

WESTERN PLACER  
UNIFIED SCHOOL DISTRICT

## **WPUSD Board Meetings Held Via Go To Meeting While Shelter in Placer Order is in Effect**

### **Public Comments Accepted by Email and Telephone**

During this time of local health concerns, the Western Placer Unified School District is following the State of California Executive Orders N-29-20 and N-33-20, which provide for holding public meetings electronically. The Western Placer Unified School District will convene Board of Trustee meetings using telephone technology. Members of the public can participate, while following the Stay at Home requirements currently in place statewide.

When an agenda is published online [here](#), a phone number and meeting code will be included on the agenda so the public can access the meeting live. There are three ways for members of the public to submit comments about items on the agenda:

1. **Email** - Submit a comment via email to the Superintendent's Administrative Assistant, Maria Gonzalez, at [mgonzalez@wpusd.org](mailto:mgonzalez@wpusd.org) at least two hours before the start of the meeting.
2. **Telephone** - Call the Superintendent's Administrative Assistant at (916) 645-6350 between 9:00 – 12:00 to submit a comment.
3. **Go To Meeting Participation** - Please join meeting from your computer, tablet or smartphone. <https://global.gotomeeting.com/join/606323221>

You can also dial in using your phone. United States: +1 (571) 317-3112

Access Code: 606-323-221

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/606323221>

Comments submitted by email or telephone will be placed into the record at the meeting but may or may not be read during the meeting call. We appreciate your patience during these extraordinary times. For questions, please contact Scott Leaman at (916) 645-6350 between 9:00 and 12:00 or email [sleaman@wpusd.org](mailto:sleaman@wpusd.org).

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

**DISTRICT ADMINISTRATION**

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

	<b><u>STUDENT ENROLLMENT</u></b>		
<b>School</b>	<b>2019-2020 CALPADS</b>	<b>2/3/2020</b>	<b>3/2/2020</b>
Sheridan Elementary (K-5)	64	58	58
First Street Elementary (K-5)	447	458	460
Carlin C. Coppin Elementary (K-5)	441	453	455
Creekside Oaks Elementary (K-5)	609	617	613
Twelve Bridges Elementary (K-5)	652	664	663
Foskett Ranch Elementary (K-5)	412	416	417
Lincoln Crossing Elementary (K-5)	698	696	697
Glen Edwards Middle School (6-8)	869	882	881
Twelve Bridges Middle School (6-8)	830	829	829
Lincoln High School (9-12)	2,071	2,027	2,021
Phoenix High School (10-12)	84	91	88
Atlas (K-12) (new 2019-2020)	40	44	41
SDC Program (18-22)	11	12	12
Non-Public Schools	31	33	33
<b>TOTAL</b>	<b>7259</b>	<b>7,280</b>	<b>7,268</b>

**SDC Pre-School**

Foskett Ranch	18
First Street/LIP	75

**GLOBAL DISTRICT GOALS**

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

# Western Placer Unified School District

Regular Meeting of the Board of Trustees

**April 21, 2020**

WPUSD District Office/City Hall Building–GoTo Meeting  
600 Sixth Street, Lincoln, CA 95648

## AGENDA

**2019-2020 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.**

1. **ANNOUNCEMENT: EXEXECUTIVE ORDER N-29-30 TELECONFERENCE FLEXIBILITY**
  - 1.1 This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All board members may attend the meeting by teleconference. This meeting will be a telephone conference call only. The public may listen/participate via instruction in item 2.1
2. **ANNOUNCEMENT:** Should this Board Meeting encounter any security breach or inappropriate issues, the meeting will be ended immediately.

### **5:00 P.M.**

3. **CLOSED SESSION – WPUSD District Office – Go To Meeting Conference call with Board Members not on site.**
  - 3.1 **CONFERENCE WITH LABOR NEGOTIATOR**  
Bargaining groups: WPTA & CSEA Negotiations  
Agency Negotiators:  
~Scott Leaman, Superintendent  
~Kerry Callahan, Deputy Superintendent of Educational Services  
~Gabe Simon, Assistant Superintendent of Personnel Services  
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
  - 3.2 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF15-514477
  - 3.3 **PERSONNEL**  
Public Employee Employment/Discipline/Dismissal/Release -

## Regular Meeting of the Board of Trustees

April 21, 2020

### Agenda

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<https://global.gotomeeting.com/join/606323221>

You can also dial in using your phone United States +1(571)317-3112 using **Access Code:** 606-323-221

**Submit comments:** Email - Superintendent's Administrative Assistant, Maria Gonzalez at [mgonzalez@wpusd.org](mailto:mgonzalez@wpusd.org) or Telephone – Call Superintendent's Administrative Assistant at (916) 645-6350 between 9:00 a.m. – 12:00 p.m.

**(If you will be speaking please make sure your audio is turned all the way down on any devices to avoid feedback issues)**

### 6:00 P.M.

#### **4. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE –**

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

##### **4.1 Page 11 - CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators:

~Scott Leaman, Superintendent

~Kerry Callahan, Deputy Superintendent of Educational Services

~Gabe Simon, Assistant Superintendent of Personnel Services

~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

##### **4.2 Page 12 - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF15-514477

##### **4.3 Page 13 - PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release -

#### **5. Page 15-183 - 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 Request for Reduced Work Load

5.3 Classified Personnel Report

5.4 Approval of Minutes for: March 3, 2020

5.5 Approval of Warrants

5.6 Approval of Out of State Travel

5.7 Approval of Out of State Travel

5.8 Agreement for Audit Services with Crow, LLP

5.9 Agreement for Professional Services with Crowe LLP

5.10 Renew Licensing Agreement for Student Information System – PowerSchool Group LLC. and WPUSD

5.11 Ratify Agreement for Financial Statements and Performance Audit of Measures A and N General Obligation Bonds – Crowe, LLP

## Regular Meeting of the Board of Trustees

April 21, 2020

### Agenda

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- 5.12 Ratification of Contract with Starstruck Showcase and Lincoln Crossing Elementary School
- 5.13 Approve Waiver – Horizon Charter Schools for Late Submission of Non-Classroom Based Funding Determination Form – 2020/21 Fiscal Year
- 5.14 Ratify Service Agreement – Lifetouch and WPUSD/Scott M. Leaman Elementary – 2020/21 School Year
- 5.15 Ratification of Memorandums of Understanding between the Western Placer Teachers' Association and Western Placer Unified School District
- 5.16 Ratification of Letter of Agreement between the Western Placer Teachers' Association and Western Placer Unified School District
- 5.17 Ratification of Memorandum of Understanding between the California Employees' Association Chapter #741 and Western Placer Unified School District
- 5.18 Ratification of the Appointments of Members to the Measure "A" and "N" Citizens Bond Oversight Committee
- 5.19 Approve Resolution No. 19/20.25 Designating Public Works Projects as Essential Governmental Functions
- 5.20 Approve Resolution No. 19/20.27 Authorizing the Superintendent or Assistant Superintendent of Business and Operations to Award and Execute Contracts During the Months of April Through August 2020
- 5.21 Disposal of Surplus Items – E Waste

*Roll call vote:*

**Submit comments:** Email - Superintendent's Administrative Assistant, Maria Gonzalez at [mgonzalez@wpusd.org](mailto:mgonzalez@wpusd.org) or call (916) 645-6350 between 9:00 a.m. – 12:00 p.m.

**(If you will be speaking please make sure your audio is turned all the way down on any devices to avoid feedback issues)**

## 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 – Mattie Ridgway
- Western Placer Teacher's Association – Tim Allen
- Western Placer Classified Employee Association – Jim Houck
- Superintendent – Scott Leaman

## Regular Meeting of the Board of Trustees

April 21, 2020

### Agenda

#### 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 186 – APPROVE RESOLUTION #19/20.24 AUTHORIZING THE ISSUANCE OF 2020 TAX AND REVENUE ANTICIPATION NOTES AND REQUESTING THE BOARD OF SUPERVISORS OF PLACER COUNTY TO ISSUE SAID NOTES– Kilpatrick (19-20 G & O Component I, II, III, IV, V)  
*Roll call vote:*

**8.2 Discussion/ Action** Page 196 – CONSIDER APPROVING RESOLUTION #19/20.26 AUTHORIZING THE ELIMINATION AND/OR REDUCTION OF CERTAIN CLASSIFIED EMPLOYEE POSITIONS DUE TO LACK OF WORK/LACK OF FUNDS– Simon (19-20 G & O Component I, II, III, IV, V)  
*Roll call vote:*

**8.3 Action** Page 200 – 2019-2020 SECOND INTERIM REPORT– Kilpatrick (19-20 G & O Component I, II, III, IV, V)

**8.4 Information** Page 127 – BRIDGE FINANCING PLAN UPDATE– Kilpatrick (19-20 G & O Component I, II, III, IV, V)

**8.5 Action** Page 348 – ADOPTION OF REVISED/NEW EXHIBITS/ POLICIES/ REGULATIONS – Leaman (19-20 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 2121 – Superintendent’s Contract
- BP 3600 – Consultants
- AR 4030– Nondiscrimination in Employment
- BP 4033 – Lactation Accommodations
- BP 4151/4251/4351– Employee Compensation
- BP/AR 5116.1 – Intradistrict Open Enrollment
- BP/AR 5117 – Interdistrict Attendance
- BP/AR/E 5118 – Open Enrollment Act Transfers (Deleted)

#### 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.

- School Safety

##### 9.2 BOARD MEMBER REPORTS/COMMENTS

## **Regular Meeting of the Board of Trustees**

**April 21, 2020**

### **Agenda**

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

The President will establish the following meeting(s):

➤ **May 5, 2020 7:00 P.M.**, Regular Meeting of the Board of Trustees – District Office/City Hall Bldg., 3<sup>rd</sup> Floor Conference Room

➤ **May 19, 2020 7:00 P.M.**, Regular Meeting of the Board of Trustees – District Office/City Hall Bldg., 3<sup>rd</sup> Floor Conference Room

#### **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, April 21, 2020

Time: 5:00 P.M.

1. LICENSE/PERMIT DETERMINATION
  2. SECURITY MATTERS
  3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
  4. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
  5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
  6. LIABILITY CLAIMS
  7. THREAT TO PUBLIC SERVICES OR FACILITIES
  8. **PERSONNEL**
    - \* PUBLIC EMPLOYEE APPOINTMENT
    - \* PUBLIC EMPLOYEE EMPLOYMENT
    - \* PUBLIC EMPLOYEE PERFORMANCE EVALUATION
    - \* **PUBLIC EMPLOYEE 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  
Kerry Callahan, Deputy Superintendent of  
Educational Services  
Gabe Simon, Assistant Superintendent  
of Personnel Services  
Audrey Kilpatrick, Assistant Superintendent  
Business and Operations

**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:**

April 21, 2020

**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**

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**SUBJECT:**

CONFERENCE WITH LEGAL COUNSEL –  
EXISTING LITIGATION

**AGENDA ITEM AREA:**

Disclosure of Action Taken in  
Closed Session

**REQUESTED BY:**

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

**ENCLOSURES:**

No

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

April 21, 2020

**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**

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**DISTRICT GLOBAL GOALS**

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**SUBJECT:**

PUBLIC EMPLOYEE EMPLOYMENT/DISCIPLINE/  
DISMISSAL/RELEASE

**AGENDA ITEM AREA:**

Closed Session

**REQUESTED BY:**

Gabe Simon  
Assistant Superintendent of Personnel Services

**ENCLOSURES:**

No

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

Yes

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**BACKGROUND:**

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

**RECOMMENDATION:**

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

# **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

**REQUESTED BY:**

Gabriel Simon *GS*  
Assistant Superintendent of Personnel Services

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

General Fund/Categorical

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

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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**

**April 21, 2020**

**CERTIFICATED/MANAGEMENT**

**NEW HIRES:** None

**REQUEST FOR LEAVE OF ABSENCE:**

1. Name: Heather Ward Medina  
Position: Math  
FTE: 1.0  
Effective: May 20, 2020  
Site: Glen Edwards Middle School
2. Name: Albert Medina  
Position: Music  
FTE: 1.0  
Effective: June 3, 2020  
Site: Glen Edwards Middle School
3. Name: Hannah Kassis  
Position: 2<sup>nd</sup> Grade  
FTE: 1.0  
Effective: May 11, 2020  
Site: Carlin C Coppin Elementary School

**RESIGNATIONS:**

1. Name: Ryan Taylor  
Position: SDC Teacher  
FTE: 1.0  
Effective: June 5, 2020  
Site: Twelve Bridges Elementary School
2. Name: Marlene Mareello  
Position: 1<sup>st</sup> Grade Teacher  
FTE: 1.0  
Effective: June 30, 2020  
Site: Carlin C Coppin Elementary School
3. Name: Kelly Castillo  
Position: Principal  
FTE: 1.0  
Effective: June 30, 2020  
Site: Foscett Ranch Elementary School
4. Name: Jon-Davis Abramson  
Position: SDC Teacher  
FTE: 1.0  
Effective: June 30, 2020  
Site: Foscett Ranch Elementary School

**CHANGE:** None

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
PERSONNEL REPORT**

**April 21, 2020**

**CERTIFICATED/MANAGEMENT CONTINUED:**

**RETIREMENTS:**

1. Name: Alicia Walle-Ayala  
Position: 1<sup>st</sup> Grade Teacher  
FTE: 1.0  
Effective: June 6, 2020  
Site: First Street Elementary School
2. Name: Michael Trueblood  
Position: Agriculture Teacher  
FTE: 1.0  
Effective: June 6, 2020  
Site: Lincoln High School

**TRANSFERS/PROMOTIONS:**

1. Name: Jennifer Clementson  
Position: Interim Assistant Principal (Temp for remainder of 19/20)  
FTE: 1.0  
Effective: April 1, 2020  
Site: Creekside Oaks/Twelve Bridges 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**

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

**SUBJECT:**

Request for Reduced Work Load

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Gabriel Simon   
Assistant Superintendent, Personnel Services

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Board of Trustees will take action on two requests for Reduced Work Year from the following certificated staff member:

Megan Curry – Foskett Ranch/Sheridan

This staff member is requesting a reduced work load of 20% under Article XIX.

**RECOMMENDATION:**

Administration recommends the Board of trustees ratify the request.

