERIZON WIRELESS	01-5560	2,188.64	
			21-5560	53.59	2,242.23
85596388	01/05/2018	Maria G. Aguilar	01-5200		9.42
85596389	01/05/2018	Jessica J. Armistead	01-4300		95.00
85596390	01/05/2018	Annie Z. Brothers	01-4300		31.10
85596391	01/05/2018	Carrie A. Garbett	01-5200		200.20
85596392	01/05/2018	Barbara J. Green	01-5200		15.51
85596393	01/05/2018	Christina A. Lawson	13-4380	23.54	
			13-4710	41.97	65.51
85596394	01/05/2018	Shanna C. Parker	01-5200		273.06
85596395	01/05/2018	Karen A. Roberts	01-4300		28.70
85596396	01/05/2018	Afton M. Stolesen	01-4300		44.58
85596397	01/05/2018	AMERIGAS PROPANE LP	01-4300		434.33
85596398	01/05/2018	ATHLETICS UNLIMITED	01-4300		1,752.74
85596399	01/05/2018	B&H PHOTO VIDEO	01-4300	1,739.22	
			01-4400	5,212.44	
			Unpaid Tax	464.76-	6,486.90
85596400	01/05/2018	BARNES & NOBLE BOOKSTORES	01-4300		34.28
85596401	01/05/2018	BLICK ART MATERIALS	01-4300		18.82
85596402	01/05/2018	BSN SPORTS SPORTS SUPPLY GROUP	01-4300		1,697.15
85596403	01/05/2018	CASBO - CALIF ASSOCIATION OF SCHOOL BUSINESS OFFICIALS	01-5200		445.00
85596404	01/05/2018	CDW GOVERNMENT INC	01-4400		726.95
85596405	01/05/2018	COAST TO COAST COMPUTER PRODUCTS	01-4300		397.85
85596406	01/05/2018	DANIEL W. GRIFFEN DBA DANG ELECTRIC	01-5800		1,900.00
85596407	01/05/2018	DEMCO MEDIA	01-4300		7.40
85596408	01/05/2018	DISCOVERY OFFICE SYSTEMS	01-4300	1,075.97	
			01-5600	410.64	1,486.61
85596409	01/05/2018	DOLLAMUR SPORT SURFACES	01-4300		55.00
85596410	01/05/2018	FLORA FRESH, INC.	01-4300		556.36
85596411	01/05/2018	FLORAL RESOURCES SACRAMENTO	01-4300		231.66
85596412	01/05/2018	FOLLETT SCHOOL SOLUTIONS, INC.	01-4200	45.05	
			01-4300	706.15	751.20
85596413	01/05/2018	LAKESHORE LEARNING MATERIALS	01-4300		85.54
85596414	01/05/2018	MARLEEN NOBELL DBA: MAR/CAL	01-4300		38.66
85596415	01/05/2018	MJB WELDING SUPPLY, INC.	01-4300	4,547.91	
			01-6400	59,723.08	64,270.99
85596416	01/05/2018	MONOPRICE INC	01-4300		256.05
85596417	01/05/2018	NASCO MODESTO	01-4300		104.71

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**Checks Dated 01/05/2018**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85596418	01/05/2018	OFFICE DEPOT	01-4300		426.88
85596419	01/05/2018	ORIENTAL TRADING COMPANY INC	01-4300	71.96	
			Unpaid Tax	3.99-	67.97
85596420	01/05/2018	PITNEY BOWES INC	01-5600		134.98
85596421	01/05/2018	ROCKLER WOODWORKING & HARDWARE	01-4300		3,041.57
85596422	01/05/2018	SAFEWAY INC	01-4300		8.97
85596423	01/05/2018	SCHOOL SPECIALTY INC	01-4300		310.96
85596424	01/05/2018	SPEECH CORNER	01-4300	42.83	
			Unpaid Tax	2.90-	39.93
85596425	01/05/2018	STAPLES BUSINESS ADVANTAGE	01-4300		5,131.99
85596426	01/05/2018	U.S. GAMES	01-4300		106.95
85596427	01/05/2018	USI INC	01-4300		336.73
85596428	01/05/2018	VIKING SHRED LLC	01-4300		47.99
85596429	01/05/2018	WAVE Cable TV	01-4300		20.06
Total Number of Checks			80		<u><u>1,110,771.47</u></u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	73	313,709.41
11	Adult Education Fund	1	94.39
13	Cafeteria Fund	1	65.51
21	Building Fund #1	5	58,755.75
25	Capital Facilities Fund	3	21,736.01
40	Spec Res For Capital Outlay	1	1,297.00
76	Payroll Fund	1	715,585.05
Total Number of Checks		80	1,111,243.12
Less Unpaid Tax Liability			<u>471.65-</u>
Net (Check Amount)			<u><u>1,110,771.47</u></u>

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**Checks Dated 01/26/2018**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85600391	01/26/2018	Kathleen B. Cummings	01-4300		32.16
85600392	01/26/2018	Jennifer D. Nelson	01-4300		39.98
85600393	01/26/2018	Kelly E. Ransford	01-4300		22.00
85600394	01/26/2018	Dennis E. Santos	01-4300		8.57
85600395	01/26/2018	Lori D. Young	01-4300		192.74
85600396	01/26/2018	ADAPTED MIND	01-5800		195.00
85600397	01/26/2018	ADVENTURE TO FITNESS, LLC	01-5800		99.00
85600398	01/26/2018	ATHLETICS UNLIMITED	01-4300		155.94
85600399	01/26/2018	BSN SPORTS SPORTS SUPPLY GROUP	01-4300		1,066.84
85600400	01/26/2018	CDW GOVERNMENT INC	01-4300	10,408.77	
			01-4400	1,795.53	12,204.30
85600401	01/26/2018	CROWN AWARDS	01-4300	4.80	
			Unpaid Tax	.06-	4.74
85600402	01/26/2018	DISCOVERY OFFICE SYSTEMS	01-4300	488.89	
			01-5600	276.70	765.59
85600403	01/26/2018	EFFIE YEAH NATURE CENTER	01-5800		1,335.04
85600404	01/26/2018	GRAINGER	01-4400		390.92
85600405	01/26/2018	LAKESHORE LEARNING MATERIALS	01-4300		1,061.65
85600406	01/26/2018	MJB WELDING SUPPLY, INC.	01-4300		61.94
85600407	01/26/2018	MOVING MINDS	01-4300		298.65
85600408	01/26/2018	NASCO MODESTO	01-4300		32.39
85600409	01/26/2018	OFFICE DEPOT	01-4300		95.71
85600410	01/26/2018	PCOE - PLACER CO OFFICE OF ED	01-5200		50.00
85600411	01/26/2018	POSITIVE PROMOTIONS	01-4300	80.72	
			Unpaid Tax	4.52-	76.20
85600412	01/26/2018	REALLY GOOD STUFF	01-4300	141.95	
			Unpaid Tax	8.86-	133.09
85600413	01/26/2018	SCHOLASTIC BOOK CLUBS	01-4200		60.00
85600414	01/26/2018	STAPLES BUSINESS ADVANTAGE	01-4300	1,452.72	
			01-4400	4,713.30	6,166.02
85600415	01/26/2018	THERAPY SHOPPE INC	01-4300	77.57	
			Unpaid Tax	4.64-	72.93
85600416	01/26/2018	TOLEDO P.E. SUPPLY	01-4300	567.51	
			Unpaid Tax	38.37-	529.14
85600417	01/26/2018	U.S. SCHOOL SUPPLY	01-4300		204.75
85600418	01/26/2018	UNIVERSITY OF OREGON EDUCATIONAL COMMUNITY SUPPORT	01-5800		233.33
85600419	01/26/2018	WAVE Cable TV	01-4300		20.06
85600420	01/26/2018	Jina S. Martelle	01-5200		12.52
85600421	01/26/2018	BANK OF AMERICA #4333	01-4300	1,184.03	
			01-5800	1,749.16	2,933.19
85600422	01/26/2018	CURRICULUM ASSOCIATES INC.	01-5800		450.00
85600423	01/26/2018	LD PRODUCTS	01-4300		184.38
85600424	01/26/2018	Loomis Union School Dist	01-4300		264.00
85600425	01/26/2018	MEDICAB OF SACRAMENTO/SIERRA	01-5800		1,772.00

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 01/26/2018

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85600426	01/26/2018	PCOE - PLACER CO OFFICE OF ED	01-5800		38,950.00
85600427	01/26/2018	PLACER LEARNING CENTER	01-5800		34,154.50
85600428	01/26/2018	SACRAMENTO CO OFFICE OF ED.	01-5200		500.00
85600429	01/26/2018	SIERRA FOOTHILLS ACADEMY	01-5800		64,095.17
85600430	01/26/2018	CDW GOVERNMENT INC	01-4300		2,194.35
85600431	01/26/2018	CITY OF LINCOLN	01-5540	6,717.39	
			01-5550	3,255.88	
			01-5570	9,905.54	19,878.81
85600432	01/26/2018	CITY OF LINCOLN / PG&E REIMB	01-5510		1,877.10
85600433	01/26/2018	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		132.84
85600434	01/26/2018	DISCOVERY OFFICE SYSTEMS	01-5600		71.15
85600435	01/26/2018	DSA - DIVISION OF THE STATE ARCHITECT	25-6220		4,100.00
85600436	01/26/2018	ECORP CONSULTING INC	21-6140		200.00
85600437	01/26/2018	EMICS, INC. - DBA CHALK SCHOOLS	01-5800		4,000.00
85600438	01/26/2018	FEDEX / ACCT 1266-6713-2	21-4300		24.00
85600439	01/26/2018	GEARY PACIFIC SUPPLY	01-4300		154.21
85600440	01/26/2018	HILLYARD / SACRAMENTO	01-4300		474.40
85600441	01/26/2018	HORIZON	01-4300		35.97
85600442	01/26/2018	KINGSLEY BOGARD THOMPSON LLP	01-5810		2,950.00
85600443	01/26/2018	LOZANO SMITH LLP	01-5810	952.69	
			21-5810	9,820.00	
			25-5810	2,594.75	13,367.44
85600444	01/26/2018	MWG MESTMAKER & ASSOCIATES	01-3901		136.60
85600445	01/26/2018	PACIFIC GAS & ELECTRIC CO	01-5510		16,793.36
85600446	01/26/2018	PLATT ELECTRIC SUPPLY, INC.	01-4300		124.62
85600447	01/26/2018	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		136.55
85600448	01/26/2018	RSD - REFRIGERATION SUPPLIES	01-4300		25.00
85600449	01/26/2018	SCHOOL FACILITY CONSULTANTS	25-5800		2,138.75
85600450	01/26/2018	SIERRA OFFICE SUPPLIES &	01-4300		213.93
85600451	01/26/2018	TAG / AMS INC	01-5800		272.00
85600452	01/26/2018	VERIZON WIRELESS	01-5560	1,984.29	
			21-5560	53.68	2,037.97
85600453	01/26/2018	C & S TELECOMMUNICATIONS INC	01-5600		653.64
85600454	01/26/2018	CDW GOVERNMENT INC	01-4300		33.83
85600455	01/26/2018	CHRISTOPHER FREEMAN - DBA POWER PROTECTION PLUS	01-5600		1,050.00
85600456	01/26/2018	GRAINGER	01-4300		384.32
85600457	01/26/2018	HOME DEPOT CREDIT SERVICES	01-4300		445.59
85600458	01/26/2018	PACIFIC GAS & ELECTRIC CO	01-5510		4,669.18
85600459	01/26/2018	PPG PAINTS ARCHITECTURAL FINISHES, INC.	01-4300		58.16
85600460	01/26/2018	SAC VAL JANITORIAL SALES	01-4300		18.92
85600461	01/26/2018	SIERRA BUILDING SYSTEMS INC	01-5600		450.00

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**Checks Dated 01/26/2018**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85600462	01/26/2018	UNIFIRST CORPORATION	01-5800		1,162.58
85600463	01/26/2018	Clelia Jocoy	01-4300		50.76
85600464	01/26/2018	CROWN DISTRIBUTING INC.	13-4380		1,527.81
85600465	01/26/2018	CULTURE SHOCK YOGURT	13-4710		353.10
85600466	01/26/2018	GOLD STAR FOODS, INC	13-4710		8,640.78
85600467	01/26/2018	MILLERS CITRUS GROVE	13-4710		412.50
85600468	01/26/2018	PRODUCERS DAIRY FOODS, INC.	13-4710		3,234.84
85600469	01/26/2018	PROPACIFIC FRESH	13-4380	193.92	
			13-4710	1,594.86	1,788.78
85600470	01/26/2018	UNIFIRST CORPORATION	13-5800		192.25
Total Number of Checks			80		<u>265,390.53</u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	69	230,365.74
13	Cafeteria Fund	7	16,150.06
21	Building Fund #1	4	10,097.68
25	Capital Facilities Fund	3	8,833.50
Total Number of Checks		80	265,446.98
Less Unpaid Tax Liability			56.45-
Net (Check Amount)			<u>265,390.53</u>

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**Checks Dated 01/24/2018**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85599753	01/24/2018	STAPLES BUSINESS ADVANTAGE	01-4300	5,178.42	
			25-4300	6.76	5,185.18
85599754	01/24/2018	Carrie L. Carlson	01-5200		12.00
85599755	01/24/2018	ECORP CONSULTING INC	21-6140		10,517.50
85599756	01/24/2018	GRAINGER .	01-4300		432.82
85599757	01/24/2018	L & H AIRCO	01-5600		243.60
85599758	01/24/2018	PPG PAINTS ARCHITECTURAL FINISHES, INC.	01-4300		166.30
85599759	01/24/2018	RAINFORTH GRAU ARCHITECTS	21-6210		398,610.70
85599760	01/24/2018	SAC VAL JANITORIAL SALES	01-4300		1,429.67
85599761	01/24/2018	STATE OF CA CONDEMNATION FUND	21-6110		2,900,000.00
85599762	01/24/2018	WILLIAMS + PADDON	01-5800	964.50	
			25-6210	1,843.50	2,808.00
Total Number of Checks			10		<u>3,319,405.77</u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	7	8,427.31
21	Building Fund #1	3	3,309,128.20
25	Capital Facilities Fund	2	1,850.26
Total Number of Checks		10	3,319,405.77
Less Unpaid Tax Liability			.00
Net (Check Amount)			<u>3,319,405.77</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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**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:**

Williams Uniform Quarterly  
Complaint Report

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Scott Leaman,  
Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 6, 2018

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

One component of the Williams Settlement Legislation requires each district to submit a quarterly report to the County Superintendent and the Governing Board on the nature and resolution of complaints addressing insufficient instructional material, teacher vacancies and misassignments, and emergency or urgent facilities issues.

**RECOMMENDATION:**

Administration recommends the Board of Trustees approve the results of the Williams Uniform Complaint report.

Quarterly Report on Williams Uniform Complaints  
[Education Code § 35186(d)(e)]

District: Western Placer Unified School District

Person completing this form: Rosemary Knutson

Title: Secretary to the Superintendent

Quarterly Report Submission Date:  
(Check one)

☐

April

Due: April 30<sup>th</sup>

☐

July

Due: July 31<sup>st</sup>

☐

October

Due: October 31<sup>st</sup>

☒

January

Due: January 31<sup>st</sup>

Date quarterly report was or will be reported publicly at a regularly scheduled board meeting: 2/6/18

☒

No complaints were filed with any school in the district or with a district official during the quarter indicated above.

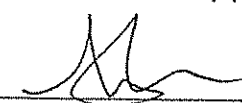
☐

Complaints were filed with a school(s) in the district or with a district official during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	-0-	-0-	-0-
Teacher Vacancy or Misassignment	-0-	-0-	-0-
Facilities Conditions	-0-	-0-	-0-
CAHSEE Intensive Instruction & Services	-0-	-0-	-0-
<b>TOTALS</b>	-0-	-0-	-0-

**Scott Leaman**

Print Name of District Superintendent



Signature of District Superintendent

**February 1, 2018**

Date

Please submit to: Jessica Garlock, Administrative Assistant  
County Superintendent of Schools  
Placer County Office of Education  
360 Nevada Street, Auburn, CA 95603  
(530) 889-5581 / Fax: (888) 292-4936



# 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:

Ratification of Contract with Holiday Inn  
Los Angeles International Airport and  
Lincoln High School

### AGENDA ITEM AREA:

Consent

### REQUESTED BY:

Audrey Kilpatrick   
Asst Superintendent - Business & Operations

### ENCLOSURES:

Yes

### DEPARTMENT:

Business Services

### FINANCIAL INPUT/SOURCE:

LHS - Student Body Donations

### MEETING DATE:

February 6, 2018

### ROLL CALL REQUIRED:

No

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### BACKGROUND:

The attached contract with Holiday Inn Los Angeles International Airport is for lodging for students and employees in Los Angeles, California for one night from January 18-19, 2018. Seventeen rooms will be booked for students and teachers of the Lincoln High School National Honor Society. The trip will be paid using student body donations.

### RECOMMENDATION:

Staff recommends the Board ratify the contract with Holiday Inn Los Angeles International Airport and Lincoln High School for lodging needs of employees and students.



## GROUP SALES AGREEMENT

Holiday Inn Los Angeles International Airport

January 16, 2018

Name of Client:	Marilou Edwards	Name of the hotel:	Holiday Inn Los Angeles International Airport
Name of organization: in Lincoln California	National Honors Society Lincoln High School	Address of the hotel:	9901 La Cienega Boulevard
Address of Client:	790 J Street	City, State, Zip:	Los Angeles, CA 90045
City, State, Zip:	Lincoln, CA 95648	Telephone number:	310-649-5151
Telephone number of Client:	916-645-6360	Fax number:	310-670-3619
Fax number:	na	Sales Manager:	David Romero
E mail of the client:	<a href="mailto:medwards@wpusd.k12.ca.us">medwards@wpusd.k12.ca.us</a>	Sales Manager E mail:	<a href="mailto:davidr@hilax.com">davidr@hilax.com</a>

This agreement (the "Agreement") is made and entered into by and between Interstate-Rim Management Company, LLC as agent for 9901 La Cienega (Los Angeles) Esong, LLC dba Holiday Inn Los Angeles International Airport (hereinafter referred to as "Hotel") and National Honors Society Lincoln High School in Lincoln California (hereinafter referred to as "Group"). This Agreement will become binding on both parties only after it is signed by both parties.

### ARTICLE I: DESCRIPTION OF THE EVENT

Hotel shall provide accommodations for the following Event as pursuant to the terms and conditions of this Agreement:

### ARTICLE II: GROUP ROOM RESERVATIONS

**2.1 Sleeping Rooms and Rates.** Hotel agrees that it will provide, and Group agrees that either Group or guests attending the Event (as specified below) will purchase, room nights in the Hotel in the following pattern (the "Room Block"):

ROOM TYPE	RATE	1/18/18	1/19/18
		Thursday	Friday
2 Beds -- rooms	\$119.00	17	Check-out

- Above rate is based on Single or Quadruple occupancy.
- Rates are subject to occupancy tax of 15.70% tax.