**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 *GS*  
Assistant Superintendent of Personnel Services

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

General Fund/Categorical

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

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

**RECOMMENDATION:**

Administration recommends ratification of the classified personnel report.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT  
PERSONNEL REPORT**

**April 21, 2020**

**CLASSIFIED/MANAGEMENT**

**NEW HIRES:**

- |   |  |
|---|--|
| 1. Name: Shannon Cooper<br>Position: Behavior Analyst<br>FTE: 8 hours<br>Days: 200 Days/Year                                | Effective: 7/1/20<br>Site: District Office<br>New Position           |
| 2. Name: Victoria Martinez<br>Position: Grant Funded Instructional Aide<br>FTE: 3.75 hours/5 days a week<br>Days: 10 Months | Effective: 3/9/20<br>Site: Glen Edwards Middle School<br>Replacement |
| 3. Name: Mario Rodriguez Ayala<br>Position: Paraprofessional<br>FTE: 3.66 hours/5 days a week<br>Days: 10 months            | Effective: 3/13/20<br>Site: Lincoln High School<br>Replacement       |

**TRANSFER/PROMOTION:**

- |   |  |
|---|--|
| 1. Name: Linda Anglada<br>Position: Food Service Assistant<br>FTE: 3.5 hours/5 days a week<br>Days: 10 months | Effective: 4/1/20<br>Site: Twelve Bridges Middle School<br>Replacement |
| 2. Name: Maria Navarrete<br>Position: Food Service Assistant<br>FTE: 5 hours/5 days a week<br>Days: 10 Months | Effective: 4/1/20<br>Site: Twelve Bridges Middle School<br>Replacement |

**RESIGNATION/RETIREMENT:**

- |  |  |
|--|--|
| 1. Name: Adam Sanchez<br>Position: After School Instructional Aide | Effective: 3/27/20<br>Site: First Street Elementary School     |
| 2. Name: Michael Mahacek<br>Position: Gen Ed Bus Driver            | Effective: 3/9/20<br>Site: Transportation                      |
| 3. Name: Lori Snyder<br>Position: Instructional Aide               | Effective: 6/5/20<br>Site: Creekside Oaks Elementary School    |
| 4. Name: Patricia Tofft<br>Position: Instructional Aide            | Effective: 3/13/20<br>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**

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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 Minutes:

- March 3, 2020 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:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

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

- March 3, 2020 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**

**March 3, 2020**

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

## **MINUTES**

**2019-2020 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 Long, President  
Brian Haley, Vice President  
Paul Carras, Clerk  
Damian Armitage, Member  
Kris Wyatt, Member

### **Others Present:**

Scott Leaman, Superintendent  
Kerry Callahan, Deputy Superintendent of Educational Services  
Gabe Simon, Assistant Superintendent of Personnel Services  
Maria Gonzalez, Administrative Assistant to the Superintendent  
Carrie Carlson, Director of Business Services  
Mike Adell, Director of Facilities

### **6:30 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**  
No communication from the public

### **6:35 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  
~Kerry Callahan, Deputy Superintendent of Educational Services  
~Gabe Simon, Assistant Superintendent of Personnel Services  
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
  - 3.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF15-514477

March 3, 2020

Minutes

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**3.3 PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release-

- a. Resolution No. 19/20.20 Authorizing the Non Re-Election of Certificated Probationary Employees
- b. Resolution No. 19/20.21 Authorizing the Release and Reassignment of Certificated Staff

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

No action taken

**4.2 *Page 10* - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF15-514477

No action taken

**4.3 *Page 11* - PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release-

- a. Resolution No. 19/20.20 Authorizing the Non Re-Election of Certificated Probationary Employees

Mr. Carras reported that Resolution No. 19/20.20 was pulled from the closed session agenda.

- b. Resolution No. 19/20.21 Authorizing the Release and Reassignment of Certificated Staff

Mr. Carras reported that the Board approved Resolution No. 19/20.21 authorizing the Release and Reassignment of Certificated Staff at the end of the 2019-2020 school year. Employee #3046 has been removed from the Board Action. The Board authorizes the District administration to serve required notices pursuant to Education Code Section 44951. This was a unanimous roll call vote.

March 3, 2020

Minutes

5. **Page 14-99 - CONSENT AGENDA**

- 5.1 Certificated Personnel Report
- 5.2 Classified Personnel Report
- 5.3 Approval of Minutes for: February 4 & 18, 2020
- 5.4 Approval of Warrants
- 5.5 Ratification of Contract – Strikes Unlimited and Foskett Ranch Elementary School
- 5.6 Ratification of Contract with Pacific Environmental Education Center and Creekside Oaks Elementary School
- 5.7 Ratification of Contract with Pacific Environmental Education Center and Lincoln Crossing Elementary School
- 5.8 Report of Disclosure Requirements for Quarterly Reports of Investments

*Roll call vote:*

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

6. **COMMUNICATION FROM THE PUBLIC**

No communication from the public

7. **REPORTS & COMMUNICATION**

- Lincoln High School Student Advisory – Mattie Ridgway was not present
- Western Placer Teacher’s Association – Tim Allen stated that they have started bargaining with the district. They had a productive first session. Hoping to make some of our sub groups more competitive like the speech and language pathologist as well as nurses and Special Education teachers. They are working on the stipends portion of the contract as well.
- Western Placer Classified Employee Association – Gus Nevarez had no report
- Superintendent – Scott Leaman
  - Employee Appreciation Day is this Friday March 6, 2020 and every staff member in the district will received a thank you item.
  - WPUSD Community Appreciation Breakfast will be on Friday March 6. The LHS Choir will perform. Mr. Bob Pierce will give a presentation on the Cadet program.
  - Coronavirus/COVID-19 updates are on our website. We are getting information out to staff member and to parents
  - We have enhanced cleaning schedules to enhanced cleaning on a daily basis at our sites
  - We have a protocol in place for our schools and are in contact with Placer County Health Department
  - Measure D is on the ballot. We will find out results tomorrow

**8. Page 101 - PUBLIC HEARING:****Regarding the Western Placer Unified School District Intent to Adopt and Levy Increased Statutory Developer Fees and 2020 School Facility Fee Justification Report -**

The Western Placer Unified School District is authorized to collect developer fees (referred to as Level I fees) as established by the State Allocation Board to assist in financing school facilities to serve students generated from new residential and commercial/industrial development. In order to qualify to collect Level I fees, the District must complete a School Facility Fee Justification Report (Report) and have it adopted by the Board of Trustees.

Mike Adell stated that at the January 22, 2020 State Allocation Board meeting, the Board increased Statutory Level 1 Developer Fees by 7.64% and authorized Districts to charge the increased fees. We performed a developer fee justification study. The study will show the nexus between how much it is and what it is going to be used for. Mike stated the amounts are from \$3.79 to \$4.08 per square foot for residential and from \$0.61 to \$0.66 per square foot for commercial/industrial development. Prior to the increase of the fees, we need to have a public hearing. To date we have not received any written documentation. The public hearing was noticed in the local newspaper for two successive weeks and posted in the District Office kiosk and the District website for 10 days prior to the hearing.

**9. ♦ACTION ♦DISCUSSION ♦INFORMATION**

**9.1 Action** **Page 133 – APPROVE RESOLUTION NO. 19/20.22 AUTHORIZING THE REDUCTION IN CERTIFICATED STAFF DUE TO ELIMINATION OF PARTICULAR KINDS OF SERVICES – Simon**

Gabe Simon stated that we have a shifting of our population in our elementary schools due to our new school opening. We are now below the threshold of the need for a fulltime Assistant Principal which has led to elimination of this position. Motion by Mr. Haley, seconded by Mr. Carras and passed by a 5-0 (*Ayes: Armitage, Wyatt, Carras, Haley, Long No: None*) roll call vote to approve Resolution No 19/20.22 authorizing the reduction in certificated staff due to elimination of particular kinds of services.

**9.2 Action** **Page 137 – ADOPTION OF RESOLUTION NO. 19/20.23 TO LEVY INCREASED SCHOOL FACILITY FEES AND THE 2020 SCHOOL FACILITY FEE JUSTIFICATION REPORT – Adell (19-20 G & O Component I, II, III, IV, V)**

Mike Adell stated that with no public comment we can move forward to increase the fees to \$4.08 per square foot for residential and \$0.66 per square foot for commercial/industrial development. Motion by Mr. Carras, seconded by Mr. Haley and passed by a 5-0 (*Ayes: Wyatt, Carras, Haley, Armitage, Long No: None*) roll call vote to approve adoption of Resolution No. 19/20.23 to levy increased school facility fees and the 2020 school facility fee justification report

March 3, 2020

**Minutes**

- 9.3 Action** *Page 142 – APPROVAL OF LOW BIDDER FOR DISTRICT-WIDE BROADBAND AND ETHERNET SERVICE E-RATE YEAR 2020 (YEAR 23) – Kilpatrick (19-20 G & O Component I, II, III, IV, V)*

Mr. Carras stated that this is generally something that gets approved every year and it has no impact financially on the district. Motion by Mr. Carras, Seconded by Mrs. Wyatt and passed by a 5-0 (*Ayes: Armitage, Carras, Haley, Long, Wyatt No: None*) vote for approval of low bidder for district-wide broadband and Ethernet service E-Rate year 2020 (year 23)

- 9.4 Discussion** *Page 183 – CSBA DELEGATE ASSEMBLY ELECTIONS – Leaman*  
**Action** *(19-20 G & O Component I, II, III, IV, V)*

Mr. Leaman stated that this is the opportunity for the Board to vote on the one candidate or to write in another nominee. The Board agreed to vote for the nominee listed on the form. Motion by Mr. Haley, Seconded by Mrs. Wyatt and passed by a 5-0 (*Ayes: Armitage, Carras, Haley, Long, Wyatt No: None*) vote to approve CSBA Delegate Assembly Elections candidate

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

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

- School Safety

**10.2 BOARD MEMBER REPORTS/COMMENTS**

**Brian Haley** had no report

**Damian Armitage** had no report

**Kris Wyatt** went into Mrs. Rennie's class as a fill in "grandma" for a history lesson. There was a great grandpa and great grandma in attendance who was a World War II Veterean who was 97 years old. Mrs. Wyatt shared a picture of herself and her brothers taken outside of Disneyland in 1955 when it was a \$1.00 to get in. Mrs. Wyatt filled in for a students whose real grandma was sick. Saturday is the science expo at Lincoln High School and they asked for donations of waters and snacks for the students and the public reached out and filled all the donation request.

**Paul Carras** had no report

**Paul Long** restated that the Appreciation Breakfast is Friday at 7:45. On March 11, 2020, Paul and Brian Haley will be attending the WPEF meeting. Received a letter from PCOE and the first interim report was accepted and we have meet all requirements



March 3, 2020

**Minutes**

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

The President will establish the following meeting(s):

➤ **March 17, 2020 7:00 P.M., Regular Meeting of the Board of Trustees –**  
Phoenix High School, 870 J Street

**12. ADJOURNMENT**

There being no further business the meeting was adjourned at 7:30p.m.

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Paul Long, President

---

Paul Carras, Clerk

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Scott Leaman, Superintendent

---

Maria Gonzalez, Administrative Assistant 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.

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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.org](http://www.wpusd.org)

**DEPARTMENT:**

Business Services

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

N/A

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**BACKGROUND:**

The Board of Trustees will consider approval of warrants paid since the March 3, 2020 board meeting.

**RECOMMENDATION:**

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

## Checks Dated 04/03/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85737992	04/03/2020	COAST TO COAST COMPUTER PRODUCTS	01-4300		113.66
85737993	04/03/2020	DELTA WIRELESS	01-4300		748.11
85737994	04/03/2020	FISHER SCIENTIFIC	01-4300		191.83
85737995	04/03/2020	FLORASOURCE, LTD	01-4300		157.86
85737996	04/03/2020	MCMASTER CARR SUPPLY CO	01-4300		308.01
85737997	04/03/2020	MJB WELDING SUPPLY, INC.	01-4300		27.36
85737998	04/03/2020	NASCO MODESTO	01-4300		93.87
85737999	04/03/2020	NOODLE TOOLS, INC.	01-4200		450.00
85738000	04/03/2020	SCHOOL SPECIALTY INC	01-4300		67.70
85738001	04/03/2020	STAPLES BUSINESS ADVANTAGE	01-4300	12,328.56	
			11-4300	164.53	12,493.09
85738002	04/03/2020	Eggel, Alla K	01-5200		204.13
85738003	04/03/2020	Harp, Robyn M	01-5200		25.30
85738004	04/03/2020	Justice, William H	01-4100	28.96	
			01-4300	266.79	295.75
85738005	04/03/2020	Rennie, April G	01-5200		252.09
85738006	04/03/2020	AMANDA GANT	01-5800		214.13
85738007	04/03/2020	BLACKBURN CONSULTING	21-6140		19,800.46
85738008	04/03/2020	BUS WEST - DIVISION OF VELOCITY VEHICLE GROUP	01-4365		397.00
85738009	04/03/2020	CITY OF LINCOLN - ALARM PRGM LINCOLN POLICE DEPARTMENT	01-5800		20.00
85738010	04/03/2020	GOLD COUNTRY MEDIA PUBLICATIONS	25-5800		366.82
85738011	04/03/2020	GRAINGER	01-4300		369.64
85738012	04/03/2020	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		338.69
85738013	04/03/2020	HOME DEPOT CREDIT SERVICES	01-4300		4,340.04
85738014	04/03/2020	JABBERGYM INC.	01-5800		3,040.00
85738015	04/03/2020	KYOCERA	01-4300	8.23	
			01-5600	2.74	10.97
85738016	04/03/2020	LOZANO SMITH LLP	01-5810		470.00
85738017	04/03/2020	MAGDALENA STEPIEN	01-5800		3,640.00
85738018	04/03/2020	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		2,000.00
85738019	04/03/2020	MEDICAB	01-5800		37,024.50
85738020	04/03/2020	PLACER LEARNING CENTER	01-5800		45,689.50
85738021	04/03/2020	RAINFORTH GRAU ARCHITECTS	21-6210		20,226.40
85738022	04/03/2020	SCHOOL FACILITY CONSULTANTS	25-5800		6,236.25
85738023	04/03/2020	SCHOOL NURSE SUPPLY INC.	01-4300		96.43
85738024	04/03/2020	SIG SCHOOLS INSURANCE GROUP	01-3402		1,009.35
85738025	04/03/2020	TAG / AMS INC	01-5800		570.00
85738026	04/03/2020	UNIFIRST CORPORATION	01-5800		40.10
85738027	04/03/2020	DANIELSEN COMPANY	13-4710		2,218.87
85738028	04/03/2020	FIERY GINGER FARM	13-4710		143.75
85738029	04/03/2020	GOLD STAR FOODS, INC	13-4710		6,832.98

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

ESCAPE ONLINE  
Page 1 of 2

**Checks Dated 04/03/2020**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85738030	04/03/2020	PRODUCERS DAIRY FOODS, INC.	13-4710		4,868.89
85738031	04/03/2020	PROPACIFIC FRESH	13-4710		2,690.62
85738032	04/03/2020	WEST COAST PAPER COMPANY	13-4380		1,302.82
Total Number of Checks			41		<u>179,386.97</u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	31	114,534.58
11	Adult Education Fund	1	164.53
13	Cafeteria Fund	6	18,057.93
21	Building Fund #1	2	40,026.86
25	Capital Facilities Fund	2	6,603.07
Total Number of Checks		41	179,386.97
Less Unpaid Tax Liability			.00
Net (Check Amount)			<u>179,386.97</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.

ESCAPE **ONLINE**  
Page 2 of 2

**Checks Dated 04/08/2020**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85738511	04/08/2020	Fernandez, Jessica M	01-5200		211.20
85738512	04/08/2020	BURKETT'S OFFICE	01-4300		3,346.28
85738513	04/08/2020	DIRECT PRESS 2	01-4300		145.57
85738514	04/08/2020	GOPHER SPORT	01-4300		1,184.55
85738515	04/08/2020	KYOCERA	01-4300		4.27
85738516	04/08/2020	MJB WELDING SUPPLY, INC.	01-4300		120.50
85738517	04/08/2020	SCHOLASTIC BOOKS	01-4300		297.08
Total Number of Checks			7		<u>5,309.45</u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	7	5,309.45
	Total Number of Checks	7	5,309.45
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		<u>5,309.45</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.

ESCAPE **ONLINE**  
Page 1 of 1

## Checks Dated 03/27/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85737319	03/27/2020	Zinzun, Rhianon R	01-5200		17.25
85737320	03/27/2020	ACI SPECIALTY BENEFITS ACI ENTERPRISES INC	01-3901		3,171.69
85737321	03/27/2020	AT&T BUSINESS SERVICE	01-5560		41.04
85737322	03/27/2020	BANK OF AMERICA #4333	01-4300		707.02
85737323	03/27/2020	BLACKBURN CONSULTING	21-6140		2,533.95
85737324	03/27/2020	BRIGHT START THERAPIES INC	01-5800		1,296.25
85737325	03/27/2020	CAPITOL CLUTCH AND BRAKE INC	01-4365		6.95
85737326	03/27/2020	CARIN CONTRERAS	01-5800		10,395.00
85737327	03/27/2020	CDW GOVERNMENT INC	01-4300	176.87	
			01-4400	940.00	1,116.87
85737328	03/27/2020	ECORP CONSULTING INC	21-6140		1,232.50
85737329	03/27/2020	ESS ENVIRONMENTAL	21-6140		1,725.00
85737330	03/27/2020	FEDEX / ACCT 1266-6713-2	01-4100		7,266.63
85737331	03/27/2020	GCR TIRES & SERVICE	01-4360		245.86
85737332	03/27/2020	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		898.87
85737333	03/27/2020	HILLYARD / SACRAMENTO	01-4300		4,625.70
85737334	03/27/2020	HUNT & SONS INC	01-4365		150.73
85737335	03/27/2020	Loomis Union School Dist	01-4100		197.60
85737336	03/27/2020	LOWE'S	01-4300		96.86
85737337	03/27/2020	PACIFIC GAS & ELECTRIC CO	01-5510	5,394.62-	
			01-5530	10,254.56	4,859.94
85737338	03/27/2020	PLACER COUNTY SELPA	01-5200		400.00
85737339	03/27/2020	POWER PROTECTION PLUS	01-5600		720.00
85737340	03/27/2020	PPG PAINTS ARCHITECTURAL FINISHES, INC.	01-4300		591.18
85737341	03/27/2020	PURCHASE POWER	01-4300		197.34
85737342	03/27/2020	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		1,403.03
85737343	03/27/2020	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		509.43
85737344	03/27/2020	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		127.62
85737345	03/27/2020	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		350.84
85737346	03/27/2020	SHARP ARCHITECTURE, INC.	21-5800		6,240.00
85737347	03/27/2020	SIERRA BUILDING SYSTEMS INC	01-5600		1,800.00
85737348	03/27/2020	SIERRA PACIFIC TURF SUPPLY INC	01-4300		58.71
85737349	03/27/2020	SIG EMPLOYEE BENEFITS TRUST	76-9558		727,112.45
85737350	03/27/2020	UNIFIRST CORPORATION	01-5800		40.10
85737351	03/27/2020	VERIZON WIRELESS	01-5560	1,429.83	
			13-5560	114.74	
			21-5560	36.14	1,580.71
85737352	03/27/2020	WAXIE'S SANITARY SUPPLY	01-4300		519.50
85737353	03/27/2020	WILCO SUPPLY	01-4300		79.86
85737354	03/27/2020	Zimmerman, Mikaela K	01-4300		441.52

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**Checks Dated 03/27/2020**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85737355	03/27/2020	BARNES & NOBLE BOOKSTORES	01-4200		58.73
85737356	03/27/2020	BUREAU OF EDUCATION & RESEARCH	01-5200		279.00
85737357	03/27/2020	FLORA FRESH, INC.	01-4300		589.34
85737358	03/27/2020	FLORAL RESOURCES SACRAMENTO	01-4300		305.47
85737359	03/27/2020	FOLLETT SCHOOL SOLUTIONS, INC.	01-4200	194.62	
			01-4300	192.72	387.34
85737360	03/27/2020	KYOCERA	01-4300	2,469.06	
			01-5600	456.26	
			01-5800	896.84	3,822.16
85737361	03/27/2020	LOWE'S	01-4300		1,146.51
85737362	03/27/2020	MJB WELDING SUPPLY, INC.	01-4300		338.68
85737363	03/27/2020	OFFICE DEPOT	01-4300		401.77
85737364	03/27/2020	SEQUOIA WHOLESALE FLORIST	01-4300		425.06
85737365	03/27/2020	SIERRA HAY & FEED	01-4300		439.67
85737366	03/27/2020	VIKING SHRED LLC	01-5600		47.99
Total Number of Checks			48		<u>790,999.72</u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	43	52,004.94
13	Cafeteria Fund	1	114.74
21	Building Fund #1	5	11,767.59
76	Payroll Fund	1	727,112.45
Total Number of Checks		48	790,999.72
Less Unpaid Tax Liability			.00
Net (Check Amount)			<u>790,999.72</u>

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## Checks Dated 03/18/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85736011	03/18/2020	AIR CONTROL SERVICES, INC.	13-5600		3,816.87
85736012	03/18/2020	CULTURE SHOCK YOGURT	13-4710		480.00
85736013	03/18/2020	DANIELSEN COMPANY	13-4710		574.27
85736014	03/18/2020	GOLD STAR FOODS, INC	13-4710		7,486.51
85736015	03/18/2020	PRODUCERS DAIRY FOODS, INC.	13-4710		2,414.97
85736016	03/18/2020	PROPACIFIC FRESH	13-4380	67.86	
			13-4710	2,863.09	2,930.95
85736017	03/18/2020	UNIFIRST CORPORATION	13-5800		216.26
85736018	03/18/2020	WEST COAST PAPER COMPANY	13-4380		4,281.53
85736019	03/18/2020	Autumn Ellis	13-8634		43.50
85736020	03/18/2020	Alcorn, Daniel T	01-4300		105.51
85736021	03/18/2020	Constantine, Melanie M	01-4300		192.90
85736022	03/18/2020	Derouin-St John, Desiree L	01-5200		297.00
85736023	03/18/2020	Ruiz, Michelle L	01-4300		163.72
85736024	03/18/2020	Shelton, Lauretta L	01-4300		21.42
85736025	03/18/2020	Weber, Mark E	01-4300		186.13
85736026	03/18/2020	BLACK DOG GRAPHICS	01-4300		346.05
85736027	03/18/2020	COAST TO COAST COMPUTER PRODUCTS	01-4300		74.85
85736028	03/18/2020	HEINEMANN	01-4300		619.37
85736029	03/18/2020	MARLEEN NOBELL DBA: MAR/CAL	01-4300		46.96
85736030	03/18/2020	MJB WELDING SUPPLY, INC.	01-4300		77.32
85736031	03/18/2020	RAMOS OIL COMPANY	01-4300		617.75
85736032	03/18/2020	RISO PRODUCTS OF SAC INC	01-4300		438.62
85736033	03/18/2020	TEACHERS PAY TEACHERS DEPT. 6759	01-4300		199.87
85736034	03/18/2020	Gordon, Kelley D	01-5200		77.63
85736035	03/18/2020	A-Z BUS SALES INC	01-4365		196.54
85736036	03/18/2020	AVID CENTER	01-5200		37,885.00
85736037	03/18/2020	BUS WEST - DIVISION OF VELOCITY VEHICLE GROUP	01-4365		425.43
85736038	03/18/2020	CDW GOVERNMENT INC	01-4300	1,763.17	
			01-4400	4,401.97	6,165.14
85736039	03/18/2020	CITY OF LINCOLN/NON UTILITY	01-5600		12,641.25
85736040	03/18/2020	COOKS PORTABLE TOILETS	21-5600		268.53
85736041	03/18/2020	DR. ROBERT A. HOFFMAN	01-5800		6,030.00
85736042	03/18/2020	EATON INTERPRETING SVCS INC	01-5800		5,590.00
85736043	03/18/2020	HILLYARD / SACRAMENTO	01-4300		2,181.81
85736044	03/18/2020	HMC GROUP	21-6210		72,801.22
85736045	03/18/2020	INDUSTRIAL PLUMBING SUPPLY	01-4300		150.94
85736046	03/18/2020	LOWE'S	01-4300		567.76
85736047	03/18/2020	MEDICAB	01-5800		3,583.50
85736048	03/18/2020	PACIFIC GAS & ELECTRIC CO	01-5510		1,236.39
85736049	03/18/2020	PC NAMETAG INC	01-4300		86.83
85736050	03/18/2020	SCHOOL TECH SUPPLY	01-4300		602.66
85736051	03/18/2020	SIERRA BUILDING SYSTEMS INC	01-5600		450.00
85736052	03/18/2020	SITEONE LANDSCAPE SUPPLY	01-4300		124.81

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## Checks Dated 03/18/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85736053	03/18/2020	SOLON FIRE CONTROL	01-5800		2,306.73
85736054	03/18/2020	SPECIALIZED EDUC OF CA, INC. DBA SIERRA SCHOOLS	01-5800		16,951.25
85736055	03/18/2020	STATE OF CALIFORNIA - DOJ	01-5821		196.00
85736056	03/18/2020	SUTTER MEDICAL FOUNDATION	01-5800		60.00
85736057	03/18/2020	TEACHERS CURRICULUM INSTITUTE	01-4100		109,136.19
85736058	03/18/2020	U.S. BANK NATIONAL ASSOCIATION U.S. BANCORP PURCHASING CARD	01-4100	261.10	
			01-4300	497.77	
			01-5200	12,081.00	
			01-5300	60.00	
			01-5800	1,039.09	
			13-4300	32.18	
			13-5200	66.05	
			25-5200	1,414.84	15,452.03
85736059	03/18/2020	UNIFIRST CORPORATION	01-5800		235.98
85736060	03/18/2020	US BANK BUSINESS EQUIPMENT	01-5600		243.00
85736061	03/18/2020	VICTORIA MILLER	01-5800		1,096.55
85736062	03/18/2020	WAVE	01-5560	1,928.89	
			01-5903	10,882.69	12,811.58
85736063	03/18/2020	WESTERN PLACER WASTE MGT AUTH ACCOUNTING DIVISION WPWMA	01-5540		55.48
Total Number of Checks			53		<u><u>335,242.56</u></u>

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	42	238,414.88
13	Cafeteria Fund	10	22,343.09
21	Building Fund #1	2	73,069.75
25	Capital Facilities Fund	1	1,414.84
Total Number of Checks		53	335,242.56
Less Unpaid Tax Liability			.00
Net (Check Amount)			<u><u>335,242.56</u></u>

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## Checks Dated 03/13/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85735373	03/13/2020	Fury, Lori J	01-5200		21.16
85735374	03/13/2020	Gale, Audrey E	01-5200		648.86
85735375	03/13/2020	Ochoa Corona, Sylvia A	01-5200		35.65
85735376	03/13/2020	Pfeffer, Claudia M	01-5200		815.71
85735377	03/13/2020	2ND GEAR LLC	21-4400		3,861.01
85735378	03/13/2020	APPROVED SAFE & LOCK	01-5600		517.90
85735379	03/13/2020	AT&T	01-5560		9,762.72
85735380	03/13/2020	C.A.S.H COALITION FOR ADEQUATE SCHOOL HOUSING	25-5200		2,312.00
85735381	03/13/2020	CDW GOVERNMENT INC	01-4300	7,378.30	
			01-4400	28.78	7,407.08
85735382	03/13/2020	CITY OF LINCOLN	01-5540	5,817.39	
			01-5550	3,949.60	
			01-5570	12,083.88	21,850.87
85735383	03/13/2020	CITY OF LINCOLN / PG&E REIMB	01-5510		2,178.80
85735384	03/13/2020	CRITERION CONSTRUCTION PROFESSIONALS, INC.	21-6290		1,200.00
85735385	03/13/2020	CURRICULUM ASSOCIATES INC.	01-4100		3,217.50
85735386	03/13/2020	DANIKA LYNN DAVIS	01-5800		339.48
85735387	03/13/2020	E-FILLIATE INC	01-4300		65.24
85735388	03/13/2020	FLINT BUILDERS, INC.	21-6200		3,185,185.00
85735389	03/13/2020	FRONTLINE TECHNOLOGIES GRP LLC DBA - FRONTLINE EDUCATION	01-5200		700.00
85735390	03/13/2020	GOLD COUNTRY MEDIA PUBLICATIONS	01-5800		317.60
85735391	03/13/2020	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		958.82
85735392	03/13/2020	HILLYARD / SACRAMENTO	01-4300		1,757.87
85735393	03/13/2020	JABBERGYM INC.	01-5800		5,320.00
85735394	03/13/2020	JAMIE PUCCETTI ESCOBAR	01-5800		186.30
85735395	03/13/2020	JOHN A. MILLEN	21-6290		12,000.00
85735396	03/13/2020	L & H AIRCO	01-5600		243.60
85735397	03/13/2020	LANDMARK CONSTRUCTION	21-6200		1,046,447.41
85735398	03/13/2020	LEARNING SOLUTIONS INC	01-5800		3,129.78
85735399	03/13/2020	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		262.50
85735400	03/13/2020	MEDICAB	01-5800		4,687.25
85735401	03/13/2020	MESA ENERGY SYSTEMS, INC dba EMCOR SERVICES MESA ANERGY	01-5800		314.00
85735402	03/13/2020	ODYSSEY LEARNING CENTER, INC.	01-5800		10,451.04
85735403	03/13/2020	OJO TECHNOLOGY INC.	21-6200		118,227.71
85735404	03/13/2020	PJ'S MAIL & PARCEL SERVICE	01-4300		26.02
85735405	03/13/2020	PLACER COUNTY SELPA	01-5200		300.00
85735406	03/13/2020	POWER PROTECTION PLUS	01-5600		1,360.00
85735407	03/13/2020	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		417.97
85735408	03/13/2020	RIEBES AUTO PARTS	01-4365		1,252.18