**2.2 Taxes.** The above rates do not include any applicable state or municipal taxes, fees or assessments. Group shall be responsible for any applicable taxes, fees or assessments, the amounts of which are subject to change by applicable government agencies with or without notice. If Group is claiming tax-exempt status, then (1) Group must present all documentation required by Hotel and pay in the manner specified by Hotel and (2) Group hereby accepts all liability and agrees to indemnify Hotel for all taxes paid and all costs incurred, including attorney fees, if a taxing authority requires that Hotel remit tax for the room nights covered by this Agreement.

**2.3 Arrival Date.** The term "Arrival Date" in this Agreement refers to earlier of the first date of the Room Block and the first of any Functions.

**2.4 Cutoff Date.** After the "Cutoff Date" January 16, 2018; Hotel shall be permitted to release, for sale to the general public or to other groups, any room nights in the Room Block that have not been reserved as provided in this Agreement. Hotel will continue to accept reservations from Group's attendees after that date at the prevailing room rate, subject to availability. The

release of room nights after the Cutoff Date shall not release Group from any liability for Sleeping Room Performance as provided in this Agreement.

**2.5 Intermediary Commission or Fee.** All rates are non-commissionable.

**2.6 Sleeping Room Reservations.** Group must submit a rooming list to Hotel to this email [holidayinnsales@hilax.com](mailto:holidayinnsales@hilax.com) no later than the Cutoff Date. This list must indicate, for each sleeping room, the name of the guest, the names of any additional guest(s) sharing the room, the arrival and departure dates and smoking or non-smoking preferences (if smoking rooms are available). All reservations made by rooming list will be automatically held for late arrival. If guests identified on the rooming list do not check in, Group's Master Account will be charged for the first night of all no-shows and any sleeping room cancellations made within 7 days before the Arrival Date. The rooming list has been received.

**Group Concessions:**

- Complimentary Wi-Fi
- Discounted Bus parking \$50.00 per night

**ARTICLE IV: BILLING/CREDIT PROCEDURES**

**4.1 Sleeping Room Payment.** Group will be responsible for sleeping room rates (including any tax) for all attendees. Incidental charges (e.g. room service, gift shop charges and in-room entertainment fees) will be the responsibility of each individual guest. At the time of check-in, each guest will be required to present a major credit card, on which Hotel may place a hold or process a prepayment in the amount of the guest's estimated charges.

**4.2 Function and other Event-Related Charges.** Group will be responsible for all other charges incurred pursuant to this Agreement, including (without limitation) any Function Room Usage Fees, audio visual charges, fees for food and beverage at Functions. All such charges shall be billed to Group's Master Account and be subject to applicable sales tax.

**4.3 Group Master Account.** The term "Group Master Account" means all amounts payable by Group to Hotel under any provision of this Agreement. At least thirty (30) days before the Arrival Date, Group will identify to Hotel, in writing, at least one representative of Group who will be present on the premises of Hotel throughout the Event (each an "Authorized Representative"). Group hereby authorizes each Authorized Representative to incur charges to the Master Account, for example by signing banquet event orders. The following individual(s), whether or not they are present at the Event, shall have authority to incur charges to the Master Account: \_\_\_\_\_.

**4.4 Method of payment.** Group will provide a credit card to guarantee the sleeping rooms. Group will pay with a School District check. Hotel will hold on file the credit card until the check clears. Hotel will provide an invoice for the sleeping rooms and bus parking.

**4.6 Outstanding Balance.** Any outstanding balance of the Master Account will be due and payable by Group upon receipt of an invoice from Hotel. If payment is not received within thirty (30) days, a finance charge equal to the lesser of one and one half percent (1-1/2%) per month (18% Annual Rate) and the maximum allowed by law will be added to the unpaid balance commencing on the invoice date. Any payment by Group or acceptance by Hotel of an amount less than any amount due by Group shall be deemed solely as a partial payment of the full amount due. No endorsement or statement on any check or any letter accompanying any payment shall be deemed an accord and satisfaction, and Hotel may accept such check or payment without prejudice to Hotel's right to recover the balance of all amounts due or pursue any other remedies available to Hotel under this Agreement or in law or in equity.

## ARTICLE V: CANCELLATION

**5.1 Cancellation by Group.** The following table contains an estimate (which the parties acknowledge and agree is reasonable) of the revenue to be generated from this Event. The table itself is not intended to warrant that the Event will generate these amounts of revenue. Neither is the table intended to prevent Hotel from generating more than these amounts of revenue from the Event.

Summary of Revenue Anticipated by Hotel from the Event	
Total Anticipated Sleeping Room Revenue	\$2,023.00
<b>Total Anticipated Event Revenue**</b>	<b>\$2,023.00</b>
** This figure does not include gratuities, taxes or fees for services by any authorized outside vendors.	

Group acknowledges that if it cancels or otherwise substantially abandons the Event (a "Cancellation"), Hotel will be harmed. Group further acknowledges that the Group notifies Hotel of a Cancellation, the more harm Hotel will likely incur, because Hotel will have less time to mitigate its damages by marketing the sleeping room nights and function rooms to other customers and individual guests. Group also acknowledges that the actual amount of Hotel's damages from any Cancellation would be difficult to calculate. Therefore, the parties agree that if a Cancellation should occur for any reason (including Group's relocation of the Event to another hotel or resort), then Group shall pay Hotel, as liquidated damages and not as a penalty, the applicable amount identified below, plus any applicable taxes (a "Cancellation Fee").

Date of Written Cancellation Notice	Amount of Cancellation Fee
From January 16, 2018 to January 18, 2018	\$2,023.00 (100% of anticipated revenue)

Group must provide Hotel any notice of a Cancellation in writing. If Group does not provide written notice of any Cancellation, then Hotel may assess any higher Cancellation Fee owed under the above schedule at the time it receives written confirmation of the Cancellation or the highest amount identified above if it receives no written confirmation. The parties agree that the amounts in the above schedule are based on reasonable estimates of Hotel's harm from Cancellation. Any Cancellation Fee will be added to the Master Account. Any Cancellation Fee shall be due and payable immediately upon Cancellation.

**5.2 Force Majeure.** Either party may cancel the Event without liability to the other party upon the occurrence of any event or circumstance beyond the control of such party, including acts of God, declared war in the United States, acts of terrorism in the city where the Hotel premises is located, government regulations, disaster, strikes or civil disorder, to the extent that such event or circumstance makes it illegal or impossible for Hotel to provide, or for groups in general to use, the premises of Hotel. The Event cannot be cancelled under this section because of general economic conditions, including (without limitation) any recession or governmental budget cut. Either party that wishes to cancel the Event pursuant to this section must provide written notice to the other party identifying the event or circumstance that is the basis for such cancellation as soon as practicable after learning about such event or circumstance. If the Event is duly cancelled under this Section, then Hotel shall, within thirty (30) days after such cancellation, refund any deposits made by Group.

## ARTICLE VI: PERFORMANCE REQUIREMENTS

**6.1 Sleeping Room Performance.** Group acknowledges that if it holds the Event, but Group and/or guests attending the Event do not purchase the full amount of the Room Block, then Hotel will be harmed. Group also acknowledges that the actual amount of Hotel's damages from sale of less than the full amount of the Room Block would be difficult to calculate. Therefore, the parties agree that if the Event is held, but less than **Eighty-five percent (85%)** of the Total Guestroom Revenue identified in the table above is generated, then Group shall pay Hotel, as liquidated damages and not as a penalty, an amount equal to the difference between the immediately aforementioned percentage of the Total Guestroom Revenue and the actual guestroom revenue generated during the Event, plus any applicable taxes (the "Sleeping Room Performance Fee"). Any Sleeping Room Performance Fee will be added to the Master Account.

## **ARTICLE VII: MISCELLANEOUS**

**7.1 Signs and Displays / Use of Hotel's Name.** Group shall not display signs in Hotel or use the name or logo of the Hotel or any franchisor of Hotel in any promotional materials without prior written approval of the General Manager of the Hotel. Group further agrees that no sign, banner or display shall be affixed to any part of the Hotel without the prior written consent of Hotel. Group will be responsible for the cost of repairing any damages caused to the walls, fixtures or carpet caused by any such sign, banner or display.

**7.2 Security.** Hotel may, in its sole and absolute discretion, require additional security procedures, at Group's sole expense, because of the size or nature of the Event or any Function. These procedures may include the assignment by Hotel of additional security personnel employed by Hotel or Hotel's independent contractor (which may be the local police department). Hotel may allow Group to retain an outside security service provider that is approved in writing by Hotel prior to the Event or the applicable Function. If Group hires an outside security service provider, Group must provide Hotel with a copy of its agreement with the service provider, which shall indemnify Hotel, its owner, its management company and their respective parents, subsidiaries and affiliates, and all of their respective owners, members, partners, directors, officers, employees, representatives and agents, from and against any liabilities related to the security services. Under no circumstances shall any armed security personnel be permitted onto the premises of Hotel without Hotel's advanced written approval, which Hotel may withhold in its sole and absolute discretion.

**7.3 Shipping and Packages.** If Group will be shipping packages to Hotel, Group must notify Hotel at least one week in advance. Each package sent to Hotel must include the name of Group, the Arrival Date and the number of items contained in the package. Each package should arrive no earlier than three (3) days before the Arrival Date. Hotel reserves the right to add storage fees to the Master Account for any packages that arrive earlier. Hotel shall have no liability for the delivery, security or condition of the packages.

**7.4 Notices.** All notices, offers, acceptances, requests and other communications hereunder shall be in writing and shall be deemed sufficient if hand delivered (against receipt) or sent by a commercially recognized express delivery service (e.g. FedEx or UPS), or certified or registered U.S. Mail, postage prepaid, to the Group Contact, at the address for the Group Contact, both identified on the first page of this Agreement; or, if to Hotel, to the street address of the Hotel premises to the attention of its General Manager, with a copy to Interstate Hotels & Resorts, Inc., 4501 N. Fairfax Drive, Suite 500, Arlington, VA 22203, Attn: General Counsel. Hotel may change Hotel's designated contact at any time upon notice. Hotel will not be bound by any notice unless delivered to Hotel in the manner specified herein.

**7.5 Damage to Hotel Premises.** To the fullest extent permitted by law, Group assumes full responsibility for any damage done to the Hotel during your Event or any setup for the Event or disassembly after the Event, to the extent that such damage is caused by Group, its employees, guests, agents, or contractors (other than Hotel and its subcontractors), including any damage resulting from the installation, placement, and removal of Group's displays, equipment, exhibits, or other items.

**7.6 Indemnification.** Group shall indemnify, defend and hold harmless Hotel, its owner, its management company, their respective affiliates and all of their respective officers, directors, partners, members and employees from and against all demands, suits, judgments, settlements, claims, damages to persons and/or property, fines, liens, losses and other liabilities, including reasonable attorneys' fees (collectively "**Claims**") arising out of related the negligence or intentional misconduct of Group, its contractors or exhibitors, or their respective employees, agents, contractors or attendees. Group does not waive, by reason of this section, any defense that it may have with respect to such Claims.

**7.7 Disturbances.** Group agrees that its use of assigned Function spaces will not create any unreasonable disturbance to other guests or meetings, such as excessive noise, smoke, fog or offensive smells. Neither Group nor its contractors will use such features without advance approval of Hotel.

**7.8 Additional Remedies.** If this Agreement is one of a group of (any two or more) agreements between Hotel and Group and/or any of Group's affiliates for Hotel to host events, then Hotel reserves the right to terminate this Agreement and/or other agreement(s), without liability to Hotel, if (a) Group (or, if applicable, its affiliate) fails to timely pay any amounts due and owing under, or commits any other material breach of its obligations under, this Agreement or any of the other agreements; or (b) Group, its affiliate or any of their respective employees, agents or contractors causes damage or disruption to the Hotel's premises, operations, guests or reputation. Notice of any such termination by the Hotel shall be made to Group in writing. If Hotel cancels the Event pursuant to this section, Group shall be responsible for the applicable Cancellation Fee as if Group cancelled the Event. If, pursuant to this section, Hotel cancels any other event(s) it had booked for Group or one or more affiliates of Group, then Group shall be responsible for any applicable cancellation fee(s) provided for under the applicable agreement(s).

**7.9 Group's Property.** Group agrees Hotel will not be responsible for the safe-keeping of equipment, supplies, written material or other valuable items left in meeting rooms, sleeping rooms or anywhere on Hotel's premises. Group is responsible for

securing any such aforementioned items and hereby assumes responsibility for loss thereof. Group may not rely on any verbal or written assurances provided by Hotel staff, other than as provided in this Agreement. Property of Group is the sole responsibility of Group and/or its owner. Group warrants that it has procured sufficient insurance to cover the loss of such property and waives any claims under Hotel's insurance policy for the loss of Group's property or the property of any of its attendees or invitees.

**7.10 Choice of Law.** This Agreement will be interpreted in accordance with the laws of the state in which Hotel premises is located, without giving effect to any conflict-of-law principles thereof that would result in application the laws of any other state.

**7.11 Dispute Resolution.**

a. The parties shall exercise commercially reasonable efforts to informally and timely resolve any dispute arising under or related to this Agreement before commencing litigation, unless the litigation seeks emergency injunctive relief.

b. Any action between the parties arising out of or related to this Agreement shall be filed solely in the United States District Court for the district in which the premises of Hotel is located or, if subject matter jurisdiction in that court is lacking, in a state court in whose jurisdiction Hotel is located. Each of the parties hereby consents to the personal jurisdiction of these courts and venue of any such action in these courts, and hereby waives any objection based on the doctrine of *forum non conveniens* to any such action being adjudicated by any such court.

c. If any action by either party against the other to enforce its rights under this Agreement, including (without limitation) any litigation and/or other efforts to collect any payments due under this Agreement, the non-prevailing party shall be responsible for the prevailing party's costs related to such action, including (without limitation) reasonable attorneys' fees and expenses, collection costs and pre- and post-judgment interest.

d. **THE PARTIES HEREBY KNOWINGLY, VOLUNTARILY, INTENTIONALLY AND MUTUALLY WAIVE ANY RIGHT TO A TRIAL BY JURY IN ANY CIVIL ACTION BASED ON, ARISING FROM OR IN CONNECTION WITH THIS AGREEMENT, THE EVENT, OR ANY COURSE OF CONDUCT, COURSE OF DEALING, STATEMENTS (VERBAL OR WRITTEN) OR ACTIONS BY THE PARTIES.**

**7.12 Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the Event and supersedes any previous agreements, communications, representations or agreements, whether written or oral. Any modifications, additions or corrective lining out made on this Agreement will not be binding unless such modifications have been signed or initialed by both parties. Any amendments to this Agreement must be made in writing and signed by authorized representative of each party. For the avoidance of doubt, this section shall not prevent Group from ordering particular or additional services from Hotel through a banquet event order or other document signed by an Authorized Representative.

**7.13 No Assignment.** Neither party may assign or transfer this Agreement or any of its rights (other than rights to receive payments) or obligations hereunder without the written consent of other party, unless the assignment is to an affiliate of the assigning party pursuant to an internal reorganization or acquisition of the assigning party, or the assignment is made to an entity that acquires all or substantially all of the assigning party's assets. Any attempted assignment or transfer by Group without such consent may, at the option of Hotel, be deemed to be a Cancellation, in which case Group shall be liable for a Cancellation Fee set forth herein.

**7.14 Miscellaneous.** Each person signing this Agreement warrants that he or she is authorized to bind the party for which he or she is signing. Any provision of this Agreement that is deemed unenforceable shall be ineffective to the extent of such unenforceability without invalidating or rendering the remainder of this Agreement invalid. Each party shall execute such other and further documents as may be necessary to carry out the intention as well as to comply with the provisions of this Agreement. The failure of either party to insist, at any time, on strict performance of any terms or conditions of this Agreement, or to exercise any option, right or remedy contained in this Agreement, shall not be construed as a waiver or as a relinquishment for the future of such term, condition, option, right or remedy. No waiver by either party of any term or condition hereof shall be deemed to have been made unless expressed in writing and signed by such party.

## ARTICLE VIII: EXECUTION OF AGREEMENT

8.1 Hotel's transmission of an unsigned copy of this Agreement to the Group or its Agent shall be deemed an invitation for Group to make an offer. The Group or Agent's return of its signature on a copy of this Agreement shall be deemed an offer by the Group. **Group shall return signed Agreement and required deposit to the Hotel by 1/16/18.** Hotel's subsequent signature of the Agreement shall be deemed an acceptance of the Group's offer by Hotel.

8.2 This Agreement may be executed in one or more counterparts, which together shall constitute one and the same Agreement. Signatures sent by facsimile or equivalent means shall be deemed original, valid and binding signatures to this Agreement.

8.3 Any handwritten changes to this document will not be binding unless initialed by authorized representatives of both parties.

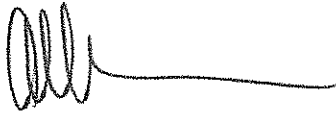
8.4 Each individual signing this document represents and warrants that he or she has authority to bind the party for which he or she signs.

IN WITNESS WHEREOF, Hotel and Group have entered into this Agreement in manner and form sufficient to bind them effective as of the last date identified below.

Name of Organization: National Honors Society Lincoln High  
School in Lincoln California  
Agreed & Accepted:



Marileu Edwards :



Asst Supt of Business Svs and Operations

Date:



\_\_\_\_\_  
Rodolfo Gutierrez, Interim General Manager

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

Interstate-Rim Management Company, LLC  
as agent for 9901 La Cienega (Los Angeles) Esong, LLC  
dba Holiday Inn Los Angeles International Airport

# 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:

Ratification of Contract with  
Bass Pro Outdoor World and Western Placer  
Unified School District – Lincoln High School  
Shooting Sports Club

### AGENDA ITEM AREA:

Consent

### REQUESTED BY:

Audrey Kilpatrick   
Assistant Superintendent of  
Business and Operations

### ENCLOSURES:

Yes

### DEPARTMENT:

Business Services

### FINANCIAL INPUT/SOURCE:

Donations

### MEETING DATE:

February 6<sup>th</sup>, 2018

### ROLL CALL REQUIRED:

No

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### BACKGROUND:

The attached contract is for services with Bass Pro Outdoor World and Lincoln High School Shooting Sports Club. The services include providing LHS Shooting Sports Club with tickets for a Pasta Dinner Bingo on February 10<sup>th</sup> & 11<sup>th</sup>, 2018 to be sold as a fundraiser. The fundraiser will benefit the LHS Shooting Sports Club. The tickets will be paid with donations.

### RECOMMENDATION:

Administration recommends that the Board ratify the contract agreement between Bass Pro Outdoor World and Western Placer Unified School District.