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## Checks Dated 03/13/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85735409	03/13/2020	ROEBBELEN CONTRACTING INC	21-6270		1,403,532.20
85735410	03/13/2020	SANDRA ANN STEURER	01-5800		1,960.00
85735411	03/13/2020	SCHOOL FACILITY CONSULTANTS	25-5800		2,516.25
85735412	03/13/2020	SCHOOL TECH SUPPLY	01-4300		1,066.55
85735413	03/13/2020	Schools Insurance Group	01-3402		1,009.35
85735414	03/13/2020	SHARP ARCHITECTURE, INC.	21-5800		6,400.00
85735415	03/13/2020	SIERRA BUILDING SYSTEMS INC	01-5600		600.00
85735416	03/13/2020	SIERRA OFFICE SUPPLIES &	01-4300		25.26
85735417	03/13/2020	SITEONE LANDSCAPE SUPPLY	01-4300		601.84
85735418	03/13/2020	UNIFIRST CORPORATION	01-5800		1,553.73
85735419	03/13/2020	VALLEY ROCK LANDSCAPE MTRL INC	01-4300		82.75
85735420	03/13/2020	VENTRIS LEARNING LLC	01-4300		595.63
85735421	03/13/2020	WALLACE-KUHL & ASSOCIATES	21-5800	15,920.50	
			21-6170	450.00	16,370.50
85735422	03/13/2020	WAXIE'S SANITARY SUPPLY	01-4300		1,543.00
85735423	03/13/2020	WHEST KOAST PLUMBING	01-5600		5,475.00
85735424	03/13/2020	Castillo, Abigail C	01-5200		108.68
85735425	03/13/2020	CULTURE SHOCK YOGURT	13-4710		240.00
85735426	03/13/2020	DANIELSEN COMPANY	13-4710		2,047.67
85735427	03/13/2020	GOLD STAR FOODS, INC	13-4710		7,716.43
85735428	03/13/2020	PRODUCERS DAIRY FOODS, INC.	13-4710		2,562.17
85735429	03/13/2020	PROPACIFIC FRESH	13-4380	135.72	
			13-4710	1,667.91	1,803.63
85735430	03/13/2020	UNIFIRST CORPORATION	13-5800		216.26
85735431	03/13/2020	WPUSD PETTY CASH FUND	01-4300	54.09	
			01-5800	1.00	
			13-4300	108.00	163.09
85735432	03/13/2020	Wendy Coture	13-8634		21.00
85735433	03/13/2020	Giorgi, Janice L	01-5200		70.14
85735434	03/13/2020	Gregory, Teija A	01-5200		25.53
85735435	03/13/2020	Hollis, Wendy M	01-5200		237.55
85735436	03/13/2020	Moore, Amanda N	01-4300		64.95
85735437	03/13/2020	Murphy, Timothy D	01-4300		70.00
85735438	03/13/2020	Noonan, Jason R	01-4300		99.00
85735439	03/13/2020	Shelton, Lauretta L	01-5200		112.00
85735440	03/13/2020	Simko, Rebecca L	01-4300		139.19
85735441	03/13/2020	Sordahl, Shannon L	01-4300		74.68
85735442	03/13/2020	Tucker, Kirsten L	01-4300		144.64
85735443	03/13/2020	Zimmerman, Mikaela K	01-4300		19.96
85735444	03/13/2020	B&H PHOTO VIDEO	01-4300		268.11
85735445	03/13/2020	BIO-RAD	01-4300		127.53
85735446	03/13/2020	BLACK DOG GRAPHICS	01-5800		345.58
85735447	03/13/2020	BURKETT'S OFFICE	01-4300		2,322.86
85735448	03/13/2020	CDW GOVERNMENT INC	01-4300		1,895.04
85735449	03/13/2020	DEMCO MEDIA	01-4300		124.59

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## Checks Dated 03/13/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85735450	03/13/2020	DISCOUNT DANCE LLC	01-4300		1,774.45
85735451	03/13/2020	FISHER SCIENTIFIC	01-4300		1,668.05
85735452	03/13/2020	FITNESS FINDERS	01-4300	90.80	
			Unpaid Tax	5.40-	85.40
85735453	03/13/2020	FOLLETT SCHOOL SOLUTIONS, INC.	01-4200	69.98	
			01-4300	144.87	214.85
85735454	03/13/2020	IXL LEARNING INC	01-4300		99.00
85735455	03/13/2020	JENNIFER DAVID-LANG THE MAIN IDEA LLC	01-4300		49.00
85735456	03/13/2020	LAKELAND HOLDINGS, LLC - DBA WORLDSTRIDES	01-5800		21,734.75
85735457	03/13/2020	LAKE SHORE LEARNING MATERIALS	01-4300		358.13
85735458	03/13/2020	McCONKEY CO.	01-4300	99.81	
			Unpaid Tax	5.57-	94.24
85735459	03/13/2020	MCMASTER CARR SUPPLY CO	01-4300		282.89
85735460	03/13/2020	MJB WELDING SUPPLY, INC.	01-4300		396.06
85735461	03/13/2020	NASCO MODESTO	01-4300		850.88
85735462	03/13/2020	NATIONAL AUTISM RESOURCE	01-4300		46.85
85735463	03/13/2020	NORTH STATE SCREENPRINT & ATHLETIC	01-4300		829.53
85735464	03/13/2020	PLACER FARM SUPPLY	01-4300		28.48
85735465	03/13/2020	REALLY GOOD STUFF	01-4300		19.81
85735466	03/13/2020	SAFEWAY INC	01-4300		108.70
85735467	03/13/2020	SCHOOL NURSE SUPPLY INC.	01-4300		118.64
85735468	03/13/2020	SCHOOL SPECIALTY INC	01-4300		74.22
85735469	03/13/2020	SEE'S CANDY	01-5800		2,364.83
85735470	03/13/2020	SPEECH CORNER	01-4300	124.93	
			Unpaid Tax	7.98-	116.95
85735471	03/13/2020	TORMACH INC.	01-4400	638.14	
			Unpaid Tax	43.14-	595.00
85735472	03/13/2020	WESTERN PSYCHOLOGICAL SERVICES	01-4300		103.76
Total Number of Checks			100		5,944,145.84

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	82	131,440.69
13	Cafeteria Fund	8	14,715.16
21	Building Fund #1	9	5,793,223.83
25	Capital Facilities Fund	2	4,828.25
Total Number of Checks		100	5,944,207.93
Less Unpaid Tax Liability			62.09-
Net (Check Amount)			5,944,145.84

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**Checks Dated 03/11/2020**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85734705	03/11/2020	STAPLES BUSINESS ADVANTAGE	01-4300	6,851.77	
			21-4300	49.75	6,901.52
Total Number of Checks			1		<u>6,901.52</u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	1	6,851.77
21	Building Fund #1	1	49.75
Total Number of Checks		1	6,901.52
Less Unpaid Tax Liability			.00
Net (Check Amount)			<u>6,901.52</u>

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## Checks Dated 03/06/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85733947	03/06/2020	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		139.04
85733948	03/06/2020	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-4300	2,669.94	
			01-5600	838.70	3,508.64
85733949	03/06/2020	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		183.40
85733950	03/06/2020	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		513.42
85733951	03/06/2020	RSD - REFRIGERATION SUPPLIES	01-4300		25.00
85733952	03/06/2020	SIERRA BUILDING SYSTEMS INC	01-4300	75.00	
			01-5600	450.00	525.00
85733953	03/06/2020	UNIFIRST CORPORATION	01-5800		235.98
85733954	03/06/2020	VAN DERMYDEN MADDUX LAW CORP	01-5800		16,182.96
85733955	03/06/2020	WALTER MAY	21-6290		11,520.00
85733956	03/06/2020	WAXIE'S SANITARY SUPPLY	01-4300		3,094.99
85733957	03/06/2020	WILCO SUPPLY	01-4300		281.84
85733958	03/06/2020	K Hovnanian Homes// Attn Rober t Sprague	49-8699		3,032.50
85733959	03/06/2020	AIR CONTROL SERVICES, INC.	13-5600		3,603.34
85733960	03/06/2020	CULTURE SHOCK YOGURT	13-4710		360.00
85733961	03/06/2020	DANIELSEN COMPANY	13-4710		1,374.97
85733962	03/06/2020	GOLD STAR FOODS, INC	13-4710		10,551.41
85733963	03/06/2020	J's COMMUNICATIONS INC	01-4300		6,052.92
85733964	03/06/2020	PRODUCERS DAIRY FOODS, INC.	13-4710		2,553.66
85733965	03/06/2020	PROPACIFIC FRESH	13-4380	33.93	
			13-4710	2,055.56	2,089.49
85733966	03/06/2020	S & S WORLDWIDE	01-4300		1,243.09
85733967	03/06/2020	SCHOOL SPECIALTY INC	01-4300		1,016.60
85733968	03/06/2020	SLIC CO-OP LEAD DISTRICT	13-5800		250.00
85733969	03/06/2020	UNIFIRST CORPORATION	13-5800		216.26
85733970	03/06/2020	WEST COAST PAPER COMPANY	13-4380		2,087.16
85733971	03/06/2020	Hollis, Wendy M	01-4300		197.00
85733972	03/06/2020	Keaton, Evelyn G	01-5200		51.29
85733973	03/06/2020	Lazaro, Norma P	01-5200		27.92
85733974	03/06/2020	London, Conni B	01-4300		98.00
85733975	03/06/2020	Medina, Milagros	01-4300		84.12
85733976	03/06/2020	Middleton, William R	01-4300		42.95
85733977	03/06/2020	Wasley, Leslie L	01-4300		36.69
85733978	03/06/2020	ADORAMA INC	01-4300	179.11	
			Unpaid Tax	12.11-	167.00
85733979	03/06/2020	ALL METALS SUPPLY INC	01-4300		271.81
85733980	03/06/2020	ALL WEST COACHLINES INC	01-5800		4,775.70
85733981	03/06/2020	ALPHA FIRED ARTS	01-4300		591.41
85733982	03/06/2020	CALIFORNIA LEAGUE OF SCHOOLS	01-5200		469.00
85733983	03/06/2020	CARIN CONTRERAS	01-5800		4,680.00

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## Checks Dated 03/06/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85733984	03/06/2020	CARRIE PEREIRA DBA - STARSTRUCK SHOWCASE	01-5800		3,700.00
85733985	03/06/2020	CDW GOVERNMENT INC	01-4300	37.80	
			01-4400	2,454.04	2,491.84
85733986	03/06/2020	CHEVRON WEX BANK	01-5800		75.00
85733987	03/06/2020	COAST TO COAST COMPUTER PRODUCTS	01-4300		244.50
85733988	03/06/2020	DAVID KILPATRICK INC dba CASEY & KIRSCH PUBLISHERS	01-4300		50.00
85733989	03/06/2020	DEMCO MEDIA	01-4300		115.12
85733990	03/06/2020	EBSCO INDUSTRIES INC.	01-4300		474.48
85733991	03/06/2020	ENTERPRISE RENT A CAR	01-5800		371.37
85733992	03/06/2020	FLAG HOUSE	01-4300		419.29
85733993	03/06/2020	FLORA FRESH, INC.	01-4300		63.28
85733994	03/06/2020	FLORAL RESOURCES SACRAMENTO	01-4300		98.94
85733995	03/06/2020	FOLLETT SCHOOL SOLUTIONS, INC.	01-4300		1,462.45
85733996	03/06/2020	FUTURE FARMERS OF AMERICA CALIFORNIA ASSOCIATION	01-4300		179.50
85733997	03/06/2020	GBC TECHNICAL SERVICE & ACCO BRANDS USA LLC	01-5600		980.00
85733998	03/06/2020	GOPHER SPORT	01-4300		438.06
85733999	03/06/2020	HAWKINS OFFICIATING SERVICE	01-5800		820.00
85734000	03/06/2020	HYATT REGENCY LAKE TAHOE RESOT SPA AND CASINO	01-5200		452.00
85734001	03/06/2020	JONES SCHOOL SUPPLY CO INC	01-4300		242.46
85734002	03/06/2020	KYOCERA	01-4300		7.29
85734003	03/06/2020	LAMINATION DEPOT	01-4300		196.65
85734004	03/06/2020	MARLEEN NOBELL DBA: MAR/CAL	01-4300		104.59
85734005	03/06/2020	MCMASTER CARR SUPPLY CO	01-4300		191.50
85734006	03/06/2020	NASCO MODESTO	01-4300		138.44
85734007	03/06/2020	NELSON AND PADE INC	01-4300	133.28	
			01-4400	1,052.99	
			Unpaid Tax	73.87-	1,112.40
85734008	03/06/2020	OFFICE DEPOT	01-4300		426.73
85734009	03/06/2020	ORIENTAL TRADING COMPANY INC	01-4300		96.56
85734010	03/06/2020	PIZZA GUYS	01-4300		63.16
85734011	03/06/2020	RISO PRODUCTS OF SAC INC	01-4300		753.38
85734012	03/06/2020	ROBINSON GRADING & PAVING	01-4300		1,714.12
85734013	03/06/2020	SAFEWAY INC	01-4300		47.02
85734014	03/06/2020	SIERRA OFFICE SUPPLIES &	01-4300		409.70
85734015	03/06/2020	TEACHERS PAY TEACHERS DEPT. 6759	01-4300		36.07
85734016	03/06/2020	Atkinson, Geni A	01-5200		131.74
85734017	03/06/2020	Hichborn, Amber N	01-5200		137.37
85734018	03/06/2020	Lillie, Tracey N	01-5200	148.35	
			11-5200	18.98	167.33

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**Checks Dated 03/06/2020**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85734019	03/06/2020	CDW GOVERNMENT INC	01-4300		165.17
85734020	03/06/2020	HILLYARD / SACRAMENTO	01-4300		709.17
85734021	03/06/2020	SCHOOL STEPS, INC.	01-5800		26,953.13
85734022	03/06/2020	SIERRA FOOTHILLS ACADEMY	01-5800		38,864.99
Total Number of Checks			111		<u><u>356,880.62</u></u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	99	213,894.58
11	Adult Education Fund	1	18.98
13	Cafeteria Fund	9	23,086.29
21	Building Fund #1	2	115,591.75
25	Capital Facilities Fund	1	1,342.50
49	Mello Roos Capital Projects	1	3,032.50
Total Number of Checks		111	356,966.60
Less Unpaid Tax Liability			85.98-
Net (Check Amount)			<u><u>356,880.62</u></u>