## 2017 SPECIAL EVENT AGREEMENT

THIS SPECIAL EVENT AGREEMENT (the "Agreement") is entered into this 19th day of February, 2017 by and between BASS PRO OUTDOOR WORLD, L.L.C., a Missouri Limited Liability Company ("Bass Pro") and

WPIUSD / Lincoln High School Trap, Skeet, and Sporting Clays Team  
Vendor Name  
of 790 J Street, Lincoln CA, 95648 / 600 Sixth St. ("Vendor").  
Vendor Address

WHEREAS, Bass Pro will hold various special events or promotions at its retail stores throughout the year of 2017, which include but are not limited to fishing fairs, hunting fairs, product promotions, seminars, and banquets (collectively "Special Event(s)");

Event Fundraiser ticket sales for Pasta Dinner Bingo

Store Location Rocklin, CA. Event Date February 10th & 11th

AND WHEREAS, Bass Pro desires to allow Vendor to; participate in the Special Event(s) either as a roving Vendor without a stationary booth or as a Vendor with a stationary display booth;

NOW, THEREFORE, in consideration of the mutual covenants and conditions in this Agreement, the parties agree and provide as follows:

SECTION 1: REGISTRATION OF VENDOR AND VENDOR'S REPRESENTATIVES AT SPECIAL EVENTS (must list all agents, employees and subcontractors that will be a representative of a Vendor at any Special Event)

### List of Companies Represented

### Names of Representatives

1. Western Placer Unified School District
2. Lincoln High School
3. California Youth Shooting Sports Association
4. \_\_\_\_\_
5. \_\_\_\_\_

### SECTION 2: EVENT FEE

Vendor agrees to pay Bass Pro a fee for Special Event participation in the amount of \$ 0 for each Special Event in which Vendor participates.

### SECTION 3: STATIONARY BOOTH

Vendor may not have a stationary display booth at any Special Event without the advance written approval of Bass Pro which may be granted or withheld at Bass Pro's discretion.

### SECTION 4: RIGHT TO REFUSE VENDOR OR REPRESENTATIVES.

Vendor understands and agrees that Bass Pro may refuse to allow the participation in Special Event(s) of any company and/or any of Vendor's agents, employees or subcontractors whom Bass Pro believes in its sole judgment may present a safety hazard to other vendors, other vendors' representatives, Bass Pro employees, customers and/or to themselves. Vendor also understands and agrees that Bass Pro may refuse to allow the participation of any company and any of Vendor's agents, employees or subcontractors not specifically listed in Section 1 of this Agreement.

### SECTION 5: INDEMNIFICATION

Vendor covenants that it shall indemnify, defend and hold Bass Pro, its members, officers, directors, shareholders, employees, affiliates, predecessors, successors and assigns, harmless from and against any and all liabilities, losses, damages, costs and expenses (including reasonable attorneys' fees and expenses), causes of action, suits, claims, demands or judgments of any nature to which the indemnified parties are subjected due to: (a) the acts or omissions of the Vendor, its agents, employees or subcontractors during the Special Event(s); or (b) the workmanship, materials, design, construction, maintenance and use of the Vendor's display booth, products, gifts, prizes, or any property or material used during the Special Event(s).

## SCHEDULE 1

### MINIMUM INSURANCE REQUIREMENTS FOR VENDORS PARTICIPATING IN SPECIAL EVENTS

It is Bass Pro Outdoor World, L.L.C.'s policy to require companies participating in Special Events on our premises to provide Bass Pro with a current Certificate of Insurance.

Please direct your insurance broker/agent to forward a Certificate of Insurance showing the minimum coverage listed below and meeting all of the following requirements:

1. Commercial General Liability (CGL) - \$1,500,000 per occurrence and \$2,000,000 annual aggregate. Must include products completed operations, and contractual liability coverage. Must be written on an Occurrence Form policy. Total limits required on the CGL can be satisfied by a combination of primary and Umbrella/Excess coverage.
2. Commercial Automobile Liability (CAL) - \$1,000,000 per accident, covering all owned, hired, and non-owned vehicles. Individual Vendors without CAL, must provide proof of no less than state required Automobile Liability coverage for the state in which services are provided. The proof must show the insured's name, policy number, expiration date and coverage limits.
3. Workers' Compensation (WC) – Statutory covering all of Vendor's employees, agents, representatives, servants or subcontractors for the full extent of Vendor's statutory requirements under any applicable Workers' Compensation Statute(s). However, if Vendor is a one person operation without Workers' Compensation insurance coverage, Vendor hereby understands no Bass Pro Workers' Compensation coverage is available to Vendor. Vendor hereby agrees to provide, at his/her own cost and expense, his/her own medical and disability insurance coverage for this Special Event, and hereby waives all subrogation rights he/she may have against Bass Pro by supplying a statement from Vendor of no policy.
4. Employer's Liability (EL) - \$500,000 (refer to #3 if Vendor is an individual).
5. The Certificate and policy must show "Bass Pro Outdoor World, L.L.C. its parent, subsidiaries, affiliates, employees, officers, and directors shall be named as Additional Insured" on the General Liability and Umbrella / Excess coverage. A copy of the policy endorsement showing that Bass Pro Outdoor World, L.L.C. And its affiliated entities would be covered for all products manufactured and distributed by Vendor must be attached to the Certificate.
6. All insurance required of Vendor shall be primary and noncontributory with respect to any other insurance available to Bass Pro Outdoor World, L.L.C. and its affiliates. Any and all deductibles and/or self-insured retentions shall be assumed by and be for the account of and at the sole risk of the Vendor.
7. All insurance costs are for the account of the Vendor and shall not be passed on to Bass Pro.
8. Certificate must be mailed to: Bass Pro Outdoor World, L.L.C., Risk Management Department, 2500 E. Kearney St., Springfield, MO 65898 or an insurance Broker may fax directly to: (417) 873-5091.

Please direct any questions regarding your insurance to Risk Management at (417) 873-5094.

SECTION 6: INSURANCE

Vendor shall provide and maintain at its own expense insurance in compliance with Schedule 1 attached to this Agreement.

SECTION 7: RELATIONSHIP OF PARTIES

It is agreed that Vendor shall at all times be an independent contractor and not an employee or agent of Bass Pro. Bass Pro shall not be liable or responsible for the acts, omissions or liabilities of Vendor or its agents, employees or subcontractors.

SECTION 8: VENDOR'S EQUIPMENT AND INVENTORY

Vendor acknowledges that, unless Bass Pro has otherwise expressly agreed in writing, the security of Vendor's supplies, inventory and equipment from theft, fire and other casualty while on a Bass Pro premises during a Special Event shall be the sole responsibility of Vendor.

SECTION 9: ENTIRE AGREEMENT/GOVERNING LAW/PARTIAL INVALIDITY.

This Agreement constitutes the final and entire agreement between Bass Pro and Vendor. This Agreement shall be governed exclusively by the laws of the State of Delaware. Any lawsuit to enforce or interpret this Agreement shall be brought exclusively in the State or Federal courts in Kent County, Delaware, and the parties to this Agreement hereby waive all objections to the jurisdiction and venue of these courts.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands on the day and year first above written.

Bass Pro Outdoor World, L.L.C.  
a Missouri limited liability company

By \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Vendor: Western Placer Unified School Distn

By AK

Print Name Mudrey Kilpatrick

Title/Vendor Asst. Supt. Business

4/26/18



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Woodruff-Sawyer & Co. P. O. Box 1900 Grass Valley CA 95945	<b>CONTACT NAME:</b> Gail Blagg <b>PHONE (A/C, No, Ext):</b> 530-802-8179 <b>FAX (A/C, No):</b> 530-274-2216 <b>E-MAIL ADDRESS:</b> gblagg@wsandco.com														
<b>INSURED</b> SCHOINS-01 Schools Insurance Group Western Placer Unified School District 600 6th Street, 4th Floor Lincoln CA 95648	<table border="1"><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Safety National Casualty Corporation</td><td>15105</td></tr><tr><td>INSURER B: Schools Insurance Group</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Safety National Casualty Corporation	15105	INSURER B: Schools Insurance Group		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

## COVERAGES

CERTIFICATE NUMBER: 586864369

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (INSR / WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: SELF INSURED RET		SGL00020	7/1/2017	7/1/2020	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 2,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$</td></tr><tr><td>MED EXP (Any one person)</td><td>\$</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 2,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 4,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 4,000,000</td></tr><tr><td></td><td>\$ 1,000,000</td></tr></table>	EACH OCCURRENCE	\$ 2,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	MED EXP (Any one person)	\$	PERSONAL & ADV INJURY	\$ 2,000,000	GENERAL AGGREGATE	\$ 4,000,000	PRODUCTS - COMP/OP AGG	\$ 4,000,000		\$ 1,000,000
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PERSONAL & ADV INJURY	\$ 2,000,000																			
GENERAL AGGREGATE	\$ 4,000,000																			
PRODUCTS - COMP/OP AGG	\$ 4,000,000																			
	\$ 1,000,000																			
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		SAL00020	7/1/2017	7/1/2020	<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 2,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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BODILY INJURY (Per accident)	\$																			
PROPERTY DAMAGE (Per accident)	\$																			
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	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION'S</b> <input type="checkbox"/>					<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$</td></tr><tr><td>AGGREGATE</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$	AGGREGATE	\$		\$								
EACH OCCURRENCE	\$																			
AGGREGATE	\$																			
	\$																			
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	SELF-INSURED	7/1/2017	7/1/2018	<table border="1"><tr><td><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 1,000,000</td></tr></table>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER		E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000						
<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER																				
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E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000																			
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000																			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
USE OF FACILITIES

## CERTIFICATE HOLDER

## CANCELLATION

<b>BASS PRO OUTDOOR WORLD, LLC</b> RISK MANAGEMENT DEPARTMENT 2500 E KEARNEY STREET SPRINGFIELD MO 65898	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE <i>Paul E Blagg</i></p>
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL COVERED PARTIES—DESIGNATED OPERATION OR  
CONTRACT--SCHOOLS**

MEMORANDUM OF COVERAGE NUMBER: SGL00020

This endorsement modifies coverage provided under the following:

**COVERAGE A – SCHOOL LIABILITY**

**COVERAGE B – SCHOOL BOARD LEGAL LIABILITY**

**SCHEDULE**

<b>Name of Person or Organization:</b>	<b>BASS PRO OUTDOOR WORLD, LLC ITS PARENT, SUBSIDIARIES, AFFILIATES, EMPLOYEES, OFFICERS, AND DIRECTORS 2500 E KEARNEY STREET SPRINGFIELD, MO 65898</b>
<b>Description of Designated Operation or Contract:</b>	<b>USE OF FACILITIES</b>
<b>Additional Premium:</b>	<b>\$ NONE</b>

(If no entry appears above, information required to complete this endorsement will be shown on the Declarations page as applicable to this endorsement).

**WHO IS A COVERED MEMBER** is amended to include as a covered member the person or organization shown in the above Schedule, but only with respect to liability arising out of acts or omissions of the covered member on the Declarations page, in connection with the operation or contract shown in the Schedule.

The coverage provided by this endorsement is primary to, and on a non-contributory basis with, any other available insurance to the designated covered member but any indemnification obligation by us due to a covered occurrence or wrongful act(s) taking place during the memorandum of coverage period will be in excess of the self-insured retention shown in the Declarations page of this memorandum of coverage and also subject to the Limit(s) of Insurance shown in the Declarations page of this memorandum of coverage. Nothing in this endorsement creates any additional, supplemental or separate Limits of Insurance.

We have the right to recover all payments which we have made to or on behalf of the covered member from anyone liable for a loss. However, we will not enforce that right against the designated covered member in the event we make payment under the terms of this endorsement. This waiver applies only to the designated covered member shown in the Schedule above.

The coverage provided by this endorsement does not expand coverage beyond that provided by the Memorandum of Coverage.

Coverage provided by this endorsement ends at the endorsement expiration date or cancellation date of this endorsement, Memorandum of Coverage cancellation or expiration date or by termination or ending by either party of the designated contract shown in the Schedule.

ENDORSEMENT

CONTRACTUAL WAIVER OF SUBROGATION ENDORSEMENT

Effective 12:01 A.M., Local Time, July 01, 2016

In consideration of the payment of premium and adherence by both parties to the terms of this Agreement, it is hereby understood and agreed as follows:

The RECOVERY FROM OTHERS section of this Agreement shall recognize any "waiver of subrogation" executed by the EMPLOYER, provided:

- (1) The EMPLOYER has specifically agreed, by written contract, to grant such "waiver of subrogation";
- (2) Upon execution of a contract granting a "waiver of subrogation", the EMPLOYER submits written notification to the Company of such grant to a third party;
- (3) The Occurrence to which a "waiver of subrogation" would apply, is subsequent to the execution of the contract granting a "waiver of subrogation"; and,
- (4) Such RECOVERY FROM OTHERS section shall be waived only to the extent of the actual terms, conditions and legality of the executed "waiver of subrogation".

All other terms, conditions, agreements and stipulations remain unchanged.

Attached to and forming a part of Excess Workers' Compensation and Employers' Liability Insurance Agreement No. SP 4054798, issued by SAFETY NATIONAL CASUALTY CORPORATION of St. Louis, Missouri to SCHOOL RISK AND INSURANCE MANAGEMENT GROUP, ET AL, dated July 01, 2016.

SAFETY NATIONAL CASUALTY CORPORATION

  
Secretary

  
President

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

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

**DISTRICT GLOBAL GOALS**

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

**SUBJECT:**

Ratification of Memorandum of Understanding  
between the Western Placer Teacher's Association  
and Western Placer Unified School District

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Gabe Simon, Ed.D.   
Assistant Superintendent of Personnel Services

**ENCLOSURES:**

Agreement

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 6, 2018

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Western Placer Unified School District and the Western Placer Teacher's Association approve of this memorandum of understanding (MOU). This MOU is for the annual certificated Assignment Fair.

**RECOMMENDATION:**

Administration recommends the Board of Trustees ratify the Agreement between Western Placer Unified and the Western Placer Teacher's Association



MEMORANDUM OF UNDERSTANDING  
Between the  
WESTERN PLACER UNIFIED SCHOOL DISTRICT  
And the  
WESTERN PLACER TEACHER'S ASSOCIATION  
January 26, 2018

WHEREAS, The Western Placer Unified School District ("District") and the Western Placer Teacher's Association ("WPTA") mutually desire to honor the existing tenants of Article X in the staffing process for the 2017-2018 school year and both Parties also desire to complete the staffing process in an expeditious manner in order to afford the District the best and earliest opportunity to search for and hire new teachers;

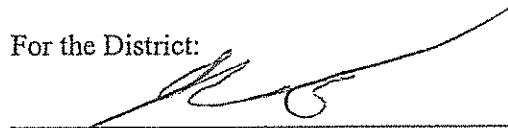
NOW, THEREFORE WPUSD AND WPTA AGREE AS FOLLOWS:

1. On March 16, 19, and 20, 2018, site reassignments will take place which may include up to two rounds per day of site postings. On or before April 6, 2018, the District will send out a list of the known current vacancies which will be available during Reassignment/Transfer Round 1 at the Assignment Fair (April 10, 2018). On April 10, 2018, the District and WPTA will host an Assignment Fair at which WPTA unit members will be able to submit their interest for reassignments and transfers to any vacant or previously not posted/routed positions in lieu of the traditional site and district posting/routing procedures that have been used in the past and as are spelled out in the CBA. Attendance at the April 10, 2018 Assignment Fair is completely voluntary and employees attending the Assignment Fair will not be compensated for attendance to the extent the event goes beyond the contracted work day.
  - a. At the Assignment Fair on April 10, 2018, both the District and WPTA will have a designated representative on hand to ensure that the spirit of this MOU is being complied with and who can make determinations for each respective party as to any questions or procedural issues that may arise. In the event the WPUSD and WPTA representatives cannot come to agreement on any issue presenting itself during the Assignment Fair, the Assignment Fair will cease and the CBA, Board Policy, and Law will provide the method for proceeding for all remaining reassignments and transfers required.
  - b. At the Assignment Fair on April 10, 2018, each of the rounds will be Reassignment/Transfer Round(s). Employees looking for a change in assignment either at their current site or at a different site should be prepared to interview on the spot with site principals and/or other available staff where appropriate. Unit members should also bring with them any documents that verify credentials if they intend to put in for any position outside of the credential they are currently teaching under.

- c. In the event a unit member who wishes to put in for a reassignment or transfer is unable to attend on April 10, 2018, the unit member may designate another WPTA unit member to act as a proxy, and said proxy may put in for reassignments and transfer opportunities on behalf of the unit member who has given them the appropriate authority. In order to designate a proxy both the unit member seeking to change assignment and the unit member acting as a proxy must sign the Assignment Proxy Form attached as Exhibit A. Decisions made by the proxy designee regarding assignment are binding in the same manner as if they were made by the unit member seeking a change in assignment.
  - d. Due to the unique circumstances regarding the assignment process for the 2017-2018 school year both WPTA and WPUSD agree that the assignment, reassignment and transfer process taking place at the Assignment Fair on April 10, 2018 shall not be subject to the grievance procedures established in the CBA between WPTA and WPUSD.
2. This agreement establishes no past practice or precedent between the parties and shall not alter the terms of the current Collective Bargaining Agreement except as expressly stated above.
  3. In the event any term of this MOU shall, to any extent, be found to be invalid or unenforceable, the remainder of this MOU shall remain valid and enforceable.
  4. This MOU shall be governed by and controlled in accordance with the laws of the State of California.
  5. The MOU shall become effective upon approval by Western Placer Teachers Association and Western Placer Unified School District as evidenced by the signature of the WPTA and WPUSD designees below.

Dated: 1/26/18

For the District:

  
Gabe Simon, Ed.D. Assistant Superintendent of  
Personnel Services

Dated: 1/26/18

For WPTA

  
Mike Agrippino, Chief Negotiator

Exhibit A

## Assignment Proxy Form

2017-2018

Assignment Fair

April 10, 2018

[Top to be filled out by Unit Member and Witness]

I, \_\_\_\_\_ (Print full name clearly), hereby appoint  
\_\_\_\_\_ (Print Proxy's full name clearly) to be my proxy, to select  
any assignment changes, may they be reassignments or transfers (including to an  
alternative education/continuation setting), on my behalf for the 2017-2018 school year  
as though I were selecting the assignment myself.

\_\_\_\_\_  
Signature of Unit Member\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Witness (Must be Unit Member)\_\_\_\_\_  
Date

[Bottom to be filled out by Proxy and Witness]

I, \_\_\_\_\_ (Print full name of Proxy), hereby agree to act  
as a proxy, and accept the responsibilities associated with said duty, for  
\_\_\_\_\_ (Print full name of Unit Member) to select any  
assignment changes, may they be reassignments or transfers (including to an alternative  
education/continuation setting) on the unit member's behalf for the 2017-2018 school  
year.

\_\_\_\_\_  
Signature of Proxy (Must be Unit Member)\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Witness (Must be Unit Member)\_\_\_\_\_  
Date

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

### SUBJECT:

Ratification of Contract with Best Western  
Carpinteria Inn and  
Lincoln High School

### AGENDA ITEM AREA:

Consent

### REQUESTED BY:

Audrey Kilpatrick   
Asst Superintendent - Business & Operations

### ENCLOSURES:

Yes

### DEPARTMENT:

Business Services

### FINANCIAL INPUT/SOURCE:

LHS - Student Body Donations

### MEETING DATE:

February 6, 2018

### ROLL CALL REQUIRED:

No

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### BACKGROUND:

The attached contact with Best Western Carpinteria Inn is for lodging for students and employees in Carpinteria, California for one night from January 18-19, 2018. Eighteen rooms will be booked for students and teachers of the Lincoln High School National Honor Society. The trip will cost \$2,201.27 and will be paid using student body donations.

### RECOMMENDATION:

Staff recommends the Board ratify the contact with Best Western Carpinteria Inn and Lincoln High School for lodging needs of employees and students.