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## Checks Dated 02/28/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85732718	02/28/2020	Hladun, Jennifer C	01-5200		407.98
85732719	02/28/2020	Suttivong, Ausanee	01-4300		71.90
85732720	02/28/2020	A-Z BUS SALES INC	01-4365		167.41
85732721	02/28/2020	ADD SOME CLASS	01-4300		577.90
85732722	02/28/2020	AT&T BUSINESS SERVICE	01-5560		41.04
85732723	02/28/2020	BIDWELL WATER	01-4300		200.00
85732724	02/28/2020	CAPITOL PUBLIC FINANCE GROUP	01-5800		4,500.00
85732725	02/28/2020	CDW GOVERNMENT INC	01-4300		702.29
85732726	02/28/2020	CITRUS HEIGHTS SAW & MOWER	01-4365	100.56-	
			01-5600	219.08	118.52
85732727	02/28/2020	CITY OF LINCOLN	01-5540	5,817.39	
			01-5550	3,949.60	
			01-5570	9,718.70	19,485.69
85732728	02/28/2020	DIVERSE NETWORK ASSOCIATES	01-5800		1,072.00
85732729	02/28/2020	ECONOMIC & PLANNING SYS. INC.	49-5800		480.00
85732730	02/28/2020	FEDEX / ACCT 1266-6713-2	01-4100		5,077.95
85732731	02/28/2020	GCR TIRES & SERVICE	01-4360		1,620.43
85732732	02/28/2020	GRAINGER	01-4300		33.57
85732733	02/28/2020	IISC - EDUCATION	01-5800		11,044.50
85732734	02/28/2020	INDUSTRIAL PLUMBING SUPPLY	01-4300		782.80
85732735	02/28/2020	JAMIE PUCETTI ESCOBAR	01-5800		342.90
85732736	02/28/2020	KYOCERA	01-5600		214.62
85732737	02/28/2020	LABOR LAW POSTER SERVICE LLC	01-4300		20.90
85732738	02/28/2020	LOZANO SMITH LLP	01-5810		447.25
85732739	02/28/2020	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		654.64
85732740	02/28/2020	MEDICAL BILLING TECHNOLOGIES	01-5800		67.30
85732741	02/28/2020	NANCY ALEXANDER-STORM	01-5800		2,500.00
85732742	02/28/2020	PACIFIC GAS & ELECTRIC CO	01-5510	72,132.11	
			01-5530	10,862.42	82,994.53
85732743	02/28/2020	PEARSON ASSESSMENTS ORDERING DEPARTMENT	01-4300		2,992.00
85732744	02/28/2020	PLACER COUNTY PUBLIC WORKS ATTN MEGAN WEST	01-5800		450.00
85732745	02/28/2020	RAINFORTH GRAU ARCHITECTS	21-6210		40,452.80
85732746	02/28/2020	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		1,403.03
85732747	02/28/2020	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		254.33
85732748	02/28/2020	SACRAMENTO CO OFFICE OF ED.	01-5200		1,400.00
85732749	02/28/2020	SCHOOL TECH SUPPLY	01-4300		2,600.00
85732750	02/28/2020	SIERRA OFFICE SUPPLIES &	01-4300		17.16
85732751	02/28/2020	SITEONE LANDSCAPE SUPPLY	01-4300		687.94
85732752	02/28/2020	SNACK NATION AWESOME OFFICE INC	01-4300		2,235.00
85732753	02/28/2020	STATE OF CALIFORNIA - DOJ	01-5821		196.00
85732754	02/28/2020	TAG / AMS INC	01-5800		65.00

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## Checks Dated 02/28/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85732755	02/28/2020	UNIFIRST CORPORATION	01-5800		382.35
85732756	02/28/2020	VERIZON WIRELESS	01-5560	1,309.07	
			13-5560	114.74	
			21-5560	36.14	1,459.95
85732757	02/28/2020	WALLACE-KUHL & ASSOCIATES	21-5800		715.00
85732758	02/28/2020	Fastrak Violation Processing Department	01-5600		32.00
85732759	02/28/2020	Getz, Pamela	01-5200		28.25
85732760	02/28/2020	Martelle, Jina S	01-4300	209.31	
			01-5200	67.95	277.26
85732761	02/28/2020	McKinnon, Deborah J	01-5200		17.25
85732762	02/28/2020	Metzelaar, Diane M	01-5200		135.95
85732763	02/28/2020	Ritchie, Hannah K	25-5200		41.31
85732764	02/28/2020	AT&T BUSINESS SERVICE	01-5560		143.43
85732765	02/28/2020	BRIGHT START THERAPIES INC	01-5800		1,717.50
85732766	02/28/2020	CITY OF LINCOLN / PG&E REIMB	01-5510		2,302.96
85732767	02/28/2020	GRAINGER	01-4300		757.42
85732768	02/28/2020	J.W. PEPPER & SON INC	01-4100		191.92
85732769	02/28/2020	KINGSLEY BOGARD THOMPSON LLP	01-5810		1,461.66
85732770	02/28/2020	MWG MESTMAKER & ASSOCIATES	01-3901		136.60
85732771	02/28/2020	PACIFIC GAS & ELECTRIC CO	01-5510	24,226.05	
			01-5530	11,825.25	36,051.30
85732772	02/28/2020	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		121.50
85732773	02/28/2020	WELLNESS TOGETHER	01-5800		21,313.09
85732774	02/28/2020	Cygan, Cindy	01-4300		183.38
85732775	02/28/2020	Hood, Cindy J	01-5200		33.63
85732776	02/28/2020	Lucas, Dena	01-4300		64.00
85732777	02/28/2020	Moya Del Pino, Anita E	01-4300		37.53
85732778	02/28/2020	Petersen, Marcie M	01-5200		13.35
85732779	02/28/2020	Salli-Brown, Michelle K	01-4300		28.87
85732780	02/28/2020	Saul, Jada L	01-4300		49.93
85732781	02/28/2020	Stolesen, Afton M	01-4300		129.74
85732782	02/28/2020	ALPHA FIRED ARTS	01-4300		1,028.55
85732783	02/28/2020	BARNES & NOBLE BOOKSTORES	01-4300		63.97
85732784	02/28/2020	BLICK ART MATERIALS	01-4300		48.35
85732785	02/28/2020	BOBO SIGNS	01-4300		725.55
85732786	02/28/2020	CAROLINA BIOLOGICAL SUPPLY	01-4300		32.08
85732787	02/28/2020	COAST TO COAST COMPUTER PRODUCTS	01-4300		171.58
85732788	02/28/2020	EDVOTEK INC	01-4300	1,887.60	
			Unpaid Tax	127.60-	1,760.00
85732789	02/28/2020	EMPIRE MINE STATE HISTORIC PK	01-5800		80.00
85732790	02/28/2020	EMPIRE MINE STATE HISTORIC PK	01-5800		80.00
85732791	02/28/2020	ENJOY THE CITY NORTH INC	01-4300		250.00
85732792	02/28/2020	FLORA FRESH, INC.	01-4300		415.86

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## Checks Dated 02/28/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85732793	02/28/2020	FLORAL RESOURCES SACRAMENTO	01-4300		67.58
85732794	02/28/2020	FOLLETT SCHOOL SOLUTIONS, INC.	01-4200	1,509.76	
			01-4300	22.92	1,532.68
85732795	02/28/2020	Gold Discovery Park Assoc.	01-5800		630.00
85732796	02/28/2020	GROTH MUSIC	01-4300	161.60	
			Unpaid Tax	10.24-	151.36
85732797	02/28/2020	KYOCERA	01-4300	665.12	
			01-5600	368.69	
			01-5800	25.63	1,059.44
85732798	02/28/2020	MCMASTER CARR SUPPLY CO	01-4300		125.34
85732799	02/28/2020	OFFICE DEPOT	01-4300		69.28
85732800	02/28/2020	OJO TECHNOLOGY INC.	01-4300	1,408.00	
			01-4400	2,066.34	
			01-5800	3,244.26	6,718.60
85732801	02/28/2020	PACIFIC ENVIRONMENTAL	01-5800		10,000.00
85732802	02/28/2020	PCOE - PLACER CO OFFICE OF ED	01-5200		50.00
85732803	02/28/2020	POSTMASTER / GEMS	01-4300		660.00
85732804	02/28/2020	POSTMASTER / TBMS	01-4300		550.00
85732805	02/28/2020	RAY MORGAN CO. / CHICO	01-4300	63.28	
			01-5600	472.74	536.02
85732806	02/28/2020	RICHARDS INSTITUTE OF EDUCATION & RESEARCH	01-5200		709.00
85732807	02/28/2020	RISO PRODUCTS OF SAC INC	01-4300		804.97
85732808	02/28/2020	SCHOLASTIC TEACHING RESOURCES	01-4300		113.97
85732809	02/28/2020	SCHOOL SPECIALTY INC	01-4300		105.31
85732810	02/28/2020	SCHOOL TECH SUPPLY	01-4400		1,323.39
85732811	02/28/2020	TFD SUPPLIES	01-4300	206.46	
			Unpaid Tax	13.96-	192.50
85732812	02/28/2020	U.S. SCHOOL SUPPLY	01-4300	239.87	
			Unpaid Tax	16.22-	223.65
85732813	02/28/2020	WAVE	01-5800		22.05
85732814	02/28/2020	WEST MUSIC	01-4300	555.64	
			Unpaid Tax	35.89-	519.75
85732815	02/28/2020	Castillo, Abigail C	01-5200		83.38
85732816	02/28/2020	AZOLLA FARM	13-4710		375.00
85732817	02/28/2020	BLAZIN REPAIR COMPANY, INC.	13-5600		3,148.26
85732818	02/28/2020	CULTURE SHOCK YOGURT	13-4710		240.00
85732819	02/28/2020	DANIELSEN COMPANY	13-4710		1,151.96
85732820	02/28/2020	GOLD STAR FOODS, INC	13-4710		9,589.06
85732821	02/28/2020	PRODUCERS DAIRY FOODS, INC.	13-4710		760.65
85732822	02/28/2020	PROPACIFIC FRESH	13-4380	67.87	
			13-4710	2,651.97	2,719.84
85732823	02/28/2020	SCHOOL NUTRITION ASSOCIATION	13-5300		132.50
85732824	02/28/2020	UNIFIRST CORPORATION	13-5800		216.26

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**Checks Dated 02/28/2020**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85732825	02/28/2020	WEST COAST PAPER COMPANY	13-4380		2,055.41
Total Number of Checks			108		305,499.66

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	94	243,474.64
13	Cafeteria Fund	11	20,503.68
21	Building Fund #1	3	41,203.94
25	Capital Facilities Fund	1	41.31
49	Mello Roos Capital Projects	1	480.00
Total Number of Checks		108	305,703.57
Less Unpaid Tax Liability			203.91-
Net (Check Amount)			305,499.66

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## Checks Dated 03/06/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85733912	03/06/2020	Gordon, Kelley D	01-5200		96.03
85733913	03/06/2020	Harp, Robyn M	01-5200		930.79
85733914	03/06/2020	Pettersen, Amy L	01-5200		133.47
85733915	03/06/2020	Pierce, Heather A	01-5200		86.17
85733916	03/06/2020	Watkins, Susan E	01-4300		24.56
85733917	03/06/2020	ADVANCED INTEGRATED PEST	01-5800		1,226.00
85733918	03/06/2020	AT&T BUSINESS SERVICE	01-5560		103.14
85733919	03/06/2020	BEAVER RUN HOMEOWNERS ASSOC BEAVER RUN RESORT & CONF CTR	01-5200		1,064.00
85733920	03/06/2020	CARIN CONTRERAS	01-5800		10,395.00
85733921	03/06/2020	CDW GOVERNMENT INC	01-4300		26.80
85733922	03/06/2020	CRAM-A-LOT JV MANUFACTURING, INC.	01-5800		757.76
85733923	03/06/2020	CROWE LLP	01-5811		5,590.00
85733924	03/06/2020	DAWSON OIL COMPANY	01-4345	6,909.01	
			01-4350	10,797.60	17,706.61
85733925	03/06/2020	E-FILLIATE INC	01-4300		140.36
85733926	03/06/2020	EMILY TURNBULL	01-5800		11,220.00
85733927	03/06/2020	ENTERPRISE RENT A CAR	01-5200		142.73
85733928	03/06/2020	GCR TIRES & SERVICE	01-4360		767.40
85733929	03/06/2020	GRAINGER	01-4300		186.92
85733930	03/06/2020	HILLYARD / SACRAMENTO	01-4300		1,664.19
85733931	03/06/2020	HOLT OF CALIFORNIA	01-4365		57.53
85733932	03/06/2020	HOME DEPOT CREDIT SERVICES	01-4300		2,193.66
85733933	03/06/2020	INDUSTRIAL PLUMBING SUPPLY	01-4300		244.43
85733934	03/06/2020	KYOCERA	01-5600		40.87
85733935	03/06/2020	L & H AIRCO	01-5600		243.60
85733936	03/06/2020	LITERACY RESOURCES INC	01-4100		213.96
85733937	03/06/2020	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-5800		1,093.75
85733938	03/06/2020	LOZANO SMITH LLP	01-5810	141.53	
			25-5810	1,342.50	1,484.03
85733939	03/06/2020	MAGDALENA STEPIEN	01-5800		2,520.00
85733940	03/06/2020	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		941.64
85733941	03/06/2020	NAVIA BENEFIT SOLUTIONS	01-5800		143.00
85733942	03/06/2020	ODYSSEY LEARNING CENTER, INC.	01-5800		11,698.80
85733943	03/06/2020	OJO TECHNOLOGY INC.	21-4300	3,605.48	
			21-4400	25,006.02	
			21-5800	22,756.28	
			21-6200	52,703.97	104,071.75
85733944	03/06/2020	PACIFIC GAS & ELECTRIC CO	01-5510	8,009.13	
			01-5530	2,184.66	10,193.79
85733945	03/06/2020	PEARSON ASSESSMENTS ORDERING DEPARTMENT	01-4300		51.25
85733946	03/06/2020	PITNEY BOWES INC	01-5600		2,187.27

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# 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:**

Approval of Out of State Travel

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Kerry Callahan   
Deputy Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Educational Services

**FINANCIAL INPUT/SOURCE:**

Title I & Supplemental

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

Per District Administrative Regulation 3350 – Travel Expenses, all out-of-state travel shall be presented to the Board for approval with a complete explanation of the school business purpose to be served.

Seven Glen Edwards Middle School Staff will attend the annual Professional Learning Communities at Work Institute Conference in Las Vegas, NV, June 9<sup>th</sup>-11<sup>th</sup>, 2020. The conference will support GEMS' work in implementing PLCs to improve student achievement.