**Best Western Carpinteria Inn**  
4558 Carpinteria Avenue  
Carpinteria, CA 93013  
PH: (805) 684-0473 ext.  
Fax: (805) 684-4015

## Group Sales Agreement

**Sales Contact:**  
**Today's Date:**  
**Email:**

Steven Enders  
12/27/2017  
[Sienders@carpinteriainnbw.com](mailto:Sienders@carpinteriainnbw.com)

**Group / Organization Name:** Lincoln High School National Honor Society  
**Contact Person:** Marilou Edwards  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **EMAIL:** medwards@wpusd.k12.ca.us

DAY	DATE	ROOM TYPE	NO. OF ROOMS	RATE	TAX 12%	CA TAX	RM/TAX
Thursday, January 18, 2018		2 Queens	18	\$ 109.00	\$ 13.08	\$ 0.21	\$ 122.29
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
<b>TOTAL</b>			<b>18</b>				<b>\$ 2,201.27</b>

**Waiving \* \$10.00 per person will be added to room rate for triple and quadruple occupancies. \* Waiving**  
**CHECK-IN TIME:** 3:00 PM **CHECK-OUT TIME:** 12:00 PM

**BREAKFAST:** Not included in this contract

In order to assign specific room types to your attendees, each sleeping room in your Room Block must be confirmed than January 11, 2018. This date will be known as your **"Cut-Off Date"**

ALL ROOMS ARE NON-SMOKING. \$150 CLEANING FEE WILL BE APPLIED IF GUEST SMOKED IN THE ROOM.

### Reservation Method

- \_\_\_\_ Individual- Individual guest will call the hotel Front Desk 805-684-0473 for reservations.  
\_\_\_\_ Rooming list- List of individuals guest due by the cut-off date listed above  
\_\_\_\_ Other- \_\_\_\_\_ Manager

### Billing Instructions

- \_\_\_\_ Individual-Individual guest responsible for Room & Tax, Charges and incidental charges  
\_\_\_\_ Room & Tax- Room & Tax on the Group master account; individual pay for incidental charges  
\_\_\_\_ Master Account- Room & Tax and all incidental charges on the master account. Use CC below to charge for RM & TX.

CC# \_\_\_\_\_ Exp: \_\_\_\_\_ CVV: \_\_\_\_\_

### Agreement Terms

To guarantee rates quoted, the availability of the sleeping rooms requested and all other terms of this contract, this contract must be signed and returned to the hotel by Jan. 5, 2018, or the rooms will be canceled by the hotel, and returned to inventory.

Additional guest room requests above the agreed block may be subject to availability and prevailing rates.

The comfort of all guests is a priority. We want every guests to have a peaceful and enjoyable stay, so noise complaints are taken very seriously. Our "Noise" policy requires that all guests respect the comfort of others by keeping TV volume to a minimum and talking levels reasonable. If the noise in your room or in the common areas causes discomfort to other guest, then you will be asked to reduce the noise level. If you do not cooperate, then you will be asked to leave and no refund will be issued.

If cancellation of this booking becomes necessary, to avoid forfeiture of any deposits paid or payment penalties, the hotel must receive notification 30 Days prior to the arrival date.

☐ By signing below, I agree and warrant that I am authorized to sign and enter into this Agreement on behalf of the Group, and if you are required to provide a credit card at the time of contracting, I further authorize the Hotel to charge that initial credit card for the amounts indicated in this agreement.

  
Customer Signature

1/11/18  
Date

\_\_\_\_\_  
Sales Representative Signature

\_\_\_\_\_  
Date

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

**SUBJECT:**

Approve 2016-2017 School Accountability  
Report Cards (SARCs) Published in 2017-2018

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Kathleen Leehane *KL*  
Director of Supplemental Programs  
& Accountability

**ENCLOSURES:**

SARC's  
(available online at  
[www.wpusd.k12.ca.us](http://www.wpusd.k12.ca.us))

**DEPARTMENT:**

Educational Services

**FINANCIAL INPUT/SOURCE:**

NA

**MEETING DATE:**

February 6, 2018

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

Education Code Section 35256 requires that the governing board of each school district annually issue a School Accountability Report Card for each school in the school district, publicize those reports, and notify parents or guardians of pupils that a hard copy will be provided upon request.

Enclosed are the 2016-2017 SARCs for each school.

**RECOMMENDATION:**

Administration recommends the Board approve the 2016-2017 SARCs for issuance.

**INFORMATION**

**DISCUSSION**

**ACTION**

**ITEMS**



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

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

**DISTRICT GLOBAL GOALS**

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

**SUBJECT:**

Approve Resolution No. 17/18.15, Authorizing the  
Lease of Portable Classrooms from Class Leasing, LLC.,  
Under a Piggyback Contract Pursuant to  
Education Code Section 20118 (Lincoln High School)

**AGENDA ITEM AREA:**

Action

**REQUESTED BY:**

Michael Adell  
Director of Facilities

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Facilities

**FINANCIAL INPUT/SOURCE:**

Fund 25 Developer Fees

**MEETING DATE:**

February 6, 2018

**ROLL CALL REQUIRED:**

Yes

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**BACKGROUND:**

Due to projected growth and lack of available classroom space at Lincoln High School, it will be necessary for the District to add five (5) additional portable classrooms and associated site work at the site.

Because of an expeditious schedule, it is in the District's best interest to install and lease the relocatable classrooms under a piggyback contract pursuant to Education Code Section 20118. The District requested and received proposals from various manufacturers and has selected Class Leasing, LLC., through a bid (Bid No. 1617-15) procured and authorized by the Capistrano Unified School District on January 25, 2017 and extended through August 18, 2018. District staff received an acceptable price proposal from Class Leasing, LLC., for the classroom buildings including all necessary interior and exterior finishes and components for a total cost of \$194,632.65.

**RECOMMENDATION:**

Staff recommends that the Board of Trustees approve Resolution 17/18.15, Authorizing the Lease of Portable Classrooms from Class Leasing, LLC, Under Piggyback Contract Pursuant to Education Code Section 20118.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 17/18.15**

**Leasing of Portable Classrooms Under Piggyback Contract**

**WHEREAS**, the Governing Board (the "Board") of the Western Placer Unified School District (the "District") has determined that a true and very real need exists for the installation and leasing of five (5) 24' x 40' portable classrooms at Lincoln High School (the "Property"); and

**WHEREAS**, the Governing Board of a school district may under Section 20118 of the California Public Contract Code, without advertising for bids, if the board has determined it to be in the best interest of the district, authorize by contract, lease, requisition or purchase order, any public corporation or agency to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, services and other personal property for the district in the manner in which the public corporation is authorized by law to lease or purchase; and

**WHEREAS**, the Board of the District has determined that it is in the best interest of the District to lease the Property from Class Leasing, LLC., through a bid procured by the Capistrano Unified School District under piggyback contract authorized by Capistrano Unified School District Board Action on January 25, 2017 effective until August 18, 2018 ("Purchase Contract"); and

**WHEREAS**, the Board of the District has determined that this Lease Contract is the most economical means for providing the Property to the District.

**NOW, THEREFORE**, the District Board hereby finds, determines, declares and resolves as follows:

Section 1. All of the recitals set forth above are true and correct and the Board so finds and determines.

Section 2. The Board hereby finds and determines the leasing of the Property pursuant to Public Contracts Code section 20118 to be in the best interest of the District.

Section 3. The Board hereby finds and determines the Lease Contract provides the most economical means for providing the Property to the District.

Section 4. The Superintendent or Superintendent's designee is hereby authorized and directed to do any and all things and to execute and deliver any and all documents which they may, in consultation with legal counsel, deem necessary or advisable in order to consummate this transaction and otherwise carry out, give effect to and comply with the terms and intent of this Resolution.

Section 5. This Resolution shall be effective as of the date of its adoption.

**APPROVED, PASSED AND ADOPTED** by the Governing Board of the Western Placer Unified School District, Placer County, State of California, this 6<sup>th</sup> day of February, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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President of the Governing Board of  
Western Placer Unified School District

ATTEST:

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Clerk of the Governing Board of  
Western Placer Unified School District



1320 W. Oleander Ave., Perris, CA 92571

(951) 943-1908

530-333-3134

January 30, 2018

## Q U O T A T I O N #

**Douglas Erickson**  
Territory Sales Manager

[derickson@Classleasing.net](mailto:derickson@Classleasing.net)

Proposal			
District:	<b>Western Placer U.S.D.</b> <b>2701 Nicolaus Road</b> <b>Lincoln, CA 95648</b>	Site Location:	<b>Lincoln High School</b> <b>790 "J" Street</b> <b>Lincoln, CA 95648</b>
Attn:	<b>Thomas Butcher</b>	Site Contact:	<b>Thomas Butcher</b>
Email:	<a href="mailto:tbutcher@wpusd.k12.ca.us">tbutcher@wpusd.k12.ca.us</a>	Email:	<a href="mailto:tbutcher@wpusd.k12.ca.us">tbutcher@wpusd.k12.ca.us</a>
Phone:	<b>530-845-1455</b>	Phone:	<b>530-845-1455</b>

The following proposal is based upon the Western Placer Unified School District utilizing the Open Piggyback Contract

CUSD 1617-15 with Capistrano Unified School District to lease five (5) 24' x 40' refurbished DSA Approved Classroom

### Buildings

Description (Lease Pricing)			
<b>Refurbished DSA Approved Bldgs</b> <b>(Above Grade Wood Foundation) 3-Year Lease</b>			
Term	Quantity	Per Year	3-Year Lease Subtotal
A) 24' X 40' Classroom (Billed Annually)	7,800	5 \$ 39,000.00	\$117,000.00

**Term Lease Total:** \$117,000.00

Description (One-Time Items)			
One-Time Item	Quantity		Extended One-time Subtotal
B) Delivery	2,225	7	\$15,575.00
C) Installation, 24' X 40' CL	4,100	5	\$20,500.00
D) Dismantle, 24' X 40' CL	4,100	5	\$20,500.00
E) Return Delivery	2,225	7	\$15,575.00
F) Added Data Boxes, 8 per Bldg. and 1 ceiling 110v	1,034.84	5	\$5,174.20
G) Add 1 Ded. Recept	308.45	1	\$308.45
** Item "B" Includes delivery of ramp systems			
<b>One-Time Total:</b>			<b>\$77,632.65</b>
<b>Lease &amp; One-Time Total:</b>			<b>\$194,632.65</b>

### General Note

**Payment Terms:** All pricing is subject to credit approval and payment terms, which will be determined upon receipt of required financial information. Down payment percentage and mobilization fees upon approval. Any and all ancillary, design and construction associated costs will be billed with initial invoice.

**Pricing Notes:** All pricing is based on non-union, non prevailing wage rates unless specified otherwise by District or piggyback contract stated otherwise, subject to product availability and Class Leasing standard terms and conditions. This proposal is good for 30 days and will be made part of final contract.

**General Specifications:** Please note that all of the above buildings are subject to existing inventory. Selection by Class Leasing.

**Color And Materials:** All materials, unless otherwise stated on approved plans, are based on Class Leasing standard selections.

Inclusions	
24' X 40' Standard refurbished DSA classrooms w/right-hand exterior door configuration	
Exterior windows 8040 XOX (x2)	
100 amp single phase electrical panel box	
Duplex wall receptacles (x6)	
T-Grid ceiling system	
Standard delivery and installation on above grade wood foundation with a 2' ft. separation	
Standard carpet with top set base (new)	
8' X 4' Whiteboards (x2)	
Standard 5' X 7' deck with 11' (fixed length) ramp, transition to grade by others	
Standard tackboard interior walls throughout	
Wall mounted 3.5 ton single phase HVAC with direct endwall return	
Standard lights, electrical, and mechanical system	
Exterior color selection, TBD	
Skirting	
5'-0" Front overhang and 2'-6" rear overhang	
Engineered drawings "stockpile" for Architect to submit for DSA approvals	
Above grade wood foundation package (maximum height is 18")	

Clarifications And Exclusions	
1)	Proposal assumes Customer will provide a clear, unobstructed and accessible site to allow for the delivery and installation of modular sections using standard modular industry vehicles and equipment.
2)	Proposal does not include unknown or unforeseen events such as lack of natural resources, driver wait time, escorts, customer preparedness, or site preparations, unless stated otherwise herein, of which the Customer will be responsible for any associated cost impacts.
3)	Proposal does not include Engineering beyond Class Leasing DSA (Division of State Architect) Modular Engineering Packages for State Modular Certification; unless stated otherwise herein.
4)	Proposal does not include applicable site development work up to building line including, but not limited to: parking, entries, sidewalks, site plumbing (water and sewer), site power (electrical), signage, landscaping, and fencing; unless stated otherwise herein.
5)	Proposal does not include services, manifolds, piping, lifts, meters, valves, connections, etc. to site water and waste; unless stated otherwise herein.
6)	Proposal does not include services, manifolds, conduits, panels, meters, disconnects, connections, etc. to site electric or gas services; unless stated otherwise herein.
7)	Proposal does not include any voice, data, security, notification, fire alarm or fire suppressions systems; unless stated otherwise herein.
8)	Proposal does not include, FFE, signage, HVAC testing and balancing, condensation drains, gutters, downspouts, etc.; unless stated otherwise herein.
9)	Project schedule shall be provided within (7) days of approved proposal.
10)	Proposal does not include DSA site project approvals
11)	Proposal does not include case work or blocking; unless stated otherwise herein.
12)	Proposal does not include Craning, Shuttling or special unloading of building (if required due to limited access); unless stated otherwise herein.
13)	Proposal does not include Performance and or payment bonds; unless stated otherwise herein.
14)	Building permit submittal, and final site & building approval
15)	Fire sprinklers, fire rating, or fire alarms
16)	Concrete foundation
17)	2' building closure panels between buildings
18)	Special 4" separations (if required)
19)	Soil testing and reports
20)	Excavating and or backfilling; any applicable site development work up to building line including, but not limited to: parking, entries, sidewalks, site plumbing (water and sewer), site power (electrical), signage, landscaping, and fencing; unless stated otherwise herein
21)	Soils removal/disposal
22)	Reverse and/or Side unload/load of floors
23)	City permits, escorts, pilot cars
24)	Access in/out of site for all equipment, trucking and workmen
25)	Level asphalt or dirt pad for building & ramp

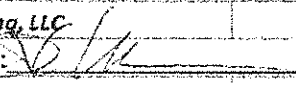
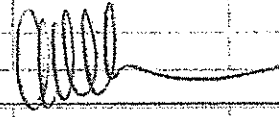
26)	Transition of ramp toe to grade; ramps are fixed at 11'	
27)	Soundboard interior walls, unless otherwise noted herein	
28)	On site inspections	
29)	Connection of site utilities, FA & low voltage systems	
30)	Sales Tax	
31)	Ramp and/or handrail extensions	
32)	Security screens or security doors	
33)	Provision of FFE (furnishings, fixtures and equipment) within the building, including mini blinds, security screens or security doors, unless otherwise noted herein	
34)	Unknown or unforeseen events such as lack of natural resources, driver wait time, escorts, customer preparedness, or site preparations unless stated otherwise herein, of which the Customer will be responsible for any associated cost impacts	
35)	Handling of, mitigation, or remediation of any hazardous materials	
36)	Engineering beyond standard DSA Packages for which the Customer will be responsible for any cost impacts	
37)	HVAC testing and balancing, condensation drains, dry wells, gutters, downspouts, etc.; unless otherwise stated herein. Customer to provide and install roof drainage control including, but not limited to, splash blocks, canopies and awnings.	
38)	Anything not specifically included is excluded	

#### Reference Documents:

Building Drawing No.	0000	Class Leasing standard Lease Agreement
Building Specifications/PC Dated:	00/00/0000	
RFP Documents:	(Not applicable)	

#### Acceptance And Acknowledgements:

This proposal is subject to Class Leasing, LLC, herein known as "Class Leasing" credit approval of Customer. Equipment is subject to availability. By signing below, customer accepts the terms of this proposal including prices, specifications and referenced documentation, and instructs Class Leasing to make appropriate arrangements for the preparation and delivery of the Equipment identified herein, and agrees that such signature constitutes customer's acceptance of and agreement to the Class Leasing Lease Agreement. Such lease or sale, and the customer's agreement thereto, is subject to Class Leasing's standard terms and conditions that are incorporated by reference herein. Customer may request a copy of the terms and conditions from Class Leasing. If customer has previously executed a master agreement or the purchase is from one of Class Leasing's piggyback contracts, those terms and conditions shall govern the transaction. Such terms and conditions are incorporated as if fully set forth herein. No alterations, additions, exceptions, or changes to any Proposal or Agreement made by Customer shall be effective against Class Leasing, whether made hereon, contained in any printed form of Lease or elsewhere unless accepted in writing by Class Leasing. Any customer purchase order or other customer-provided document purporting to replace, supersede or supplement the terms and conditions of the Class Leasing Lease Agreement shall carry no force or effect except as an instrument of billing.

Class Leasing, LLC Signature: 	Customer: Signature: 
Name: Douglas C. Erickson	Name: Andrew Kalinick
Title: No. CAL Mgr	Title: Asst Supt of Business Sys and Operations
Date: 1/22/18	Date: 1/19/18

## CLASS LEASING, LLC.

---

1320 W. Oleander Ave. Perris, Ca 92571  
Voice (951) 943-1908 \* FAX (951) 943-5768

January 10, 2018

Western Placer U.S.D  
2701 Nicolaus Road  
Lincoln, CA 95648

Attn: Mr. Thomas Butcher (e-mail: [tbutcher@wpusd.k12.ca.us](mailto:tbutcher@wpusd.k12.ca.us))

**RE: Capistrano USD Bid # No. 1617-15**

The Capistrano Unified School District Bid No. 1617-15, which was school board approved on January 25, 2017, and subsequently awarded to Class Leasing LLC on January 30, 2017, is considered current and valid for piggybacking by other California school districts for the duration of time that the initial lease of classrooms so associated with Capistrano USD remains in effect. The current lease of classrooms and restrooms on site at Capistrano USD is active and will expire on August 18, 2018, unless otherwise extended by mutual agreement by both parties. As such, the bid remains in effect until such time as the initial lease termination.

Please address any questions to (951) 943-1908.

Sincerely,

CLASS LEASING, LLC.

  
Dave Morgan  
Director



# CAPISTRANO UNIFIED SCHOOL DISTRICT

33122 VALLE ROAD, SAN JUAN CAPISTRANO CA 92675  
TELEPHONE: (949) 234-9441/FAX: 493-4083 www.capousd.org

BOARD OF TRUSTEES  
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GILA JONES  
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AMY HANACEK  
LYNN HATTON-HODSON  
GARY PRITCHARD, PH.D.  
JIM REARDON  
SUPERINTENDENT  
KIRSTEN M. VITAL

February 24, 2017

Via Email: Dave@ClassLeasing.Net

Dave Morgan  
Class Leasing, LLC  
1320 W. Oleander Ave  
Perris, CA 92571-7408

**Subject: Award of Bid No. 1617-15 – Modular Building Services, Tesoro High School**

Dear Class Leasing LLC;

At the Board meeting held on January 25, 2017, the Board awarded the above-referenced bid to your company in accordance with the prices contained in your bid proposal. Attached is the agreement for your execution. Upon completion, please scan and return the original to:

Josh Readman, Buyer/Planner, Purchasing  
Capistrano Unified School District  
33122 Valle Road  
San Juan Capistrano, CA 92675  
jreadman@capousd.org

A fully executed Agreement will be provided to you for your records.