The registration for the conference and travel expenses will be funded through site Title I and Supplemental.

**RECOMMENDATION:**

Administration recommends Board approval for this out of state travel request for staff to attend the conference.





# Professional Learning Communities at Work<sup>®</sup> Institute

Las Vegas, Nevada | June 9–11, 2020

**USD\$709.00**

\$689.00 per person for teams of 5 or more

## Overview

### Build school culture where learning thrives

“After several months of research and dialogue with practitioners throughout the nation, it became apparent that the hype was real. PLCs . . . are being used by schools and districts of all sizes and demographics to make significant impacts on student achievement.”

—*Evaluating Professional Learning Communities: Final Report*  
An APQC<sup>®</sup> Education Benchmarking Project

The Professional Learning Communities at Work<sup>®</sup> process is increasingly recognized as the most powerful strategy for sustained, substantive school improvement. This institute gives you and your team the knowledge and tools to implement this powerful process in your school or district.

For three days, you will have the opportunity to network with some of the most insightful minds in education. The presenters, all educators who have successfully led schools through the PLC process, are accessible to you throughout the event.

The program includes time for questions during the breakout sessions, a panel of experts to address questions from the audience, and time for teams to reflect and seek the advice of the presenters. At the end of team time, you will focus on next action steps, with presenters on hand to guide you.

For those just beginning to explore PLCs, this is an excellent way to build your knowledge base. For those who are already involved in deep implementation, this institute is the perfect opportunity to revisit your mission, introduce new team members to the process, and get answers to new questions.

As you delve deep into the three big ideas of a PLC—focus on learning, build a collaborative culture, and results orientation—you will gain specific, practical, and inspiring strategies for transforming your school or district into a place where all students learn at high levels.

## Learn from leading experts

### Keynote speakers



Tim Brown



Brian K. Butler



Luis F. Cruz



Robert Eaker



Cassandra Erkens



Timothy D. Kanold



Mike Mattos



Anthony Muhammad



Maria Nielsen



Steve Pearce



Jeanne Spiller



Jon Yost

## Accommodations

*Events reach capacity quickly. Please confirm your registration before making travel plans.*

### Self Parking Information:

1 to 4 hours: \$12

4 to 24 hours: \$15

### Valet Parking Information:

Up to 4 hours: \$18

1-4 hours: \$23

6-24 hours: \$30

Over 24 hours: \$30 for each additional day or fraction thereof

## Primary Hotel

### Caesars Palace

3570 S. Las Vegas Boulevard

Las Vegas, NV 89109

866.227.5944 - mention group code: SCSOLO

**Discounted Rate:** \$205/night + \$32 Resort Fee/Night - Single & double

**Deadline:** May 8, 2020 or until group rate is sold out.

**Online reservations**

## Event Reviews

"I have so many things to take back to my team! The sessions were really excellent and worth the trip! I have lots of new ideas that I have presented to my principal already."

— Erin McClellan, teacher, Peralta Elementary School, Arizona

"Very informative conference! My school team was energized and walked away with concrete examples of how to expand our PLC process."

— Pat Kurtz, principal, Santa Margarita Elementary School, California

"I learned so much about implementing PLCs in my district. This conference gave me all of the research and evidence to show how PLCs impact learning, not only for the students but for the staff as well."

— Stefanie Hill, curriculum director, Genoa Kingston CUSD #424, Illinois

"The keynote speakers were wonderful, entertaining, inspiring, and informative. The audiovisuals were great, location spectacular, and the accommodations were superb."

— Sue Larkins-Hall, teacher, Anne Wien Elementary School, Alaska

# Details

## Venue

**Caesars Palace**  
3570 S. Las Vegas Boulevard  
Las Vegas, Nevada

## Participation Information

You will receive a certificate of participation 6 weeks after the event concludes. Please check with your department of education for CEU availability.

University of Lynchburg Graduate Credit Opportunity 2020

## On-Site Solution Tree Book Co-op Discounts

- 30% off 5 or more Solution Tree titles or resources
- Buy 10 or more Solution Tree titles or resources and receive 30% off and free shipping
- On-site book co-op open daily throughout the event

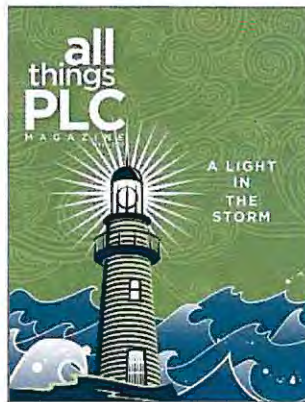
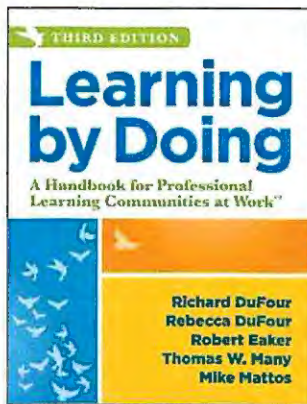
Discounts above are for on-site purchases only. Does not include any non-Solution Tree product, toolkit, or sale table items. Continental US only.

## Additional Information

Product code: CFF605

Five Reasons to Attend a Solution Tree Event (PDF)  
A Letter to Your Boss (DOC)

**Included with registration -**



## 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:**

Approval of Out of State Travel

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Kerry Callahan   
Deputy Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Educational Services

**FINANCIAL INPUT/SOURCE:**

SWP Grant

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

Per District Administrative Regulation 3350 – Travel Expenses, all out-of-state travel shall be presented to the Board for approval with a complete explanation of the school business purpose to be served.

Scott Seacrist, CTE teacher from Lincoln High School, will attend the Annual Haas Technical Education Center Conference in Troy, New York on July 22<sup>nd</sup>-26<sup>th</sup>, 2020. The focus of this conference is How to Best Leverage Strategic Partnerships: The Key to Preparing the Next Generation of Leaders in Advanced Manufacturing and will provide networking opportunities.

The registration for the conference and travel expenses will be funded through site SWP Grant.

**RECOMMENDATION:**

Administration recommends Board approval for this out of state travel request for staff to attend the conference.



## Conference Information

The Annual HTEC Conference will be held July 22-26, 2020 in Troy, NY. The HTEC Conference is North America's premier CNC Educators conference that brings together highly motivated career-technical educators, supportive industry partners and leaders in the advanced manufacturing industry. This organization and its annual conference are a critical component to teacher professional development and offers a unique opportunity for teachers to learn from and engage with fellow educators regarding the latest technology and teaching methods as well as application of best practices tailored to the advanced manufacturing industry.

This year's Annual HTEC Conference is focusing on *How to Best Leverage Strategic Partnerships: The Key to Preparing the Next Generation of Leaders in Advanced Manufacturing* and will also provide networking opportunities with hundreds of my Career Technical Education (CTE) peers. This is an opportunity for educators to gain first-hand insights on manufacturing education from breakout sessions, keynote speakers, roundtable discussions with manufacturing professionals, exhibitors, and one-on-one meetings with numerous leaders and CTE subject-matter experts.

In addition to the core conference offerings, the Annual HTEC Conference offers partner workshops and local industry tours at no additional cost. These additional educational opportunities keep instructors abreast with industry needs and requirements of those entering the workforce which will allow them to better prepare students for their future and ensure they graduate work-ready for today's industry.

The approximate cost associated with attending this conference is \$2750. Below is a breakdown of the conference costs for reference.

Conference Registration Fee: \$150

Roundtrip Airfare: \$800

Transportation: \$500

Hotel: \$800

Meals: \$500

Attending this Annual HTEC Conference will be a valuable experience that will benefit schools and their CTE programs. Attendees will have the opportunity to participate in various sessions and share newfound knowledge and experience with others to strengthen programs.

# WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

**SUBJECT:**

Agreement for Audit Services with  
Crowe, LLP

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Audrey Kilpatrick  
Assistant Superintendent, Business and Operations

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Business Services

**FINANCIAL INPUT/SOURCE:**

General Fund

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

Per Education Code 41020, each year the governing board of each local education agency shall provide for an audit of the books and accounts including an audit of income and expenditures by source of funds. The district has contracted with Crowe, LLP, to provide the audit of the district's financial statements for the years ending June 30, 2021.

The District has contracted with Crowe, LLP, for the last three years with a fee of \$55,900 for the final year of the contract. The proposed one year contract shows an annual fixed fee of \$55,900 with no increase in the fee.

**RECOMMENDATION:**

Administration recommends that the Board ratify the agreement between Crowe, LLP, and Western Placer Unified School District.





**Crowe LLP**  
Independent Member Crowe Global

400 Capitol Mall, Suite 1400  
Sacramento, CA 95814-4498  
Tel 916-441-1000  
Fax 916-441-1110  
www.crowe.com

February 28, 2020

Audrey Kilpatrick  
Western Placer Unified School District  
600 6th St Ste 400  
Lincoln, California 95648

Dear Mr. Kilpatrick:

This letter confirms the arrangements for Crowe LLP ("Crowe" or "us" or "we" or "our") to provide the professional services discussed in this letter to Western Placer Unified School District ("you", "your" or "Client"). The attached Crowe Engagement Terms, and any attachments thereto, is an integral part of this letter, and its terms are incorporated herein.

## AUDIT SERVICES

### Our Responsibilities

We will audit and report on the financial statements of the Client for the year ending June 30, 2020.

We will audit and report on the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Client for the period(s) indicated.

In addition to our report on the financial statements, we plan to evaluate the presentation of the following supplementary information in relation to the financial statements as a whole, and to report on whether this supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

- Combining and Individual Fund Financial Statements and Schedules
- Organization
- Schedule of Average Daily Attendance
- Schedule of Instructional Time
- Schedule of Expenditures of Federal Awards
- Reconciliation of Unaudited Financial Report with Audited Financial Statements
- Schedule of Charter Schools

In addition to our report on the financial statements, we also plan to perform specified procedures in order to describe in our report whether the following required supplementary information is presented in accordance with applicable guidelines. However, we will not express an opinion or provide any assurance on this information due to our limited procedures.

- Management's Discussion and Analysis
- Budgetary Comparison Schedules
- Schedule of Changes in the District's Total Other Postemployment Benefits (OPEB) Liability
- Schedule of the Client's Proportionate Share of the Net Pension Liability

- Schedule of Contributions

The document will also include the following additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will disclaim an opinion:

- Schedule of Financial Trends and Analysis - Unaudited

The objective of the audit is the expression of an opinion on the financial statements. We will plan and perform the audit in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards require that we obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error or fraud, and that we report on the Schedule of Expenditures of Federal Awards (as noted above), and on your compliance with laws and regulations and on its internal controls as required for a Single Audit. Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with applicable standards. An audit is not designed to detect error or fraud that is immaterial to the financial statements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment including the assessment of the risks that the financial statements could be misstated by an amount we believe would influence the financial statement users. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

In making our risk assessments, we consider internal control relevant to the Client's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Client's internal control. However, we will communicate in writing to those charged with governance and management concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. We will communicate to management other deficiencies in internal control identified during the audit that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention. We will also communicate certain matters related to the conduct of the audit to those charged with governance, including (1) fraud involving senior management, and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, (2) illegal acts that come to our attention (unless they are clearly inconsequential) (3) disagreements with management and other significant difficulties encountered in performing the audit and (4) various matters related to the Client's accounting policies and financial statements. Our engagement is not designed to address legal or regulatory matters, which matters should be discussed by you with your legal counsel.

We expect to issue a written report upon completion of our audit of the Client's financial statements. Our report will be addressed to Board of Trustees of the Client. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph, or withdraw from the engagement.

In addition to our report on the financial statements and supplemental information, we plan to issue the following reports:

- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government*

*Auditing Standards* — The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

- **Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards** — The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Client's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.
- **Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance** -- The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

We will also perform tests of controls including testing underlying transactions, as required by the Uniform Guidance, to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of your major federal awards programs. We will determine major programs in accordance with the Uniform Guidance. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed. We will inform you of any non-reportable conditions or other matters involving internal control, if any, as required by the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of your compliance with applicable laws, regulations, contracts and grants. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. However, the objective of our audit of compliance relative to the financial statements will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion. We will advise you, however, of any matters of that nature that come to our attention, unless they are clearly inconsequential.

The Uniform Guidance requires that we plan and perform the audit to obtain reasonable assurance about whether you have complied with certain provisions of laws, regulations, contracts and grants. Our procedures will consist of the applicable procedures described in the United States Office of Management and Budget (OMB) Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of your major programs. The purpose of our audit will be to express an opinion on your compliance with requirements applicable to major Federal award programs. Because an audit is designed to provide reasonable assurance, but not absolute assurance, the audit is not designed to detect immaterial violations or instances of noncompliance.

Our audit and work product are intended for the benefit and use of the Client only. The audit will not be planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party.

The working papers for this engagement are the property of Crowe and constitute confidential information.

However, we may be requested to make certain working papers available to your oversight agency or grantors pursuant to authority given to them by law, regulation, or contract. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to your oversight agency or grantors. The working papers for this engagement will be retained for a minimum of three years after the date our report is issued or for any additional period requested by the oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the working papers.

*Government Auditing Standards* require that we provide you with a copy of our most recent peer review report, which accompanies this letter.

#### The Client's Responsibilities

The Client's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

The Client's management is also responsible for complying with applicable laws, regulations, contracts and grants and such responsibility extends to identifying the requirements and designing internal control policies and procedures to provide reasonable assurance that compliance is achieved. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings, which should be available for our review, and a corrective action plan.

Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings, which should be available for our review, and a corrective action plan.

Management has the responsibility to adopt sound accounting policies, maintain an adequate and efficient accounting system, to safeguard assets, and to design and implement programs and controls to prevent and detect fraud. Management's judgments are typically based on its knowledge and experience about past and current events and its expected courses of action. Management's responsibility for financial reporting includes establishing a process to prepare the accounting estimates included in the financial statements and to devise policies to ensure that the Client complies with applicable laws and regulations.

Management is responsible for providing to us, on a timely basis, all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters. Management is also responsible for providing such other additional information we may request for the purpose of the audit, and unrestricted access to persons within the Client from whom we determine it necessary to obtain audit evidence. Additionally, those charged with governance are responsible for informing us of their views about the risks of fraud within the Client, and their knowledge of any fraud or suspected fraud affecting the Client.

Management is responsible for adjusting the financial statements to correct material misstatements related to accounts or disclosures. As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including that the effects of any uncorrected misstatements aggregated by us during the audit are immaterial, both individually and in the aggregate, to the financial statements, and to the Client's compliance with the requirements of its Federal programs. Management acknowledges the importance of management's representations and responses to our inquiries, and that they will be utilized as part of the evidential matter we will rely on in forming our opinion. Because of the importance of such information to our engagement, you agree to

waive any claim against Crowe and its personnel for any liability and costs relating to or arising from any inaccuracy or incompleteness of information provided to us for purposes of this engagement.