Upon our receipt of the following items, we will issue the signed Agreement and Purchase Orders for services needed:

- Signed Agreement
- Faithful Performance Bond (100% of bid amount, \$276,661.00)
- Payment Bond (100% of bid amount, \$276,661.00)
  - per bond language in bid documents – Separate payment and performance bonds, each in the amount equal to 100% of the total Contract amount, are required, and shall be provided to the District prior to the execution of the Contract and shall be in the form set forth in the Contract Documents.
- Current General Liability, Automobile and Workman's Compensation Insurance Certificates; per insurance requirements in bid documents
- Guarantee: to be included with each invoice
- W-9 Form

SERVING THE COMMUNITIES OF:  
ALISO VIEJO • COTO DE CAZA • DANA POINT • LADERA RANCH • LAGUNA NIGUEL • LAS FLORES • MISSION VIEJO  
RANCHO SANTA MARGARITA • SAN CLEMENTE • SAN JUAN CAPISTRANO





# CAPISTRANO UNIFIED SCHOOL DISTRICT

33122 VALLE ROAD, SAN JUAN CAPISTRANO CA 92675  
TELEPHONE: (949) 234-9441/FAX: 493-4083 [www.ccpousd.org](http://www.ccpousd.org)

Dave Morgan  
Class Leasing, LLC  
February 24, 2017  
Page 2

BOARD OF TRUSTEES  
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PRESIDENT

GIRA JONES  
VICE PRESIDENT

PATRICIA HOLLOWAY  
CLERK

AMY HANACEK

LYNN HATTON-HODSON

GARY PRITCHARD, PH.D.

JIM REARDON

SUPERINTENDENT  
KRISTEN M. VITAL

If you have any questions, please contact me at (949) 234-9444. We look forward to working with you.

Sincerely,

Josh Readman  
Buyer/Planner, Purchasing

Enclosure

cc: Lynh N. Rust, Executive Director, Contracts & Purchasing  
John Forney, Chief Facilities Officer  
Ryan Carter, Director, Construction  
CJ Knowland, Construction Manager

SERVING THE COMMUNITIES OF:

AUSO VIEJO • COTO DE CAZA • DANA POINT • LADERA RANCH • LAGUNA NIGUEL • LAS FLORES • MISSION VIEJO  
RANCHO SANTA MARGARITA • SAN CLEMENTE • SAN JUAN CAPISTRANO



The following list includes but does not limit the entities which are able to participate in this contract as per conditions set fourth in the State of California Contract Code.

ABC Unified School District  
Acalanes Union High School District  
Ackerman Charter School District  
Acton-Agua Dulce Unified School District  
Adelanto School District  
Alameda Unified School District  
Alameda County Office of Education  
Albany Unified School District  
Alexander Valley Union School District  
Alhambra Unified School District  
Alisal Union School District  
Allensworth Elementary School District  
Alpaugh Unified School District  
Alpine County Office of Education  
Alpine County Unified School District  
Alpine Union School District  
Alta Loma School District  
Alta Vista Elementary School District  
Alta-Dutch Flat School District  
Alum Rock Union School District  
Alview-Dairyland Union School District  
Alvina Elementary School District  
Alvord Unified School District  
Amador County Office of Education  
Amador County Unified School District  
American Union School District  
Anaheim City School District  
Anaheim Union High School District  
Anderson Union High School District  
Anderson Valley Unified School District  
Antelope School District  
Antelope Valley Union High School District  
Antioch Unified School District  
Apple Valley Unified School District  
Arcadia Unified School District  
Arcata School District  
Arcohe Union School District  
Arena Union Elementary School District  
Armona Union Elementary School District  
Aromas-San Juan Unified School District  
Arvin Union School District

Bear Valley Unified School District  
Beardsley School District  
Beaumont Unified School District  
Bella Vista Elementary School District  
Bellevue Elementary School District  
Bellevue Union Elementary School District  
Bellflower Unified School District  
Belmont – Redwood Shores School District  
Belridge School District  
Bend School District  
Benicia Unified School District  
Bennett Valley Union School District  
Berkeley Unified School District  
Berryessa Union School District  
Beverly Hills Unified School District  
Big Creek Elementary School District  
Big Lagoon School District  
Big Oak Flat-Groveland Unified School District  
Big Pine Unified School District  
Big Springs Union Elementary School District  
Big Sur Unified School District  
Big Valley Joint Unified School District  
Biggs Unified School District  
Bishop Joint Union High School District  
Bishop Union Elementary School District  
Bitterwater-Tully Union School District  
Black Butte Union Elementary School District  
Black Oak Mine Unified School District  
Blake School District  
Blochman Union School District  
Blue Lake Union School District  
Bogus Elementary School District  
Bollinas-Stinson Union School District  
Bonita Unified School District  
Bonny Doon Union Elementary School District  
Bonsall Union School District  
Borrego Springs Unified School District  
Bradley Union School District  
Brawley Elementary School District  
Brawley Union High School District  
Brea Olinda Unified School District



Sebastopol Union Elementary School District  
 Seeley Union Elementary School District  
 Seiad Elementary School District  
 Selma Unified School District  
 Semitropic Elementary School District  
 Sequoia Union Elementary School District  
 Sequoia Union High School District  
 Shaffer Union Elementary School District  
 Shandon Joint Unified School District  
 Shasta County Office of Education  
 Shasta Union Elementary School District  
 Shasta Union High School District  
 Shiloh Elementary School District  
 Shoreline Unified School District  
 Sierra County Office of Education  
 Sierra Sands Unified School District  
 Sierra Unified School District  
 Sierra-Plumas Joint Unified School District  
 Silver Fork Elementary School District  
 Templeton Unified School District  
 Terra Bella Union School District  
 Thermalito Union Elementary School District  
 Three Rivers Union Elementary School District  
 Tipton Elementary School District  
 Torrance Unified School District  
 Tracy Joint Unified School District  
 Traver Joint Elementary School District  
 Travis Unified School District  
 Tres Pinos Union Elementary School District  
 Trinidad Union School District  
 Trinity Center Elementary School District  
 Trinity County Office of Education  
 Trinity Union High School District  
 Trona Joint Unified School District  
 Tulare City School District  
 Tulare County Office of Education  
 Tulare Joint Union High School District  
 Tulelake Basin Joint Unified School District  
 Tuolumne County Superintendent of Schools School District  
 Turlock Unified School District  
 Tustin Unified School District  
 Twain Harte-Long Barn Union Elementary School District  
 Twin Hills Union Elementary School District  
 Twin Ridges Elementary School District

Summerville Union High School District  
 Sundale Union Elementary School District  
 Sunnyside Union Elementary School District  
 Sunnyvale Elementary School District  
 Sunol Glen Unified School District  
 Surprise Valley Joint Unified School District  
 Susanville Elementary School District  
 Sutter County Office of Education  
 Sutter Union High School District  
 Sweetwater Union High School District  
 Sylvan Union Elementary School District  
 Taft City School District  
 Taft Union High School District  
 Tahoe-Truckee Joint Unified School District  
 Tamalpais Union High School District  
 Tehachapi Unified School District  
 Tehama County Office of Education  
 Temecula Valley Unified School District  
 Temple City Unified School District  
 Washington Union High School District  
 Waterford Unified School District  
 Waugh School District  
 Waukena Joint Union Elementary School District  
 Weaver Union School District  
 Weaverville Elementary School District  
 Weed Union Elementary School District  
 West Contra Costa Unified School District  
 West Covina Unified School District  
 West Fresno Elementary School District  
 West Park Elementary School District  
 West Side Union Elementary School District  
 West Sonoma County Union High School District  
 Western Placer Unified School District  
 Westminster School District  
 Westmorland Union Elementary School District  
 Westside Elementary School District  
 Westside Union School District  
 Westwood Unified School District  
 Wheatland Elementary School District  
 Wheatland Union High School District  
 Whitmore Union Elementary School District  
 Whittier City Elementary School District  
 Whittier Union High School District  
 William S. Hart Union High School District



Modular Building Services  
 At Tesoro HS, #1617-15

# 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:

Governor's 2018-19 State Budget Proposals

### AGENDA ITEM AREA:

Information

### REQUESTED BY:

Audrey Kilpatrick  
Assistant Superintendent - Business & Operations

### ENCLOSURES:

No

### DEPARTMENT:

Business Services

### FINANCIAL INPUT/SOURCE:

N/A

### MEETING DATE:

February 6, 2018

### ROLL CALL REQUIRED:

No

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### BACKGROUND:

On January 10, 2018 Governor Jerry brown released his proposals for the 2018-19 State Budget. A detailed update will be provided to the Board at the meeting.

### RECOMMENDATION:

Administration recommends the Board receive the update on the Governor's State Budget proposals for the 2018-19 budget year.

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

<b>MISSION STATEMENT:</b> The Western Placer Unified School District is committed to the pursuit of excellence in all of its endeavors.	
<b>BOARD OF TRUSTEES/GLOBAL DISTRICT GOALS</b>	
<ol style="list-style-type: none"><li>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.</li><li>2. Foster a safe, caring environment where individual differences are valued and respected.</li><li>3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.</li><li>4. Promote the involvement of the community, parents, local government, business, service organizations etc. as partners in the education of the students.</li><li>5. Promote student health and nutrition in order to enhance readiness for learning.</li></ol>	

**SUBJECT:**

Approve Resolution No. 17/18.13  
Calling for Full and Fair Funding of  
California's Public Schools

**AGENDA ITEM AREA:**

Action

**REQUESTED BY:**

Scott Leaman,  
Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

February 6, 2018

**ROLL CALL REQUIRED:**

Yes

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**BACKGROUND:**

The Board of Trustees has requested to approve a Resolution in support of the Calling for Full and Fair Funding of California's Public Schools.

**RECOMMENDATION:**

Administration recommends the board approve Resolution No. 17/18.13 Calling for Full and Fair Funding of California's Public Schools.

rk/wpfiles/factform/Resolution

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
RESOLUTION NO 17/18.13**

**RESOLUTION CALLING FOR FULL AND FAIR FUNDING  
OF CALIFORNIA'S PUBLIC SCHOOLS**

**WHEREAS**, California has the sixth largest economy in the world, and the largest Gross Domestic Product (GDP) of any state in the nation; and

**WHEREAS**, despite California's leadership in the global economy, the state falls in the nation's bottom quintile on nearly every measure of public K-12 school funding and school staffing; and

**WHEREAS**, California ranks 45<sup>th</sup> nationally in the percentage of taxable income spent on education, 41<sup>st</sup> in per-pupil funding, 45<sup>th</sup> in pupil-teacher ratios and 48<sup>th</sup> in pupil-staff ratios; and

**WHEREAS**, K-12 school funding has not substantially increased, on an inflation-adjusted basis, for more than a decade; and

**WHEREAS**, under the Local Control Funding Formula (LCFF), state funding for K-12 schools has only this year recently returned to levels predating the Great Recession of 2007; and

**WHEREAS**, the modest revenue increases since the implementation of LCFF have been eroded by rapidly increasing costs for health care, pensions, transportation and utilities; and

**WHEREAS**, 58 percent of California's public school students are eligible for free and reduced-price lunch — 13 percent above the national average — and 23 percent of California students are English learners, more than twice the national average; and

**WHEREAS**, California's investment in public schools is out of alignment with its wealth, its ambitions, its demographics and the demands of a 21<sup>st</sup>-century education; and

**WHEREAS**, in 2007, a bipartisan group of California leaders commissioned a report titled *Getting Down to Facts*, which stated it would take an additional \$17 billion annually to meet the State Board of Education achievement targets for K-12 schools; and

**WHEREAS**, in 2016, a California School Boards Association (CSBA) report, *California's Challenge: Adequately Funding Education in the 21<sup>st</sup> Century*, updated the *Getting Down to Facts* data and determined that, adjusting for inflation, an additional \$22 billion to \$40 billion annually would be required to provide all public school students with access to a high-quality education; and

**WHEREAS**, California funds schools at roughly \$1,961 per student less than the national average, which translates to approximately \$3,462 per student when adjusted for California being a high-cost state; and

**WHEREAS**, California trails the average of the top 10 states by almost \$7,000 in per-pupil funding; and

**WHEREAS**, in *Robles-Wong v. State of California*, a group of plaintiffs led by CSBA argued that California's school funding system violated Article IX of the State Constitution by denying all students access to an education that prepares them for economic security and full participation in our democratic institutions; and

**WHEREAS**, the California Supreme Court declined to hear the case by a 4-3 margin, prompting Justice Goodwin H. Liu to write: "It is regrettable that this court, having recognized education as a fundamental right in a landmark decision 45 years ago [*Serrano v. Priest* (1971) 5 Cal.3d 584], should now decline to address the substantive meaning of that right."; and

**WHEREAS**, in order to prepare our students for participation in a democratic society and an increasingly competitive, technology-driven global economy, California must fund schools at a level sufficient to support student success; and

**WHEREAS**, despite its vast wealth, California has consistently underfunded public education while widening its scope, adding new requirements and raising standards without providing appropriate resources to prepare all students for college, career and civic life; and

**WHEREAS**, if California is to close opportunity and achievement gaps and create a public school system that offers consistently high levels of education, the State must provide schools with the resources to meet the needs of their specific populations;

**NOW, THEREFORE BE IT RESOLVED**, that the governing board of the **Western Placer Unified School District, County of Placer** urges the State Legislature to fund California public schools at the national average or higher by the year 2020, and at a level that is equal to or above the average of the top 10 states nationally by 2025 and to maintain, at a minimum, this level of funding until otherwise decreed.

**APPROVED, PASSED and ADOPTED** by the Governing Board of the Western Placer Unified School District this 6<sup>th</sup> day of the month of February in 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

President of the Board

ATTEST:

---

Board Secretary

**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:**

February 6, 2018

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

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

- BP 0400 Comprehensive Plans
- BP/AR 0460 Local Control and Accountability Plan
- BP 0500 Accountability
- BP/AR 0520.2 Title 1 Program Improvement Schools
- BP 0520.3 Title 1 Improvement Districts
- BP 3513.4 Drug and Alcohol Free Schools
- AR 5125.2 Withholdings Grades, Diploma or Transcripts
- BP 5131.6 Alcohol and Other Drugs
- E 5131.63 Steroids
- BP/AR 6020 Parent Involvement
- BP 6153 School-Sponsored Trips
- BP/AR 6173.2 Education of Children of Military Families

**RECOMMENDATION:**

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



# MANUAL MAINTENANCE GUIDESHEET

October 2017

Page 1 of 2

Note: Descriptions below identify 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.

## **BP 0400 - Comprehensive Plans**

(BP revised)

Policy updated to include the local control and accountability plan (LCAP) as a comprehensive plan of the district and to emphasize the need for consistency among the documents that set direction for the district.

## **BP/AR 0460 - Local Control and Accountability Plan**

(BP/AR revised)

Policy and regulation updated to delete references to 5 CCR 15497.5 (repealed) which formerly contained the LCAP template. The LCAP template continues to be approved by the State Board of Education and is available on the California Department of Education (CDE) web site. Policy also adds a definition of "numerically significant student subgroups" whose needs must be addressed in the LCAP. Regulation also deletes requirement to use the state's Academic Performance Index (API) as a measure of student achievement, as the API has been replaced by a new state accountability system.

## **BP 0500 - Accountability**

(BP revised)

Policy updated to reflect the new state accountability system (the California School Dashboard), which consists of both state and local indicators to assist districts in identifying strengths and areas in need of improvement in each priority area addressed by the LCAP.

## **BP/AR 0520.2 - Title I Program Improvement Schools**

(BP/AR deleted)

Policy and regulation deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.

## **BP 0520.3 - Title I Program Improvement Districts**

(BP deleted)

Policy deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.

## **BP 3513.4 - Drug and Alcohol Free Schools**

(BP added)

New policy prohibits the possession, use, or sale of drugs or alcohol by any person on district property and addresses enforcement and discipline for violations of this policy. Policy also reflects **NEW LAW (Proposition 64, 2016)** which prohibits any person from possessing, smoking, or ingesting cannabis on school grounds while children are present.

## **AR 5125.2 - Withholding Grades, Diploma or Transcripts**

(AR revised)

Regulation updated to clarify the circumstances under which the district may withhold a student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages to or loss of district property willfully caused by the student. Regulation also clarifies the student's due process rights, as well as the requirement to continue to withhold the grades, diploma, and/or transcripts when such a student transfers from one district to another.

Note: Descriptions below identify 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.

**BP 5131.6 - Alcohol and Other Drugs**

(BP revised)

Policy updated to reflect the goals and purposes of the federal Student Support and Academic Enrichment Grants program, as established by the Every Student Succeeds Act. Policy also deletes material on drug and alcohol master plans and county primary prevention programs, since the related laws repealed on their own terms.

**E 5131.63 - Steroids**

(E deleted)

Exhibit deleted since the California Interscholastic Federation provides the sample agreement that student athletes and parents/guardians must sign to promise that the student will not use steroids or banned dietary supplements.

**BP/AR 6020 - Parent Involvement**

(BP/AR revised)

Policy and regulation updated to reflect requirements for parent involvement in schools receiving federal Title I, Part A funding, as amended by the Every Student Succeeds Act, including expanding activities to include engagement of family members. Policy also reflects parent involvement as a state priority that must be addressed in the district's LCAP.

**BP 6153 - School-Sponsored Trips**

(BP revised)

Policy updated to reflect **NEW LAW (AB 341, 2017)** which eliminates the prohibition against the use of district funds to pay for the expenses of students participating in field trips or excursions to another state, to the District of Columbia, or to a foreign country.

**BP/AR 6173.2 - Education of Children of Military Families**

(BP/AR revised)

Policy updated to reflect the Every Student Succeeds Act, which provides that military-connected students will be assigned a national identification number to facilitate monitoring of their academic progress and requires districts to issue an annual report card that includes state achievement results for such students. Policy also adds optional language on collaborating with the military's school liaison officers and providing staff development related to the educational rights of military-connected students. Regulation updated to add material regarding the transfer of course credits, exemption from local graduation requirements when a student transfers after the completion of the second year of high school, and use of the uniform complaint procedures for allegations of noncompliance by the district, pursuant to **NEW LAW (AB 365, 2017)**. Regulation also reflects **NEW LAW (SB 455, 2017)** which provides that a student will be deemed to meet district residency requirements if his/her parent/guardian is transferred or is pending transfer to a military installation within the state, and **NEW LAW (AB 2659, 2016)** which provides that districts must not prohibit the transfer of a military-connected student out of the district regardless of whether the district has an interdistrict transfer agreement with another district.

**COMPREHENSIVE PLANS**

The Board of Trustees believes that careful planning is essential to effective implementation of district programs and policies. Comprehensive plans shall identify cohesive strategies for school improvement, and provide stability in district operations, **and be aligned to ensure consistency among district approaches for student academic growth and achievement.**

~~The Superintendent or designee may develop eComprehensive plans for the implementation of adopted by the district's vision and goals, on specific policy topics and on other areas as~~ **district shall include the local control and accountability plan (LCAP) and other plans required by law or determined by the Board to be in the best interest of the district.** As appropriate, comprehensive **Such** plans may describe, but not be limited to, anticipated short- and long-term needs, measurable outcomes, priorities, activities, available resources, timelines, staff responsibilities, and strategies for internal and external communications regarding the plan.

*(cf. 0000 - Vision)*  
*(cf. 0200 - Goals for the School District)*  
*(cf. 0430 - Comprehensive Local Plan for Special Education)*  
*(cf. 0440 - District Technology Plan)*  
*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 0500 - Accountability)*  
*(cf. 1112 - Media Relations)*  
~~*(cf. 2140 - Evaluation of the Superintendent)*~~  
*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*  
*(cf. 3543 - Transportation Safety and Emergencies)*  
*(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)*  
*(cf. 6171 - Title I Programs)*  
~~*(cf. 6190 - Evaluation of the Instructional Program)*~~  
*(cf. 7110 - Facilities Master Plan)*

~~Comprehensive plans may be subject to review and approval by the Board.~~

The process for developing comprehensive plans may invite broad participation of school and community representatives. Committees may, **and when required by law shall**, be appointed to assist in the development of plans. **District Comprehensive plans are subject to review and approval by the Board.** ~~shall be available to the public and shall be reviewed at regular intervals as specified within the plan.~~

~~*(cf. 0420.5 - School-Based Decision-Making)*~~  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 2230 - Representative and Deliberative Groups)*  
*(cf. 6020 - Parent Involvement)*  
*(cf. 9130 - Board Committees)*

~~In addition, s~~School-level plans may be developed to meet the unique circumstances of individual school sites, provided that they are consistent with law, ~~district vision, Board policies, district administrative regulations, the district vision, the LCAP, and other districtwide plans.~~ School plans may **shall** be subject to review and approval of the

## COMPREHENSIVE PLANS (continued)

Superintendent or designee, except when law and/or the Board policy requires Board approval of the plan.

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 0420.1 - School-Based Program Coordination)*

Comprehensive plans shall be available to the public, and shall be reviewed and updated at regular intervals as specified within the plan or required by law.

### *Legal Reference:*

#### EDUCATION CODE

32280-32289 School safety plans

35035 Powers and duties of the superintendent

35291 Rules (power of governing board)

39831.3 Transportation safety plan

52060-52077 Local control and accountability plan

56195-56195.10 Comprehensive local plans for special education

56205-56208 Requirements for special education plan

64001 Single school plan for student achievement, consolidated application programs

#### CODE OF REGULATIONS, TITLE 5

560 Civil defense and disaster preparedness plans

#### UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

### *Management Resources:*

#### CSBA PUBLICATIONS

Maximizing School Board Leadership: Vision, 1996

#### WEB SITES

CSBA: <http://www.csba.org>

Policy  
adopted: September 4, 2007  
revised: February 6, 2018

WESTERN PLACER UNIFIED SCHOOL DISTRICT  
Lincoln, California

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

The Board of Trustees desires to ensure the most effective use of available state funding to improve outcomes for all students. A ~~community-based,~~ comprehensive, data-driven planning process shall be used to identify annual goals and specific actions ~~aligned with state and local priorities~~ and to facilitate continuous improvement of district practices.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

The Board shall adopt a districtwide local control and accountability plan (LCAP), ~~based on using the template provided in 5 CCR 15497.5, which addresses~~ **adopted by the State Board of Education, that addresses** the state priorities specified in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and subsequent two fiscal years. (Education Code 52060; ~~52064~~; ~~5 CCR 15497-15497.5~~)

*(cf. 3100 - Budget)*

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" **or are part of any numerically significant student subgroup that is at risk of or is** ~~and other underperforming.~~ students.

*Unduplicated students* include students who are eligible for free or reduced-price meals, English learners, and foster youth, **as defined in Education Code 42238.01** ~~and are counted only once~~ for purposes of the local control funding formula. (Education Code 42238.02)

*(cf. 3553 - Free and Reduced Price Meals)*

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

*(cf. 6174 - Education for English Language Learners)*

**Numerically significant student subgroups** include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students, or as otherwise defined by the Superintendent of Public Instruction (SPI). (Education Code 52052)

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

*(cf. 6173 - Education for Homeless Children)*

The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

*(cf. 0420 - School Plans/Site Councils)*

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

**The LCAP shall also be aligned with other district and school plans to the extent possible in order** ~~To minimize duplication of effort and provide clear direction for program implementation. the LCAP and other district and school plans shall be aligned to the extent possible.~~

*(cf. 0400 - Comprehensive Plans)*  
*(cf. 0440 - District Technology Plan)*  
*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 7110 - Facilities Master Plan)*

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

*(cf. 1312.3 - Uniform Complaint Procedures)*

### Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the numbers of students in various student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 4140/4240/4340 - Bargaining Units)*  
*(cf. 6020 - Parent Involvement)*

### Public Review and Input

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above. (Education Code 52063; 5 CCR 15495)

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

*(cf. 5145.6 – Parental Notifications)*

As part of the parent and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the ~~public budget hearing required pursuant to prior to the adoption of the district budget in accordance with~~ Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

*(cf. 9320 - Meetings and Notices)*

### Adoption of the Plan

~~Prior to adopting the district budget, but at the same public meeting, t~~The Board shall adopt the LCAP **prior to adopting the district budget, but at the same public meeting.** ~~or the annual update.~~ This meeting shall be held after the public hearing described above, but not on the same day as the hearing. ~~(Education Code 52062)~~

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

### Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the Board shall file the LCAP ~~or the~~ annual update with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

### Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance **reported on California School Dashboard**, based on evaluation rubrics adopted by the State Board of Education pursuant to Education Code 52064.5. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

*(cf. 0500 - Accountability)*

### Technical Assistance/Intervention

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the district's goals
2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations



## LOCAL CONTROL AND ACCOUNTABILITY PLAN

received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

### *Legal Reference:*

#### EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 ~~Academic Performance Index~~; Numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

#### CODE OF REGULATIONS, TITLE 5

15494-15497.5 Local control and accountability plan and spending requirements

#### UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

*Management Resources: (see next page)*

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

### *Management Resources:*

#### CSBA PUBLICATIONS

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016

LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Every Student Succeeds Act – Update #6, January 18, 2017

LCFF Frequently Asked Questions

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Policy  
adopted: December 17, 2013  
revised: January 19, 2016  
revised: May 2, 2017  
revised: February 6, 2018

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

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

### Content of the Plan

The district's local control and accountability plan (LCAP) shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:

- a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 3517 - Facilities Inspection)*

*(cf. 4112.2 - Certification)*

*(cf. 4113 - Assignment)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

- b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

*(cf. 6011 - Academic Standards)*

*(cf. 6174 - Education for English Language Learners)*

- c. Parent/guardian involvement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, **and students with disabilities**

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 6020 - Parent Involvement)*

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

**LOCAL CONTROL AND ACCOUNTABILITY PLAN**

d. Student achievement, as measured by all of the following as applicable:

- (1) Statewide assessments of student achievement
- ~~(2) Academic Performance Index~~
- (2) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
- (3) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
- (4) The English learner reclassification rate
- (5) The percentage of students who have passed an advanced placement examination with a score of 3 or higher
- (6) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

*(cf. 0500 - Accountability)*  
*(cf. 6141.5 - Advanced Placement)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - Standardized Testing and Reporting Program)*  
*(cf. 6178 - Career Technical Education)*

e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 6146.1 - High School Graduation Requirements)*

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

*(cf. 5137 - Positive School Climate)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

*(cf. 6143 - Courses of Study)*

*Cf. 6159 - Individualized Education Program)*

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

- 2. Any goals identified for any local priorities established by the Board.

*(cf. 0200 - Goals for the School District)*

- 3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52060)

*(cf. 0510 - School Accountability Report Card)*

### **Increase or Improvement in Services for Unduplicated Students**

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration **grant** funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory. (5 CCR 15496)

### **Annual Updates**

On or before July 1 of each year, the LCAP shall be updated using the template developed adopted by the SBE and shall include all of the following: (Education Code 52061)

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "~~Content of the Plan~~" "**Goals and Actions Addressing State and Local Priorities**" above

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN**

2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment
3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

### **Availability of the Plan**

The Superintendent or designee shall post the LCAP and any updates or revisions to the LCAP on the district's web site. (Education Code 52065)

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

Regulation  
approved: December 17, 2013  
revised: January 19, 2016  
revised: February 6, 2018

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

**ACCOUNTABILITY**

The Board of Trustees recognizes its responsibility to ensure accountability to the public for the performance of **district and each** district schools. The Board shall regularly review the effectiveness of the district's programs, personnel, and fiscal operations, with a focus on the **capacity to improve district's effectiveness in improving** student achievement. The Board shall establish **appropriate systems and processes and measures** to monitor results and to evaluate the district's progress toward accomplishing the district's vision and goals **set forth in the local control and accountability plan (LCAP).**

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0460 - Local Control and Accountability plan)*

*(cf. 2140 - Evaluation of the Superintendent)*

*(cf. 3460 - Financial Reports and Accountability)*

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6190 - Evaluation of the Instructional Program)*

*(cf. 9400 - Board Self-Evaluation)*

~~Indicators of district progress in improving student achievement shall include, but are not limited to, the State Academic Performance Index (API) and measures of "adequate yearly progress" (AYP) required under the federal accountability system.~~

**District and school performance shall be annually evaluated based on multiple measures specified in the California Accountability and Continuous Improvement System as reported on the California School Dashboard.**

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests Standardized Testing and Reporting Program)*

*(cf. 6162.52 - High School Exit Examination)*

**The district's A**alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, and community day schools **and nonpublic, nonsectarian schools pursuant to Education Code 56366**, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052, 56366)

The district and each district school shall demonstrate comparable improvement in academic achievement, ~~as measured by the API, for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, and homeless students. when the subgroup consists of at least 30 students with a valid test score or 15 foster youth.~~ (Education Code 52052)



**ACCOUNTABILITY** (continued)

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the local control and accountability plan (LCAP).

~~(cf. 0460 - Local Control and Accountability Plan)~~  
 (cf. 0510 - School Accountability Report Card)  
 (cf. 1100 - Communication with the Public)  
 (cf. 1112 - Media Relations)  
 (cf. 1113 - District and School Web Sites)  
 (cf. 1220 - Citizen Advisory Committees)  
 (cf. 6020 - Parent Involvement)

Evaluation results may be used as a basis for revising district or schools goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support or assistance, awarding incentives or rewards, and establishing other performance-based consequences.

(cf. 0400 - Comprehensive Plans)  
 (cf. 0420 - School Plans/Site Councils)  
~~(cf. 0520.2 - Title I Program Improvement Schools)~~  
~~(cf. 0520.3 - Title I Program Improvement Districts)~~  
~~(cf. 0520.4 - Quality Education Investment Schools)~~  
 (cf. 4141/4241 - Collective Bargaining Agreement)

*Legal Reference:*

## ACCOUNTABILITY (continued)

### *Legal Reference:*

#### EDUCATION CODE

33127-33129 *Standards and criteria for fiscal accountability*

33400-33407 *California Department Education evaluation of district programs*

44660-44665 *Evaluation of certificated employees*

51041 *Evaluation of the educational program*

52052-52052.1 *Academic Performance Index*

52055.57-52055.59 *Districts identified or at risk of identification for program Improvement*

52060-52077 *Local control and accountability plan*

#### CODE OF REGULATIONS, TITLE 5

1068-1074 *Alternative schools accountability model, assessments*

15440-15463 *Standards and criteria for fiscal accountability*

#### UNITED STATES CODE, TITLE 20

6311 *Accountability, adequate yearly progress*

6312 *Local educational agency plan*

6316 *School and district improvement*

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.13-200.20 *Adequate yearly progress*

200.30-200.53 *Program improvement*

### *Management Resources:*

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Accountability: <http://www.cde.ca.gov/ta/ac>

U.S. Department of Education: <http://www.ed.gov>

Policy  
adopted: December 17, 2013  
revised : February 6, 2018

WESTERN PLACER UNIFIED SCHOOL DISTRICT  
Lincoln, California

## TITLE I PROGRAM IMPROVEMENT SCHOOLS

The Governing Board is committed to enabling all district students to meet state academic achievement standards and to narrowing the achievement gap among student groups. To that end, the district shall provide support and assistance to increase student achievement in any schools that receives federal Title I funding and has been identified by the California Department of Education as a program improvement (PI) school.

*(cf. 6011 - Academic Standards)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - Standardized Testing and Reporting Program)*  
*(cf. 6171 - Title I Programs)*

The Superintendent or designee shall ensure that school improvement strategies developed for any PI school are coordinated, aligned, and effectively implemented in accordance with administrative regulation and the Board-approved school improvement plan.

*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 5116.1 - Intradistrict Open Enrollment)*  
*(cf. 6179 - Supplemental Instruction)*

As necessary, the Board shall determine corrective actions for schools in Year 3 of PI and/or restructuring options for schools in Year 4 of PI or beyond.

Whenever a school is identified for Year 4 PI but is not identified as a "persistently lowest achieving school" pursuant to Education Code 53201, the parents/guardians of students attending that school may petition the Board to implement an intervention for the purpose of improving academic achievement or student safety, provided that the state limit on the number of such schools has not yet been reached. To be considered by the Board, the petition shall contain all required content and signatures and specify one of four intervention models (i.e., turnaround model, restart model, school closure, or transformation model) or an alternative governance arrangement, as described in 5 CCR 4803-4807. The district shall implement the option requested by the parents/guardians unless, at a regularly scheduled public hearing, the Board makes a finding in writing stating the reason it cannot implement the recommended option and instead designates one of the other options to be implemented. (Education Code 53300-53303; 5 CCR 4800-4808)

### Program Evaluation

The Superintendent or designee shall develop an annual report card that includes the information specified in 20 USC 6311 for each district school and for the district as a whole. The required information may be incorporated into each school's school accountability report card. (20 USC 6311)

*(cf. 0510 - School Accountability Report Card)*  
*(cf. 6190 - Evaluation of the Instructional Program)*

**TITLE I PROGRAM IMPROVEMENT SCHOOLS** (continued)

The report card shall be concise, presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand. It shall be made accessible to the public on the district's web site. (20 USC 6311)

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

As necessary based on the results of these evaluations, the Board may require the Superintendent or designee to review and revise any of the school's reform plans, including the school's Single Plan for Student Achievement, allocate additional resources toward the implementation of the plan, and/or require more frequent monitoring of the school's progress in order to raise student achievement.

*Legal Reference: (see next page)*

## TITLE I PROGRAM IMPROVEMENT SCHOOLS (continued)

### *Legal Reference:*

#### EDUCATION CODE

35256 School accountability report card

35200-53203 Persistently lowest achieving schools

53300-53303 Parent Empowerment Act

64000 Categorical programs included in consolidated application

64001 Single school plan for student achievement, consolidated application programs

#### CODE OF REGULATIONS, TITLE 5

11992-11994 Persistently dangerous schools, definition

4800-4808 Parent Empowerment petitions

#### UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

6301 Title I program purpose

6311 Adequate yearly progress

6312 Local educational agency plan

6313 Eligibility of schools and school attendance areas; funding allocation

7912 Persistently dangerous schools

#### UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act

#### CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

200.49-200.51 State responsibilities

200.52-200.53 District improvement

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016*

#### FEDERAL REGISTER

*Final Rule and Supplementary Information, October 29, 2008. Vol. 73, No. 210, pages 64436-64513*

#### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016*

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Program Improvement:

<http://www.cde.ca.gov/ta/ac/ti/programimprov.asp>

U.S. Department of Education, No Child Left Behind: <http://www.nclb.gov>

Policy

approved: September 4, 2007

revised: November 15, 2011

revised: January 17, 2017

Delete: February 6, 2018

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

Lincoln, California

## TITLE I PROGRAM IMPROVEMENT SCHOOLS

### Year One Program Improvement

For any district school in its first year of program improvement (PI), the Superintendent or designee shall implement a school improvement plan that was approved by the Governing Board.

*(cf. 6171 - Title I Programs)*

The Superintendent or designee shall ensure that the school receives technical assistance from the district, California Department of Education (CDE), an institution of higher education, a private organization, an educational service agency, or another entity with experience in helping schools improve academic achievement, including assistance in:

1. Analyzing state assessment data and other examples of student work to identify and address problems in instruction and/or problems in implementing Title I requirements pertaining to parent involvement, professional development, or school and district responsibilities identified in the school's plan
2. Identifying and implementing professional development, instructional strategies and methods of instruction that are based on scientifically based research and that have proven effective in addressing the specific instructional issues that caused the school to be identified for school improvement
3. Analyzing and revising the school's budget so that the school's resources are more effectively allocated to the activities most likely to increase student achievement and to remove the school from program improvement status

*(cf. 3100 - Budget)*

### Year 2 Program Improvement

For any district school in its second year of PI, the Superintendent or designee shall continue to implement the school improvement plan and to provide for technical assistance in accordance with the section "Year 1 Program Improvement" above

In addition, the Superintendent or designee shall arrange for the provision of alternative supports to eligible students from low-income families, as described below in the section "Alternative Supports."

### Year 3 Program Improvement: Corrective Action

After the second full school year after identification for PI, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI, specified above, as well as the corrective actions(s) determined by the Board, which may include:

**TITLE I PROGRAM IMPROVEMENT SCHOOLS** (continued)

1. Replace school staff relevant to the failure

*(cf. 4113 – Assignment)*

*(cf. 4114 – Transfers)*

*(cf. 4314 – Transfers)*

2. Implement a new curriculum and related professional development

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 6141 – Curriculum Development and Evaluation)*

3. Significantly decrease management authority at the school level

4. Appoint an outside expert to advise the school

5. Extend the school year or school day for the school

*(cf. 6111 – School Calendar)*

*(cf. 6112 – School Day)*

6. Restructure the internal organization of the school

**Year 4 Program Improvement and Beyond: Restructuring**

For any school in Year 4 of PI or beyond, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as one of the following options for alternative governance and restructuring, as determined by the Board:

1. Reopen the school as a charter school
2. Replace all or most of the school staff relevant to the failure
3. Enter into a contract with an entity with a demonstrated record of effectiveness to operate the school
4. Turn the operation of the school over to the California Department of Education
5. Institute any other major restructuring of the school's governance arrangements that makes fundamental reforms

**TITLE I PROGRAM IMPROVEMENT SCHOOLS (continued)****Alternative Supports**

In any school identified for Year 2 PI or beyond, eligible students from low-income families shall be offered district-selected alternative supports designed to improve their academic achievement. Alternative supports may include, but are not limited to, any of the following:

1. Academic support offered during school hours, before school, after school, during intercession, and/or during summer learning programs

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 6176 - Weekend/Saturday Classes)*

*(cf. 6177 - Summer Learning Programs)*

*(cf. 6179 - Supplemental Instruction)*

2. Small group instruction and/or pull-out interventions offered during the regular school day
3. Interventions offered during After School Education and Safety or 21st Century Community Learning Center programs
4. High quality academic tutoring
5. Provision of supplemental materials that support alternative support services
6. Provision of a crisis, intervention, and/or academic counselor to meet with eligible students
7. Services and programs that remove barriers to promote academic achievement of eligible students

The types of alternative supports and the criteria used to identify eligible students may be included in the district's local control and accountability plan and shall be consistent and aligned with local priorities.