Management is responsible for the preparation of the supplementary information identified above in accordance with the applicable criteria. As part of our audit process, we will request from management certain written representations regarding management's responsibilities in relation to the supplementary information presented, including but not limited to its fair presentation in accordance with the applicable criteria, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information. In addition, it is management's responsibility to include the auditor's report on supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information. It is also management's responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by Client of the supplementary information and the auditor's report thereon.

Management is responsible for the preparation of the required supplementary information identified above in accordance with the applicable guidelines. We will request from management certain written representations regarding management's responsibilities in relation to the required supplementary information presented, including but not limited to whether it has been measured and presented in accordance with prescribed guidelines, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information.

At the conclusion of the engagement, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of thirty days after receipt of the auditor's reports or nine months after the end of the audit period.

## OTHER SERVICES

### Financial Statement Preparation

The Client will provide us with the necessary information to assist in the preparation of the draft financial statements including the notes thereto. We are relying on the Client to provide us with the detailed trial balance, note disclosure information and any other relevant report information in a timely fashion and ensure the data is complete and accurate. Management is solely responsible for the presentation of the financial statements.

### Preparation of the Schedule of Expenditure of Federal Awards

The Client will provide us with the necessary information to prepare the draft schedule of expenditure of federal awards including the notes thereto. We are relying on the Client to provide us with all information required by the Uniform Guidance for the schedule, notes and other relevant reporting information in a timely fashion and ensure the data is complete and accurate. Management is solely responsible for the presentation of the schedule of expenditures of federal awards.

### Recordkeeping Assistance

The Client will provide us with the necessary information to assist you in your recordkeeping. We will propose year end adjusting entries to management for your review and approval, including cash to accrual conversion entries. We are relying on the Client to provide us with the necessary information in a timely fashion and ensure the data is complete and accurate.

With respect to the above other services, we will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. In connection with performing the above other services, you agree to: assume all management responsibilities including making all management decisions; oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

#### BOND OFFERINGS

With respect to any official statements issued by the Client with which Crowe is not involved, the official statement should indicate that the auditor is not involved with the contents of such official statement. The disclosure should read as:

"Crowe, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Crowe also has not performed any procedures relating to this official statement."

#### FEES

Our fees are outlined below. Certain internal technology charges will be billed per hour of professional time or a flat fee. Internal technology charges reflect our estimate of the costs for technology and related support on this engagement. Our invoices are due and payable upon receipt. Invoices that are not paid within 30 days of receipt are subject to a monthly interest charge of one percent per month or the highest interest rate allowed by law, whichever is less, which we may elect to waive at our sole discretion, plus costs of collection including reasonable attorneys' fees. If any amounts invoiced remain unpaid 30 days after the invoice date, you agree that Crowe may, in its sole discretion, cease work until all such amounts are paid or terminate this engagement.

Description of Services	Fee Amount
Audit of Western Placer Unified School District	\$55,900

In accordance with the requirements of Education Code Section 14505, the District will not be required to pay the final 10% of this amount until the current year audit report has been accepted by the State Controller's Office.

#### PROVISION FOR ONE-YEAR PROPOSAL

We have agreed to the following fees for the next year as follows:

Description of Services	Fee Amount
Audit of the Client's financial statements for the year ending June 30, 2021	\$ 55,900

Because each year is a separate engagement and this two-year period does not constitute a continuous engagement, we will require execution of a new engagement letter for each subsequent year listed above. However, we agree to the fees listed above for each year unless we both agree in writing to a modification

The fees outlined above are based on certain assumptions. Those assumptions may be incorrect due to incomplete or inaccurate information provided, or circumstances may arise under which we must perform additional work, which in either case will require additional billings for our services. Examples of such circumstances include, but are not limited to:

- Changing service requirements



- New professional standards or regulatory requirements
- New financial statement disclosures
- Work caused due to the identification of, and management's correction of, inappropriate application of accounting pronouncements
- Erroneous or incomplete accounting records
- Evidence of material weakness or significant deficiencies in internal controls
- Substantial increases in the number of significant deficiencies in internal controls
- Regulatory examination matters
- Change in your organizational structure or size due to merger and acquisition activity or other events
- Change in your controls
- New or unusual transactions
- Agreed-upon level of preparation and assistance from your personnel not provided
- Numerous revisions to your information
- Lack of availability of appropriate Client personnel during fieldwork.

Additionally, to accommodate requests to reschedule fieldwork without reasonable notice, additional billings for our services could be required, and our assigned staffing and ability to meet agreed upon deadlines could be impacted.

Our fee assumes that we will be provided with auditable trial balances for all funds at year end, that all bank accounts and investment accounts will be reconciled through the end of the year being audited to the trial balances, that interfund and transfer accounts will balance, that subsidiary ledgers will reconcile to the general ledger and that beginning fund equity amounts will be reconcilable to prior year audited ending fund equity. We assume that the Client will cooperate with our requests for information such as explanations of account activity.

Additionally, we assume the Client will provide a copy of the capital assets ledger including current year additions and dispositions and depreciation by functional expense. We assume that requested records such as invoices, contracts, grant agreements and supporting documentation will be located and provided to us. We also assume the Client will prepare confirmation letters and the MD&A section of the report.

Our fee does not include implementation of any other future accounting or auditing pronouncements and/or government requirements that may change, thus, the scope or amount of auditing necessary to complete our engagements may increase beyond what is currently anticipated. Should such events occur, we would present you with our estimate of any possible increase prior to beginning our audit for the given year. An equitable adjustment in the proposed fee will be negotiated if the cost of time required for performance of the audit service is increased or decreased pursuant to a change in scope of the audit requested by the Client or required by State or Federal regulations.

Due to such potential changes in circumstance, we reserve the right to revise our fees. However, if such a change in circumstances arises or if some other significant change occurs that causes our fees to exceed our estimate, we will advise management.

Our fees are exclusive of taxes or similar charges, as well as customs, duties or tariffs, imposed in respect of the Services, any work product or any license, all of which Client agrees to pay if applicable or if they become applicable (other than taxes imposed on Crowe's income generally), without deduction from any fees or expenses invoiced to Client by Crowe.

The Client and Crowe agree that the Client may periodically request Crowe to provide additional services for accounting and reporting advice regarding completed transactions and potential or proposed transactions. The fees for such additional services will be based on Crowe's hourly billing rates plus expenses or as mutually agreed upon between the Client and Crowe.

To facilitate Crowe's presence at Client's premises, Client will provide Crowe with internet access while on Client's premises. Crowe will access the internet using a secure virtual private network. Crowe will be

responsible for all internet activity performed by its personnel while on Client's premises. In the event Client does not provide Crowe with internet access while on Client's premises, Client will reimburse Crowe for the cost of internet access through other means while on Client's site.

#### MISCELLANEOUS

For purposes of this Miscellaneous section, the Acceptance section below, and all of the Crowe Engagement Terms, "Client" will mean the entity(ies) defined in the first paragraph of this letter and will also include all related parents, subsidiaries, and affiliates of Client who may receive or claim reliance upon any Crowe deliverable.

Crowe will provide the services to Client under this Agreement as an independent contractor and not as Client's partner, agent, employee, or joint venturer under this Agreement. Neither Crowe nor Client will have any right, power or authority to bind the other party.

This engagement letter agreement (the "Agreement") reflects the entire agreement between the parties relating to the services (or any reports, deliverables or other work product) covered by this Agreement. The engagement letter and any attachments (including without limitation the attached Crowe Engagement Terms) are to be construed as a single document, with the provisions of each section applicable throughout. This Agreement may not be amended or varied except by a written document signed by each party. It replaces and supersedes any other proposals, correspondence, agreements and understandings, whether written or oral, relating to the services covered by this letter, and each party agrees that in entering this Agreement, it has not relied on any oral or written representations, statements or other information not contained in or incorporated into this Agreement. Any non-disclosure or other confidentiality agreement is replaced and superseded by this Agreement. Each party shall remain obligated to the other party under all provisions of this Agreement that expressly or by their nature extend beyond and survive the expiration or termination of this Agreement. If any provision (in whole or in part) of this Agreement is found unenforceable or invalid, this will not affect the remainder of the provision or any other provisions in this Agreement, all of which will continue in effect as if the stricken portion had not been included. This Agreement may be executed in two or more actual, scanned, emailed, or electronically copied counterparts, each and all of which together are one and the same instrument. Accurate transmitted copies (transmitted copies are reproduced documents that are sent via mail, delivery, scanning, email, photocopy, facsimile or other process) of the executed Agreement or signature pages only (whether handwritten or electronic signature), will be considered and accepted by each party as documents equivalent to original documents and will be deemed valid, binding and enforceable by and against all parties. This Agreement must be construed, governed, and interpreted under the laws of the State of Illinois, without regard for choice of law principles.

\* \* \* \* \*

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If the terms of this letter and the attached Crowe Engagement Terms are acceptable to you, please sign below and return one copy of this letter at your earliest convenience. Please contact us with any questions or concerns.

(Signature Page Follows)



## ACCEPTANCE

I have reviewed the arrangements outlined above and in the attached "Crowe Engagement Terms," and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized by Client to accept the terms and conditions as stated.

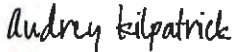
IN WITNESS WHEREOF, Client and Crowe have duly executed this engagement letter effective the date first written above.

Crowe LLP and the Engagement Authorized Signer below are licensed or otherwise authorized by the California Board of Accountancy.

Western Placer Unified School District

Crowe LLP

DocuSigned by:



E78F2834A1DB45A...

Signature

Audrey Kilpatrick

Printed Name

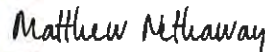
Asst. Supt. Business &amp; Operations

Title

March 5, 2020

Date

DocuSigned by:



58FD52DD3FC64DF...

Signature

Matthew Nethaway

Printed Name

Partner

Title

March 5, 2020

Date

### **Crowe Engagement Terms**

Crowe wants Client to understand the terms under which Crowe provides its services to Client and the basis under which Crowe determines its fees. These terms are part of the Agreement and apply to all services described in the Agreement as well as all other services provided to Client (collectively, the "Services"), unless and until a separate written agreement is executed by the parties for separate services. Any advice provided by Crowe is not intended to be, and is not, investment advice.

**CLIENT'S ASSISTANCE** – For Crowe to provide Services effectively and efficiently, Client agrees to provide Crowe timely with information requested and to make available to Crowe any personnel, systems, premises, records, or other information as reasonably requested by Crowe to perform the Services. Access to such personnel and information are key elements for Crowe's successful completion of Services and determination of fees. If for any reason this does not occur, a revised fee to reflect additional time or resources required by Crowe will be mutually agreed. Client agrees Crowe will have no responsibility for any delays related to a delay in providing such information to Crowe. Such information will be accurate and complete, and Client will inform Crowe of all significant tax, accounting and financial reporting matters of which Client is aware.

**PROFESSIONAL STANDARDS** – As a regulated professional services firm, Crowe must follow professional standards when applicable, including the Code of Professional Conduct of the American Institute of Certified Public Accountants ("AICPA"). Thus, if circumstances arise that, in Crowe's professional judgment, prevent it from completing the engagement, Crowe retains the right to take any course of action permitted by professional standards, including declining to express an opinion or issue other work product or terminating the engagement.

**REPORTS** – Any information, advice, recommendations or other content of any memoranda, reports, deliverables, work product, presentations, or other communications Crowe provides under this Agreement ("Reports"), other than Client's original information, are for Client's internal use only, consistent with the purpose of the Services. Client will not rely on any draft Report. Unless required by an audit or other attestation professional standard, Crowe will not be required to update any final Report for circumstances of which we become aware or events occurring after delivery.

**CONFIDENTIALITY** – Except as otherwise permitted by this Agreement or as agreed in writing, neither Crowe nor Client may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Client use of any Crowe work product will be limited to its stated purpose and to Client business use only. However, Client and Crowe each agree that either party may disclose such information to the extent that it: (i) is or becomes public other than through a breach of this Agreement, (ii) is subsequently received by the recipient from a third party who, to the recipient's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (iii) was known to the recipient at the time of disclosure or is thereafter created independently, (iv) is disclosed as necessary to enforce the recipient's rights under this Agreement, or (v) must be disclosed under applicable law, regulations, legal process or professional standards.

**THIRD PARTY PROVIDER** – Crowe may use a third-party provider in providing Services to Client, which may require Crowe to share Client confidential information with the provider. If Crowe uses a third-party provider, Crowe will enter into a confidentiality agreement with the provider to require the provider to protect the confidentiality of Client's confidential information, and Crowe will be responsible to Client for maintaining its confidentiality. The limitations on Client's remedies, vis-à-vis Crowe, in this Agreement will also apply to any subcontractors.

**CLIENT-REQUIRED CLOUD USAGE** – If Client requests that Crowe access files, documents or other information in a cloud-based or web-accessed hosting service or other third-party system accessed via the internet, including, without limitation iCloud, Dropbox, Google Docs, Google Drive, a data room hosted by a third-party, or a similar service or website (collectively, "Cloud Storage"), Client will confirm with any third-parties assisting with or hosting the Cloud Storage that either such third-party or Client (and

not Crowe) is responsible for complying with all applicable laws relating to the Cloud Storage and any information contained in the Cloud Storage, providing Crowe access to the information in the Cloud Storage, and protecting the information in the Cloud Storage from any unauthorized access, including without limitation unauthorized access to the information when in transit to or from the Cloud Storage. Client represents that it has authority to provide Crowe access to information in the Cloud Storage and that providing Crowe with such access complies with all applicable laws, regulations, and duties owed to third-parties.