*(cf. 0460 - Local Control and Accountability Plan)*

If the district contracts with outside entities or community partners to provide alternative supports to eligible students, the Superintendent or designee shall ensure that no electronic device or other items of value are given, retained, or used as an incentive or achievement award and that funds are expended only on direct services to eligible students.



**TITLE I PROGRAM IMPROVEMENT SCHOOLS** (continued)

The district shall set aside a reasonable amount of Title I, Part A funds for alternative supports. Whenever the district does not have sufficient funds to serve all eligible students, it may give priority to the lowest achieving PI schools or the lowest achieving eligible students attending a PI school. The Superintendent or designee may identify the lowest achieving eligible students based on assessment scores, grades, teacher evaluations, or another locally defined measure.

Regulation  
approved: September 4, 2007  
revised: November 15, 2011  
revised: January 17, 2017  
delete: February 6, 2018

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

## TITLE I PROGRAM IMPROVEMENT DISTRICTS

The Board of Trustees desires to continuously improve educational programs and district operations to enable all students to achieve proficiency. The Superintendent or designee shall ensure the implementation and coordination of all district improvement plans and shall annually report to the Board regarding the district's performance in making progress toward student achievement standards.

*(cf. 0460 – Local Control and Accountability Plan)*  
*(cf. 0500 - Accountability)*  
*(cf. 0520.2 – Title I Program Improvement Schools)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6162.51 - Standardized Testing and Reporting Program)*

The district shall implement all actions required for Title I program improvement (PI) as required by law and the California Department of Education (CDE)

The development of district improvement strategies shall be based upon the results of a self-assessment conducted with state program assessment tools that identify specific problems contributing to low student achievement.

*(cf. 6171 - Title I Programs)*

Each year that the district is in PI status, it shall:

1. Review the Title I local educational agency (LEA) plan and, as needed, revise the plan. Revisions may be made in an addendum to the existing plan. The revised LEA plan or plan addendum shall be approved by the Board and electronically submitted to the CDE.

*(cf. 6171 - Title I Programs)*

2. Reserve and spend at least 10 percent of its Title I, Part A allocation to provide high-quality professional development for instructional staff

*(cf. 4131 - Staff Development)*  
*(cf. 4331 - Staff Development)*

In addition, during Year 3 of PI or beyond, the Board shall cooperate with the Superintendent of Public Instruction and the State Board of Education (SBE) in the identification and implementation of appropriate corrective actions. As applicable, the district shall implement the recommendations of the district assistance and intervention team (DAIT) that has been assigned to assist the district pursuant to Education Code 52055.57.

The Superintendent or designee shall submit to the CDE an annual report regarding the district's evidence of progress, including a summary description of the district's progress toward implementing the strategies in the LEA plan, an analysis of the district's progress

## **TITLE I PROGRAM IMPROVEMENT DISTRICTS (continued)**

toward student achievement goals in the LEA plan based on state or local assessment data, and documentation that the Board has been notified of the report.

*(cf. 0520.1 - High Priority Schools Grant Program)*

*(cf. 0520.2 - Title I Program Improvement Schools)*

In the event that the district is required to appear before the SBE within Year 3 of PI to review the district's progress, the Superintendent or designee, the DAIT, and/or the County Superintendent of Schools shall provide testimony and written data sufficient for the SBE to determine whether an alternative corrective action is needed. (Education Code 52055.57)

### *Legal Reference:*

#### EDUCATION CODE

52055.57-52055.59 Districts identified or at risk of identification for program improvement

52059 Statewide system of school support

#### UNITED STATES CODE, TITLE 20

6301 Title I program purpose

6311 State plan

6312 Local educational agency plan

6321 Fiscal responsibilities

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016*

*Local Educational Agency Program Improvement Plan Addendum Template, rev. April 2016*

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Program Improvement:

<http://www.cde.ca.gov/ta/ac/ti/programimprov.asp>

U.S. Department of Education: <http://www.ed.gov>

### **Policy**

adopted: September 4, 2007

revised: December 7, 2010

revised: January 17, 2017

delete: February 6, 2018

## **WESTERN PLACER UNIFIED SCHOOL DISTRICT**

Lincoln, California

**DRUG AND ALCOHOL FREE SCHOOLS**

The Governing Board recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

*(cf. 1325 - Advertising and Promotion)*  
*(cf. 3513.3 - Tobacco-Free Schools)*  
*(cf. 4020 - Drug and Alcohol-Free Workplace)*  
*(cf. 4159/4259/4359 - Employee Assistance Programs)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5131.6 - Alcohol and Other Drugs)*  
*(cf. 5131.62 - Tobacco)*  
*(cf. 6142.8 - Comprehensive Health Education)*

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used, or sold in California
2. Cannabis or cannabis products (Health and Safety Code 11362.3; 21 USC 812, 844)
3. Alcoholic beverages, unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608

*(cf. 1330 - Use of School Facilities)*  
*(cf. 1330.1 - Joint Use Agreements)*

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

*(cf. 5141.21 - Administering Medications and Monitoring Health Conditions)*

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

**Enforcement/Discipline**

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

## **DRUG AND ALCOHOL FREE SCHOOLS (continued)**

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515.2 - Disruptions)*

*(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)*

*(cf. 5145.12 - Search and Seizure)*

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

*(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)*

*(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)*

*(cf. 4117.7/4217.7/4317.7 - Employment Status Reports)*

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 5131 - Conduct)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

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

*(cf. 6145.2 - Athletic Competition)*

*Legal Reference: (see next page)*

## DRUG AND ALCOHOL FREE SCHOOLS (continued)

### *Legal Reference:*

#### EDUCATION CODE

44940 Compulsory leave of absence for certificated persons  
44940.5 Procedures when employees are placed on compulsory leave of absence  
45123 Employment after conviction of controlled substance offense  
45304 Compulsory leave of absence for classified persons  
48900 Suspension or expulsion (grounds)  
48900.5 Suspension, limitation on imposition; exception  
48901 Smoking or use of tobacco prohibited  
48901.5 Prohibition of electronic signaling devices  
48902 Notification of law enforcement authorities; civil or criminal immunity  
48909 Narcotics or other hallucinogenic drugs  
48915 Expulsion; particular circumstances

#### BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

#### GOVERNMENT CODE

8350-8357 Drug-free workplace

#### HEALTH AND SAFETY CODE

11053-11058 Standards and schedules  
11353.6 Juvenile Drug Trafficking and Schoolyard Act  
11362.1 Possession and use of cannabis, persons age 21 and over  
11362.3 Limitations on possession and use of cannabis  
11362.79 Limitations on medical use of cannabis  
104559 Tobacco use prohibition

#### PENAL CODE

13860-13864 Suppression of drug abuse in schools

#### VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

#### UNITED STATES CODE, TITLE 20

7101-7122 Student Support and Academic Enrichment Grants

#### UNITED STATES CODE, TITLE 21

812 Schedules of controlled substances  
844 Penalties for possession of controlled substance

#### UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

#### COURT DECISIONS

*Ross v. RagingWire Telecommunications, Inc.*, 42 Cal. 4th 920 (2008)

**WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS**

~~When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due.~~

~~This notice shall include a statement that the district may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made.~~

**When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or does not return district property that has been loaned to him/her upon demand of a district employee, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code 48904. Until the student's parents/guardians have paid for the damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (Education Code 48904)**

*(cf. 3515.4 - Recovery for Property Loss or Damage)*  
*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 5125 - Student Records)*  
*(cf. 5131.5 - Vandalism, Theft and Graffiti)*  
*(cf. 6161.2 - Damaged or Lost Instructional Materials)*

**Before withholding the student's grades, diploma, and/or transcripts, the Superintendent or designee shall inform the student's parents/guardians in writing of the student's alleged misconduct. (Education Code 48904)**

*(cf. 5145.6 - Parental Notifications)*

~~If reparation is not made, the district The student shall be afforded the student his/her due process consistent with established for the rights in conformance with Education Code expulsion of students. procedures and may withhold the student's grades, diploma or transcripts.~~

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

**If the student and parent/guardian are unable to pay for the damages or return the property, the principal-Superintendent or designee shall provide a program of voluntary work for the student to do in lieu of monetary damages. When this-Upon completion of voluntary work, is completed, the student's grades, diploma, and/or transcripts shall be released. (Education Code 48904)**

~~When a student from whom the district is withholding grades, diploma or transcripts transfers to another district, this information shall be sent to the new district with the student's records and a request that these items continue to be withheld until the new district receives notification that the debt has been cleared.~~

**WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS (continued)**

~~The Superintendent or designee shall notify the parent/guardian in writing that this district's decision to withhold grades, diploma or transcript will be enforced by the new district. (Education Code 48904.3)~~

**When a student who is transferring into the district has had his/her grades, diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded. (Education Code 48904.3)**

**Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by this district has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904.**

~~The district shall withhold grades, diploma or transcripts from any student transferring into the district whose misconduct caused a previous district to withhold them. When informed by the previous district that its decision has been rescinded, the district shall release these documents. (Education Code 48904.3)~~

~~(cf. 5125—Student Records)~~

**The Superintendent or designee shall also notify the student's parents/guardians in writing that the decision to withhold the student's grades, diploma, and/or transcripts will be enforced by the new district. (Education Code 48904.3)**

*Legal Reference:*

EDUCATION CODE

48904 Liability of parent

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

48911 Suspension by principal, designee or superintendent

49069 Absolute right to access



**ALCOHOL AND OTHER DRUGS**

The Board of Trustees believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. ~~The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.~~ **The Superintendent or designee shall develop comprehensive programs and activities to foster safe, healthy, and drug-free environments that support academic achievement.**

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 4020 - Drug and Alcohol-Free Workplace)*

*(cf. 5137 - Positive School Climate)*

~~The Superintendent or designee shall develop, implement and evaluate a comprehensive prevention and intervention program that is coordinated with other school and community-based services and programs. The district's program shall be scientifically based and designed to prevent or reduce alcohol or other drug use and the possession and distribution of illegal drugs. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.~~

**The district's alcohol and drug prevention and intervention programs shall be coordinated with other school and community-based services and programs and shall promote the involvement of parents/guardians. The Superintendent or designee may collaborate with the county office of education, community-based organizations, health providers, law enforcement agencies, local child welfare agencies, postsecondary institutions, businesses, and other public and private entities in program planning, implementation, and evaluation.**

*(cf. 1020 - Youth Services)*

~~*(cf. 5138 - Conflict Resolution/Peer Mediation)*~~

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 6020 - Parent Involvement)*

~~The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of the district's program in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among district students, including discipline problems, and the prevalence of risk factors.~~

**Prevention and intervention programs and activities may include, but are not limited to:  
(20 USC 7118)**

**ALCOHOL AND OTHER DRUGS (continued)**

1. **Evidence-based drug and violence prevention activities and programs that educate students against the use of alcohol, tobacco, cannabis, smokeless tobacco products, and electronic cigarettes**

*(cf. 5131.62 - Tobacco)*

2. **Professional development and training for school staff, specialized instructional support personnel, and interested community members on drug prevention, education, early identification, intervention mentoring, recovery support services, and, where appropriate, rehabilitation referral**

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

3. **School-based mental health services, including early identification of drug use and referrals to counseling services, and/or partnerships with public or private health care entities that have qualified mental and behavioral health professionals**

*(cf. 5141.6 - School Health Services)*

4. **Programs and activities that provide mentoring and school counseling to all students, including students who are at risk of drug use and abuse**

~~The Superintendent or designee shall consult with principals, teachers, other school personnel, students and parents/guardians when developing the district's program.~~

~~The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the district's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.~~

~~*(cf. 5131.61 - Drug Testing)*~~

~~*(cf. 5131.62 - Tobacco)*~~

~~*(cf. 5131.63 - Steroids)*~~

~~Staff should encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate.~~

~~*(cf. 5137 - Positive School Climate)*~~

**Instruction**

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

## ALCOHOL AND OTHER DRUGS (continued)

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is **prohibited**. ~~wrong and harmful~~. Instruction shall not include **any message on the concept of** responsible use of drugs or alcohol when such use is illegal. (~~20 USC 7114, 7162;~~ Health and Safety Code 11999.2)

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

*(cf. 4131—Staff Development)*

### Intervention, Referral and Student Assistance Programs

**The Superintendent or designee shall inform** ~~S~~school staff, students, and parents/guardians ~~shall be informed~~ about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

*(cf. 5141.52 – Suicide Prevention)*

### Enforcement/Discipline

~~The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds or at school-sponsored activities.~~

**Students shall not possess, use, or sell alcohol or other drugs and related paraphernalia on school grounds or at school-sponsored activities.**

*(cf. 4131—Staff Development)*

*(cf. 3513.3 – Tobacco-Free Schools)*

*(cf. 3513.4 – Drug and Alcohol Free Schools)*

*(cf. 5131 - Conduct)*

*(cf. 5131.61 – Drug Testing)*

*(cf. 5131.63 – Steroids)*

*(cf. 5145.11 - Questioning and Apprehension)*

*(cf. 5145.12 - Search and Seizure)*

**ALCOHOL AND OTHER DRUGS** (continued)

~~Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.~~

**The Superintendent or designee shall clearly communicate to all students, staff, and parents/guardians the district's policies, regulations, and school rules related to the use of alcohol and other drugs.**

**Any student found by the Board to be selling a controlled substance listed in Health and Safety Code 11053-11058 shall be expelled in accordance with BP/AR 5144.1 - Suspension and Expulsion/Due Process. A student found to have committed another drug or alcohol offense, including possession or intoxication, shall be referred to appropriate behavioral interventions or student assistance programs, and may be subject to discipline on a case-by-case basis.**

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

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

***Program Evaluation***

**The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of district programs in reducing drug and alcohol use. The Superintendent or designee shall periodically report to the Board on the effectiveness of district activities in achieving identified objectives and outcomes. (20 USC 7116)**

*(cf. 0500 - Accountability)*

***Legal Reference:*****EDUCATION CODE**

44049 *Known or suspected alcohol or drug abuse by student*

44645 *In-service training anabolic steroids*

48900 *Suspension or expulsion (grounds)*

48900.5 *Suspension, limitation on imposition; exception*

48901 *Smoking or use of tobacco prohibited*

*Legal Reference: (continued on next page)*

**ALCOHOL AND OTHER DRUGS (continued)***Legal Reference: (continued)*

48901.5 Prohibition of electronic signaling devices  
 48902 Notification of law enforcement authorities; civil or criminal immunity  
 48909 Narcotics or other hallucinogenic drugs  
 48915 Expulsion; particular circumstances  
 49602 Confidentiality of pupil information  
 51202 Instruction in personal and public health and safety  
 51203 Instruction on alcohol, narcotics and restricted dangerous drugs  
 51210 Areas of study  
 51220 Areas of study, grades 7 to 12  
 51260-51269 Drug education  
 60041 Instructional materials  
 60110-60115 Instructional materials on alcohol and drug education

**BUSINESS AND PROFESSIONS CODE**

25608 Alcohol on school property; use in connection with instruction

**HEALTH AND SAFETY CODE**

11032 Narcotics, restricted dangerous drugs and marijuana

11053-11058 Standards and schedules

11353.6 Juvenile Drug Trafficking and Schoolyard Act

**HEALTH AND SAFETY CODE (continued)**

11357 Unauthorized possession of marijuana; possession in school or on school grounds

11361.5 Destruction of arrest or conviction records

11372.7 Drug program fund; uses

11802 Joint school-community alcohol abuse primary education and prevention program

11998-11998.3 Drug and Alcohol Abuse Master Plans

11999-11999.3 Alcohol and drug program funding; no unlawful use

124175-124200 Adolescent family life program (Department of Health Services)

**PENAL CODE**

13860-13864 Suppression of drug abuse in schools

**VEHICLE CODE**

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

**WELFARE AND INSTITUTIONS CODE**

828 Disclosure of information re minors

828.1 Disclosure of criminal records; protection of vulnerable staff & students

**UNITED STATES CODE, TITLE 20**

5812 National education goals

7101-7184 Safe and Drug-Free Schools and Communities Act

*Management Resources:***WEB SITES**

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Healthy Kids: <http://www.californiahealthykids.org>

U.S. Department of Education, Office of Safe and Drug-Free Schools:

<http://www.ed.gov/about/offices/list/osdfs/index.html>

Office of Safe and Healthy Students: <https://www2.ed.gov/about/offices/list/oese/oshs>

Policy

adopted: September 4, 2007

revised: February 6, 2018

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

Lincoln, California

## STEROIDS

**AGREEMENT FOR STUDENT ATHLETE AND PARENT/GUARDIAN  
REGARDING USE OF STEROIDS**

\_\_\_\_\_  
(print name of student athlete)

*Directions: As a condition of membership in the California Interscholastic Federation (CIF) and in accordance with Education Code 49030, the Board of Trustees of the Western Placer Unified School District has adopted Board Policy 5131.63 prohibiting the use and abuse of androgenic/anabolic steroids as specified below. CIF Bylaw 524 requires that all participating students and their parents/guardians sign this agreement.*

By signing below, we agree that the student shall not use androgenic/anabolic steroids or any dietary supplement banned by the U.S. Anti-Doping Agency as well as the substance synephrine, without a written prescription from a licensed health care practitioner to treat a medical condition.

We recognize that under CIF Bylaw 200.D the student may be subject to penalties, including ineligibility for any CIF competition, if the student or his/her parent/guardian provides false or fraudulent information to the CIF.

We understand that the student's violation of the district's policy regarding steroids may result in discipline against him/her including, but not limited to, restriction from athletics or suspension or expulsion from school.

\_\_\_\_\_  
Signature of student athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

**PARENT INVOLVEMENT**

The Board of Trustees recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/**guardian** involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall **consult** ~~work with staff and~~ parents/guardians **and family members in the development of** meaningful opportunities **for them** ~~at all grade levels for~~ parents/guardians to be involved in district and school activities **at all grade levels**; advisory, decision-making, and advocacy roles; and activities to support learning at home.

*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 0420.1 - School-Based Program Coordination)*  
*(cf. 0420.5 - School-Based Decision-Making)*  
*(cf. 0520.1 - High Priority Schools Grant Program)*  
*(cf. 0520.2 - Title I Program Improvement Schools)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 1230 - School-Connected Organizations)*  
*(cf. 1240 - Volunteer Assistance)*  
*(cf. 1250 - Visitors/Outsiders)*

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5145.6 - Parental Notifications)*

**The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)**

*(cf. 0460 - Local Control and Accountability Plan)*

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/**guardian and family engagement** involvement efforts, including, but not limited to, input from parents/guardians, **family members**, and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/**guardian** participation.

*(cf. 0500 - Accountability)*

**Title I Schools**

~~Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)~~

**PARENT INVOLVEMENT (continued)**

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

*(cf. 6171 - Title I Programs)*

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

~~The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)~~

~~The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)~~

*(cf. 3100 - Budget)*

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school



**PARENT INVOLVEMENT** (continued)

3. **Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members**
4. **Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement**
5. **Any other activities and strategies that the district determines are appropriate and consistent with this policy**

**The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.**

~~The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.~~

**Non-Title I Schools**

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

*Legal Reference: (see next page)*

**PARENT INVOLVEMENT (continued)***Legal Reference:*EDUCATION CODE*11500-11506 Programs to encourage parent involvement**48985 Notices in languages other than English**51101 Parent rights and responsibilities**52060-52077 Local control and accountability plan**54444.1-54444.2 Parent advisory councils, services to migrant children**56190-56194 Community advisory committee, special education**64001 Single plan for student achievement*LABOR CODE*230.8 Time off to visit child's school*CODE OF REGULATIONS, TITLE 5*18275 Child care and development programs, parent involvement and education*UNITED STATES CODE, TITLE 20*6311 Parental notice of teacher qualifications and student achievement-State plan**6312 Local educational agency plan**6314 Schoolwide programs**6316 School improvement**6318 Parent involvement and family engagement**6631 Teacher and school leader incentive program, purposes and definitions*CODE OF FEDERAL REGULATIONS, TITLE 28*35.104 Definitions, auxiliary aids and services**35.160 Communications**Management Resources:*CSBA PUBLICATIONSCALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006*STATE BOARD OF EDUCATION POLICIES*89-01 Parent Involvement in the Education of Their Children, rev. 1994**Family Engagement Framework: A Tool for California School Districts, 2014*U.S. DEPARTMENT OF EDUCATION PUBLICATIONSU.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE*Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004*WEB SITES*CSBA: <http://www.csba.org>**California Department of Education, Family, School, Community Partnerships:**<http://www.cde.ca.gov/ls/pf>**California Parent Center: <http://parent.sdsu.edu>**California State PTA: <http://www.capta.org>**National Coalition for Parent Involvement in Education: <http://www.ncpie.org>**National PTA: <http://www.pta.org>**No Child Left Behind: <http://www.ed.gov/nclb>**Parent Information and Resource Centers: <http://www.pirc-info.net>**Parents as Teachers National Center: <http://www.parentsteachers.org>**U.S. Department of Education: <http://www.ed.gov>*

Policy

adopted: September 4, 2007

revised: February 6, 2018

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

Lincoln, California

**PARENT INVOLVEMENT****District Strategies for Title I Schools**

To ensure that parents/guardians of students participating in Title I programs are provided with opportunities to be involved in their children's education, the Superintendent or designee shall:

1. Involve parents/guardians of participating students in the joint development of the Title I local educational agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6318)

*(cf. 6171 - Title I Programs)*

The Superintendent or designee may:

- a. Establish a district-level committee including parent/guardian representatives from each school site to review and comment on the LEA plan in accordance with the review schedule established by the Board of Trustees
- b. Invite input on the LEA plan from other district committees and school site councils

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

- c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the LEA plan and the opportunity to provide input
  - d. Provide copies of working drafts of the LEA plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
  - e. Ensure that there is an opportunity at a public Board meeting for public comment on the LEA plan prior to the Board's approval of the plan or revisions to the plan
  - f. Ensure that school-level policies on parent involvement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
2. Provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance (20 USC 6318)

**PARENT INVOLVEMENT** (continued)

The Superintendent or designee may:

- a. Assign person(s) in the district office to serve as a liaison to the schools regarding Title I parent involvement issues
  - b. Provide training for the principal or designee of each participating school regarding Title I requirements for parent involvement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of parent involvement activities
  - c. Provide ongoing district-level workshops to assist school site staff and parents/guardians in planning and implementing improvement strategies, and seek input from parents/guardians in developing the workshops
  - d. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
3. Build the capacity of schools and parents/guardians for strong parent involvement (20 USC 6318)

The Superintendent or designee shall: (20 USC 6318)

- a. Assist parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

*(cf. 6011 - Academic Standards)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - Standardized Testing and Reporting Program)*

*(cf. 6162.52 - High School Exit Examination)*

- b. Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement
- c. Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools

**PARENT INVOLVEMENT** (continued)*(cf. 4131 - Staff Development)**(cf. 4231 - Staff Development)**(cf. 4331 - Staff Development)*

- d. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in more fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent involvement activities as parents/guardians may request
- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the Superintendent or designee may:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students
- f. Adopt and implement model approaches to improving parent involvement

**PARENT INVOLVEMENT** (continued)

- g. Establish a districtwide parent advisory council to provide advice on all matters related to parent involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent education programs, and/or other services that help to improve the conditions of parents/guardians and families

*(cf. 1020 - Youth Services)*

- j. Provide a master calendar of district activities and district meetings
- k. Provide information about opportunities for parent involvement through the district newsletter, web site, or other written or electronic means
- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

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

- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians as needed
- n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
- o. Regularly evaluate the effectiveness of staff development activities related to parent involvement
- p. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

- 4. Coordinate and integrate Title I parent involvement strategies with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Program for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs (20 USC 6318)

**PARENT INVOLVEMENT** (continued)

*(cf. 6300 - Preschool/Early Childhood Education)*

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements
  - b. Involve district and school site representatives from other programs to assist in identifying specific population needs
  - c. Schedule joint meetings with representatives from related programs and share data and information across programs
  - d. Develop a cohesive, coordinated plan focused on student needs and shared goals
5. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I (20 USC 6318)

The Superintendent or designee shall:

- a. Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background (20 USC 6318)
- b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)
- c. Assess the district's progress in meeting annual objectives for the parent involvement program, notify parents/guardians of this review and assessment through regular school communications mechanisms, and provide a copy to parents/guardians upon their request (Education Code 11503)

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications

**PARENT INVOLVEMENT** (continued)

- b. Gather and monitor data regarding the number of parents/guardians participating in district activities and the types of activities in which they are engaged
  - c. Recommend to the Board measures to evaluate the impact of the district's parent involvement efforts on student achievement
6. Involve parents/guardians in the activities of schools served by Title I (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians with special needs
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The district's Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

*(cf. 5145.6 - Parental Notifications)*

**School-Level Policies for Title I Schools**

At each school receiving Title I funds, a written policy on parent involvement shall be developed jointly with and agreed upon by parents/guardians of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

- 1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
- 2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent involvement



**PARENT INVOLVEMENT** (continued)

3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
  - a. Timely information about Title I programs
  - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5123 - Promotion/Acceleration/Retention)

- c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

(cf. 0520.1 - High Priority Schools Grant Program)

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards

**PARENT INVOLVEMENT** (continued)

- b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

*(cf. 1240 - Volunteer Assistance)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5113 - Absences and Excuses)*

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

*(cf. 6154 - Homework/Makeup Work)*

- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
  - (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
  - (2) Frequent reports to parents/guardians on their children's progress
  - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
- 7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the activities described in items #3a-f in the section "District Strategies for Title I Schools" above
- 8. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

Each school's parent involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent involvement policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

**PARENT INVOLVEMENT (continued)**

The principal or designee, jointly with parents/guardians of participating students, shall periodically update the school's policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)

**District Strategies for Non-Title I Schools**

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
  - b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
  - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment at home and to encourage good study habits
- b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
- c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees

**PARENT INVOLVEMENT** (continued)

3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
  - b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
  - c. Provide information about parent involvement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
  - d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
  - e. Develop mechanisms to encourage parent/guardian input on district and school issues
  - f. Identify barriers to parent/guardian participation in school activities, including parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy

**PARENT INVOLVEMENT** (continued)

- b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
- 5. Integrate parent involvement programs into school plans for academic accountability

The Superintendent or designee may:

- a. Include parent involvement strategies in school reform or school improvement initiatives
  - b. Involve parents/guardians in school planning processes

**SCHOOL-SPONSORED TRIPS**

The Board of Trustees recognizes that school-sponsored **field trips** are an important component of a student's development and supplement and enrich the classroom learning experience, **lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs.** School-sponsored trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band activities, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study.

*(cf. 0460 – Local Control and Accountability Plan)*

**Field trips shall be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study. (Education Code 35330)**

*(cf. 6143 - Courses of Study)*

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

*(cf. 6145.2 - Athletic Competition)*

Requests for school-sponsored **field trips** involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other school-sponsored **field trips** shall be approved in advance by the principal.

*(cf. 3312.2 - Educational Travel Program Contracts)*

The principal shall establish a process for approving a staff member's request to conduct a school-sponsored **field trip**. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 5142 - Safety)*

*(cf. 5143 - Insurance)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

**SCHOOL-SPONSORED TRIPS (continued)***(cf. 1230 - School-Connected Organizations)**(cf. 1321 - Solicitation of Funds from and by Students)**(cf. 1700 - Relations Between Private Industry and the Schools)*

~~(District funds shall not be used to pay student expenses for out-of-state or out-of-country field trips or excursions. However, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. The Board may approve the use of district funds for student expenses for in-state, out-of-state, or out-of-country field trips or excursions when permitted by law. In addition, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)~~

*Legal Reference:*EDUCATION CODE8760 *Authorization of outdoor science and conservation programs*32040-32044 *First aid equipment: field trips*35330 *Excursions and field trips*35331 *Provision for medical or hospital service for pupils (on field trips)*35332 *Transportation by chartered airline*35350 *Transportation of students*44808 *Liability when pupils not on school property*48908 *Duties of pupils; authority of teachers*BUSINESS AND PROFESSIONS CODE17540 *Travel promoters*17550-17550.9 *Sellers of travel*17552-17556.5 *Educational travel organizations**Management Resources:*WEB SITES*American Red Cross: <http://www.redcross.org>**California Association of Directors of Activities: <http://www.cadal.org>**U.S. Department of Homeland Security: <http://www.dhs.gov>*

Policy

adopted: September 4, 2007

revised: February 6, 2018

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

Lincoln, California

**EDUCATION OF CHILDREN OF MILITARY FAMILIES**

The Governing Board recognizes ~~the challenges to the academic success of that~~ children of military families **face challenges to their academic success** caused by the frequent moves or deployments of their parents/guardians in fulfillment of military service. ~~In accordance with law, t~~The district shall provide such students with academic resources, services, and opportunities for extracurricular and enrichment activities that are available to all district students.

*(cf. 5125 - Student Records)*

*(cf. 6011 - Academic Standards)*

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

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6179 - Supplemental Instruction)*

~~In making decisions about children of military families, including decisions regarding their enrollment, placement, eligibility for extracurricular activities, or waiver of any graduation requirement, the Superintendent or designee shall be flexible to the extent permitted by law and district policy.~~

The Superintendent or designee may waive district policies or rules when necessary to facilitate the enrollment, placement, advancement, eligibility for extracurricular activities, or on-time graduation of children of military families, in accordance with the Interstate Compact on Educational Opportunity for Military Children as ratified in Education Code 49700-49704.

*(cf. 5117 - Interdistrict Attendance)*

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

*(cf. 6146.3 - Reciprocity of Academic Credit)*

~~The Superintendent or designee shall work with parents/guardians and shall collaborate with local, state, and other agencies within and outside the state to facilitate the transition of children of military families into and out of the district.~~

The Superintendent or designee shall provide information and/or training to administrators, other appropriate district staff, and military families regarding the provisions of the Interstate Compact and the educational rights of children of military families.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 5020 - Parent Rights and Responsibilities)*

The Superintendent or designee shall collaborate with parents/guardians, school liaison officers from military installations, and/or other agencies within and outside the state to facilitate the transition of children of military families into and out of the district.



**EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)**

*(cf. 1020 - Youth Services)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 6020 - Parent Involvement)*

**The Superintendent or designee shall annually report to the Board and the public on the educational outcomes of children of military families. Such reports may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade levels, and graduation rates.**

*(cf. 0500 - Accountability)*

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

*(cf. 6162.51 - State Academic Achievement Tests)*

*Legal Reference: (see next page)*

## EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

### *Legal Reference:*

#### EDUCATION CODE

35160.5 District policy rules and regulations; requirements; matters subject to regulation  
 35179 Interscholastic athletics; associations or consortia  
 35181 Students' responsibilities  
 35351 Assignment of students to particular schools  
 46600-46611 Interdistrict attendance agreements  
 48050-48054 Nonresidents  
 48200-48208 Persons included (compulsory education law)  
 48300-48316 Student attendance alternatives, school district of choice program  
 49700-49704 Education of children of military families  
 51225.3 Requirements for graduation  
 51240-51246 Exemptions from requirements  
 51250-51251 School-age military dependents  
 60850-60859 High school exit examination  
 66204 Certification of high school courses as meeting university admissions criteria

#### UNITED STATES CODE, TITLE 10

##### **101 Definitions**

1209 Transfer to inactive status list instead of separation  
 1211 Members on temporary disability retired list; return to active duty; promotion

#### UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

##### **6311 Site plan**

#### UNITED STATES CODE, TITLE 29

794 Section 504 of the federal Rehabilitation Act

### *Management Resources:*

#### CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Final Report to the Legislature on the Interstate Compact on Educational Opportunity for Military Children, April 2014

#### CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

#### WEB SITES

CSBA: <http://www.csba.org>

California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CAChildWelfareCouncil.aspx>

California Department of Education, Educational Options Office: <http://www.cde.ca.gov/ls/pf/mc>

Military Interstate Children's Compact Commission: <http://www.mic3.net>

**EDUCATION OF CHILDREN OF MILITARY FAMILIES**

*Children of military families* are school-aged children in the household of: (Education Code 49701)

1. Members who are in full-time duty status in the active uniformed service of the United States, including any member of the National Guard and Reserve on active duty order pursuant to 10 USC 1209 or 1211
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired, for one year after their medical discharge or retirement
3. Members of the uniformed services who have died while on active duty or as a result of injuries sustained on active duty, for one year after their death

**Enrollment**

The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)

**A child of a military family shall be deemed to meet district residency requirements if his/her parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration. (Education Code 48204.3)**

*(cf. 5111.1 - District Residency)*

When a child of a military family is transferring into the district, the Superintendent or designee may enroll the child based on the child's placement in the previous district, pending receipt of the child's records. Upon enrollment, the Superintendent or designee shall immediately request the student's records from the student's previous district. The Superintendent or designee shall allow the student 30 days from the date of enrollment to obtain all required immunizations. (Education Code 49701)

*(cf. 5111 - Admission)*

*(cf. 5125 - Student Records)*

*(cf. 5141- Health Care and Emergencies)*

*(cf. 5141.31- Immunizations)*

**A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district, if the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)**

**EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)**

*(cf. 5117 – Interdistrict Attendance)*

When a child of a military family is transferring out of the district, the Superintendent or designee shall provide the student's parents/guardians with a complete set of the student's records or, if the official student record cannot be released, an unofficial or "hand-carried" record. Upon request from the new district, the Superintendent or designee shall provide a copy of the student's record to the new district within 10 days. (Education Code 49701)

**Placement and Attendance**

**Whenever a student's parent/guardian is serving on active duty or has been discharged from military service within the last year and the student transfers to a new school as the direct result of the military transfer or discharge, the Superintendent or designee may, prior to the receipt of official transcript(s) or the arrival of the student, review the student's coursework to date, including any unofficial transcript(s), to determine the appropriate placement of the student in classes. The evaluation shall also include communication with school counselors and teachers at the former school by videoconferencing, email, and/or telephone calls. (Education Code 51251)**

The Superintendent or designee shall initially honor the placement of any child of a military family in educational courses and programs based on the child's enrollment and/or assessment in his/her previous school. The Superintendent or designee may, to the extent permitted by Board policy, waive course or program prerequisites, preconditions, and/or application deadlines when making decisions regarding placement of children of military families and their eligibility for extracurricular academic, athletic, and social activities. (Education Code 49701)

*(cf. 6141.5 - Advanced Placement)*

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

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6146.3 – Reciprocity of Academic Credit)*

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

*(cf. 6174 - Education for English Language Learners)*

When a child of a military family transferring into the district has been identified as an individual with a disability pursuant to 20 USC 1400-1482, the Superintendent or designee shall provide comparable services to the student based on his/her current individualized education program. In addition, when the child of a military family transferring into the district is eligible for services under Section 504 of the federal Rehabilitation Act, the Superintendent or designee shall make reasonable accommodations and modifications to address the needs of the student subject to the student's existing Section 504 plan. The district may authorize subsequent evaluations of the student to ensure appropriate placement. (Education Code 49701)

**EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)***(cf. 6159 - Individualized Education Program)**(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)**(cf. 6164.6 - Identification and Education Under Section 504)****Transfer of Coursework and Credits***

When a child of a military family transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a nonpublic, nonsectarian school or agency, or a juvenile court school and shall not require the student to retake the course. (Education Code 51225.2)

*(cf. 6146.3 - Reciprocity of Academic Credit)**(cf. 6159.2 - Nonpublic, Nonsectarian School or Agency Services for Special Education)*

If the student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take only the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the student's parent/guardian, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued, the student shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject.

In no event shall the district prevent a child of a military family from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

*(cf. 6143 - Courses of Study)****Absences***

When a student's parent/guardian is an active duty member and is called to duty, is on leave from, or is immediately returned from deployment to a combat zone or to combat support posting, the Superintendent or designee may grant additional excused absences to the student to visit with his/her parent/guardian. (Education Code 49701)

*(cf. 5113 - Absences and Excuses)*

**EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)****Graduation Requirements**

~~The Superintendent or designee shall facilitate the on-time graduation of children of military families by providing supplemental instruction to incoming students as necessary to enable them to meet the district's graduation requirements. (Education Code 49701)~~

~~The Superintendent or designee may also waive specific district course requirements for graduation if similar coursework has been satisfactorily completed by the student in his/her previous school. (Education Code 49701)~~

**To obtain a high school diploma, a child of a military family shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.**

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

*(cf. 6162.52 - High School Exit Examination)*

*(cf. 6179 - Supplemental Instruction)*

**However, when a child of a military family who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the student's transfer, the Superintendent or designee shall notify the student and his/her parent/guardian of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student no longer meets the definition of a child of a military family pursuant to Education Code 49701. (Education Code 51225.1)**

~~If after considering all alternatives, the Superintendent or designee believes that a student who has transferred into the district in grade 12 will not be able to satisfy the district's graduation requirements in time to graduate with his/her class, the Superintendent or designee shall work with the sending district to have the sending district issue the student its diploma, provided the student satisfies that sending district's graduation requirements. (Education Code 49701)~~

~~Upon request of a school district to which a former district student has transferred, the Superintendent or designee may issue the district's diploma of graduation to the former student, provided the student has satisfactorily completed the district's graduation requirements, including the passage of the high school exit examination.~~

**EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)**

To determine whether a child of a military family is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any child of a military family who is granted an exemption and his/her parent/guardian how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a child of a military family to transfer schools in order to qualify for an exemption, and no child of a military family or his/her parent/guardian shall be permitted to request a transfer solely to qualify for an exemption. (Education Code 51225.1)

If a child of a military family is exempted from local graduation requirements, the exemption shall continue to apply after the student no longer meets the definition of a child of a military family or if he/she transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a child of a military family is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, his/her parent/guardian of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the student, or with the parent/guardian if the student is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

***Notification and Complaints***

Information regarding the educational rights of children of military families, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians,

**EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)**

**employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)**

**Any complaint alleging that the district has not complied with requirements regarding the education of children of military families, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.**

*(cf. 1312.3 - Uniform Complaint Procedures)*

Regulation  
approved: February 21, 2012  
revised: February 6, 2018

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