**DATA PROTECTION** – If Crowe holds or uses Client information that can be linked to specific individuals who are Client's customers ("Personal Data"), Crowe will treat it as confidential and comply with applicable US state and federal law and professional regulations (including, for financial institution clients, the objectives of the Interagency Guidelines Establishing Information Security Standards) in disclosing or using such information to carry out the Services. The parties acknowledge and understand that while Crowe is a service provider as defined by the California Consumer Privacy Act of 2018 and processes Client information pursuant to this Agreement, Crowe retains its independence as required by applicable law and professional standards for purposes of providing attest services and other services. Crowe will not (1) sell Personal Data to a third party, or (2) retain, use or disclose Personal Data for any purpose other than for (a) performing the Services and its obligations on this Agreement, (b) as otherwise set forth in this Agreement, (c) to detect security incidents and protect against fraud or illegal activity, (d) to enhance and develop our products and services, including through machine learning and other similar methods and (e) as necessary to comply with applicable law or professional standards. Crowe has implemented and will maintain physical, electronic and procedural safeguards reasonably designed to (i) protect the security, confidentiality and integrity of the Personal Data, (ii) prevent unauthorized access to or use of the Personal Data, and (iii) provide proper disposal of the Personal Data (collectively, the "Safeguards"). Client represents (i) that it has the authority to provide the Personal Data to Crowe in connection with the Services, (ii) that Client has processed and provided the Personal Data to Crowe in accordance with applicable law, and (iii) will limit the Personal Data provided to Crowe to Personal Data necessary to perform the Services. To provide the Services, Client may also need to provide Crowe with access to Personal Data consisting of protected health information, financial account numbers, Social Security or other government-issued identification numbers, or other data that, if disclosed without authorization, would trigger notification requirements under applicable law ("Restricted Personal Data"). In the event Client provides Crowe access to Restricted Personal Data, Client will consult with Crowe on appropriate measures (consistent with legal requirements and professional standards applicable to Crowe) to protect the Restricted Personal Data, such as: deleting or masking unnecessary information before making it available to Crowe, using encryption when transferring it to Crowe, or providing it to Crowe only during on-site review on Client's site. Client will provide Crowe with Restricted Personal Data only in accordance with mutually agreed protective measures. Otherwise, Client and Crowe agree each may use unencrypted electronic media to correspond or transmit information and such use will not in itself constitute a breach of any confidentiality obligations under this Agreement. Crowe will reasonably cooperate with Client in responding to or addressing any request from a consumer or data subject, a data privacy authority with jurisdiction, or the Client, as necessary to enable Client to comply with its obligations under applicable data protection laws and to the extent related to Personal Data. Client will reimburse Crowe for any out-of-pocket expenses and professional time (at Crowe's then-current hourly rates) incurred in connection with providing such cooperation. Client will provide prompt written notice to Crowe (with sufficient detailed instructions) of any request or other act that is required to be performed by Crowe. As appropriate, Crowe will promptly delete or procure the deletion of the Personal Data, after the cessation of any Services involving the processing of Client's Personal Data, or otherwise aggregate or de-identify the Personal Data in such a way as to reasonably prevent reidentification. Notwithstanding the foregoing, Crowe may retain a copy of the Personal Data as permitted by applicable law or professional standards, provided that such Personal Data remain subject to the terms of this Agreement. If Crowe uses a third-party provider, Crowe will include terms substantially similar to those set forth in this Data Protection Paragraph in an agreement with such provider.

**GENERAL DATA PROTECTION REGULATION COMPLIANCE** – If and to the extent that Client provides personal data to Crowe subject to the European Union General Data Protection Regulation ("GDPR"), then in addition to the requirements of the above Data Protection section, this section will apply to such

personal data ("EU Personal Data"). The parties agree that for purposes of processing the EU Personal Data, (a) Client will be the "Data Controller" as defined by the GDPR, meaning the organization that determines the purposes and means of processing the EU Personal Data; (b) Crowe will be the "Data Processor" as defined by GDPR, meaning the organization that processes the EU Personal Data on behalf of and under the instructions of the Data Controller; or (c) the parties will be classified as otherwise designated by a supervisory authority with jurisdiction. Client and Crowe each agree to comply with the GDPR requirements applicable to its respective role. Crowe has implemented and will maintain technical and organizational security safeguards reasonably designed to protect the security, confidentiality and integrity of the EU Personal Data. Client represents it has secured all required rights and authority, including consents and notices, to provide such EU Personal Data to Crowe, including without limitation authority to transfer such EU Personal Data to the U.S. or other applicable Country or otherwise make the EU Personal Data available to Crowe, for the duration of and purpose of Crowe providing the Services. The types of EU Personal Data to be processed include name, contact information, title, and other EU Personal Data that is transferred to Crowe in connection with the Services. The EU Personal Data relates to the data subject categories of individuals connected to Client, Client customers, Client vendors, and Client affiliates or subsidiaries ("Data Subjects"). Crowe will process the EU Personal Data for the following purpose: (x) to provide the Services in accordance with this Agreement, (y) to comply with other documented reasonable instructions provided by Client, and (z) to comply with applicable law. In the event of a Crowe breach incident in connection with EU Personal Data in the custody or control of Crowe, Crowe will promptly notify Client upon knowledge that a breach incident has occurred. Client has instructed Crowe not to contact any Data Subjects directly, unless required by applicable law. In the event that a supervisory authority with jurisdiction makes the determination that Crowe is a data controller, Client will reasonably cooperate with Crowe to enable Crowe to comply with its obligations under GDPR.

**INTELLECTUAL PROPERTY** - Any Deliverables, Works, Inventions, working papers, or other work product conceived, made or created by Crowe in rendering the Services under this Agreement ("Work Product"), and all intellectual property rights in such Work Product will be owned exclusively by Crowe. Further, Crowe will retain exclusive ownership or control of all intellectual property rights in any ideas, concepts, methodologies, data, software, designs, utilities, tools, models, techniques, systems, Reports, or other know-how that it develops, owns or licenses in connection with this Agreement ("Materials"). The foregoing ownership will be without any duty of accounting.

**DATA USAGE AND AGGREGATIONS** - Client hereby acknowledges and agrees that Crowe may, in its discretion, use any Client information or data provided to Crowe to improve Crowe services and Materials, including without limitation developing new Crowe services and software or other products. Client also agrees that Crowe may, in its discretion, aggregate Client content and data with content and data from other clients, other sources, or third parties ("Data Aggregations") for purposes including, without limitation, product and service development, commercialization, industry benchmarking, or quality improvement initiatives. Prior to, and as a precondition for, disclosing Data Aggregations to other Crowe customers or prospects, Crowe will anonymize any Client data or information in a manner sufficient to prevent such other customer or prospect from identifying Client or individuals who are Client customers. All Data Aggregations will be the sole and exclusive property of Crowe.

**LEGAL AND REGULATORY CHANGE** – Crowe may periodically communicate to Client changes in laws, rules or regulations. However, Client has not engaged Crowe, and Crowe does not undertake an obligation, to advise Client of changes in (a) laws, rules, regulations, industry or market conditions, or (b) Client's own business practices or other circumstances (except to the extent required by professional standards). The scope of Services and the fees for Services are based on current laws and regulations. If changes in laws or regulations change Client's requirements or the scope of the Services, Crowe's fees will be modified to a mutually agreed amount to reflect the changed level of Crowe's effort.

**PUBLICATION** – Client agrees to obtain Crowe's specific permission before using any Report or Crowe work product or Crowe's firm's name in a published document, and Client agrees to submit to Crowe copies of such documents to obtain Crowe's permission before they are filed or published.

**CLIENT REFERENCE** – From time to time Crowe is requested by prospective clients to provide references for Crowe service offerings. Client agrees that Crowe may use Client's name and generally describe the nature of Crowe's engagement(s) with Client in marketing to prospects, and Crowe may also provide prospects with contact information for Client personnel familiar with Crowe's Services.

**NO PUNITIVE OR CONSEQUENTIAL DAMAGES** – Any liability of Crowe will not include any consequential, special, incidental, indirect, punitive, or exemplary damages or loss, nor any lost profits, goodwill, savings, or business opportunity, even if Crowe had reason to know of the possibility of such damages.

**LIMIT OF LIABILITY** – Except where it is judicially determined that Crowe performed its Services with recklessness or willful misconduct, Crowe's liability will not exceed fees paid by Client to Crowe for the portion of the work giving rise to liability. A claim for a return of fees paid is the exclusive remedy for any damages. This limit of liability will apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including, without limitation, to claims based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This limit of liability will also apply after this Agreement.

**INDEMNIFICATION FOR THIRD-PARTY CLAIMS** – In the event of a legal proceeding or other claim brought against Crowe by a third party, except where it is judicially determined that Crowe performed Services with recklessness or willful misconduct, Client agrees to indemnify and hold harmless Crowe and its personnel against all costs, fees, expenses, damages and liabilities, including attorney fees and any other fees or defense costs, associated with such third-party claim, relating to or arising from any Services performed or work product provided by Crowe that Client uses or discloses to others or this engagement generally. This indemnification is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim, liability, or damages asserted, including, without limitation, to claims, liability or damages based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This indemnification will also apply after termination of this Agreement.

**NO TRANSFER OR ASSIGNMENT OF CLAIMS** – No claim against Crowe, or any recovery from or against Crowe, may be sold, assigned or otherwise transferred, in whole or in part.

**TIME LIMIT ON CLAIMS** – In no event will any action against Crowe, arising from or relating to this engagement letter or the Services provided by Crowe relating to this engagement, be brought after the earlier of 1) two (2) years after the date on which occurred the act or omission alleged to have been the cause of the injury alleged; or 2) the expiration of the applicable statute of limitations or repose.

**RESPONSE TO LEGAL PROCESS** – If Crowe is requested by subpoena, request for information, or through some other legal process to produce documents or testimony pertaining to Client or Crowe's Services, and Crowe is not named as a party in the applicable proceeding, then Client will reimburse Crowe for its professional time, plus out-of-pocket expenses, as well as reasonable attorney fees, Crowe incurs in responding to such request.

**MEDIATION** – If a dispute arises, in whole or in part, out of or related to this engagement, or after the date of this agreement, between Client or any of Client's affiliates or principals and Crowe, and if the dispute cannot be settled through negotiation, Client and Crowe agree first to try, in good faith, to settle the dispute by mediation administered by the American Arbitration Association, under its mediation rules for professional accounting and related services disputes, before resorting to litigation or any other dispute-resolution procedure. The results of mediation will be binding only upon agreement of each party to be bound. Costs of any mediation will be shared equally by both parties. Any mediation will be held in Chicago, Illinois.

**JURY TRIAL WAIVER** – FOR ALL DISPUTES RELATING TO OR ARISING BETWEEN THE PARTIES, THE PARTIES AGREE TO WAIVE A TRIAL BY JURY TO FACILITATE JUDICIAL RESOLUTION AND TO SAVE TIME AND EXPENSE. EACH PARTY AGREES IT HAS HAD THE OPPORTUNITY TO HAVE

ITS LEGAL COUNSEL REVIEW THIS WAIVER. THIS WAIVER IS IRREVOCABLE, MAY NOT BE MODIFIED EITHER ORALLY OR IN WRITING, AND APPLIES TO ANY SUBSEQUENT AMENDMENTS, RENEWALS, OR MODIFICATIONS TO THIS AGREEMENT. IN THE EVENT OF LITIGATION, THIS AGREEMENT MAY BE FILED AS WRITTEN CONSENT TO A BENCH TRIAL WITHOUT A JURY. HOWEVER, AND NOTWITHSTANDING THE FOREGOING, IF ANY COURT RULES OR FINDS THIS JURY TRIAL WAIVER TO BE UNENFORCEABLE AND INEFFECTIVE IN WAIVING A JURY, THEN ANY DISPUTE RELATING TO OR ARISING FROM THIS ENGAGEMENT OR THE PARTIES' RELATIONSHIP GENERALLY WILL BE RESOLVED BY ARBITRATION AS SET FORTH IN THE PARAGRAPH BELOW REGARDING "ARBITRATION."

**ARBITRATION** – If any court rules or finds that the JURY TRIAL WAIVER section is not enforceable, then any dispute between the parties relating to or arising from this Agreement or the parties' relationship generally will be settled by binding arbitration in Chicago, Illinois (or a location agreed in writing by the parties). Any issues concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of this Section, will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). The arbitration will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). Regardless of the amount in controversy, the arbitration will be administered by JAMS, Inc. ("JAMS"), pursuant to its Streamlined Arbitration Rules & Procedures or such other rules or procedures as the parties may agree in writing. In the event of a conflict between those rules and this Agreement, this Agreement will control. The parties may alter each of these rules by written agreement. If a party has a basis for injunctive relief, this paragraph will not preclude a party seeking and obtaining injunctive relief in a court of proper jurisdiction. The parties will agree within a reasonable period of time after notice is made of initiating the arbitration process whether to use one or three arbitrators, and if the parties cannot agree within fifteen (15) business days, the parties will use a single arbitrator. In any event the arbitrator(s) must be retired federal judges or attorneys with at least 15 years commercial law experience and no arbitrator may be appointed unless he or she has agreed to these procedures. If the parties cannot agree upon arbitrator(s) within an additional fifteen (15) business days, the arbitrator(s) will be selected by JAMS. Discovery will be permitted only as authorized by the arbitrator(s), and as a rule, the arbitrator(s) will not permit discovery except upon a showing of substantial need by a party. To the extent the arbitrator(s) permit discovery as to liability, the arbitrator(s) will also permit discovery as to causation, reliance, and damages. The arbitrator(s) will not permit a party to take more than six depositions, and no depositions may exceed five hours. The arbitrator(s) will have no power to make an award inconsistent with this Agreement. The arbitrator(s) will rule on a summary basis where possible, including without limitation on a motion to dismiss basis or on a summary judgment basis. The arbitrator(s) may enter such prehearing orders as may be appropriate to ensure a fair hearing. The hearing will be held within one year of the initiation of arbitration, or less, and the hearing must be held on continuous business days until concluded. The hearing must be concluded within ten (10) business days absent written agreement by the parties to the contrary. The time limits in this section are not jurisdictional. The arbitrator(s) will apply substantive law and may award injunctive relief or any other remedy available from a judge. The arbitrator(s) may award attorney fees and costs to the prevailing party, and in the event of a split or partial award, the arbitrator(s) may award costs or attorney fees in an equitable manner. Any award by the arbitrator(s) will be accompanied by a reasoned opinion describing the basis of the award. Any prior agreement regarding arbitration entered by the parties is replaced and superseded by this agreement. The arbitration will be governed by the Federal Arbitration Act, 9 U.S.C. §§ 1 et seq., and judgment upon the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof. All aspects of the arbitration will be treated by the parties and the arbitrator(s) as confidential.

**NOTIFICATION OF NON-LICENSEE OWNERSHIP** (For California Engagements) – Crowe ("the Firm") and certain owners of the Firm are licensed by the California State Board of Accountancy. However, the Firm has owners not licensed by the California State Board of Accountancy who may provide Services under this agreement. If Client has any questions regarding licensure of the personnel performing Services under this engagement, please do not hesitate to contact Crowe.

**NON-SOLICITATION** – Each party acknowledges that it has invested substantially in recruiting, training and developing the personnel who render services with respect to the material aspects of the



engagement ("Key Personnel"). The parties acknowledge that Key Personnel have knowledge of trade secrets or confidential information of their employers that may be of substantial benefit to the other party. The parties acknowledge that each business would be materially harmed if the other party was able to directly employ Key Personnel. Therefore, the parties agree that during the period of this Agreement and for one (1) year after its expiration or termination, neither party will solicit Key Personnel of the other party for employment or hire the Key Personnel of the other party without that party's written consent unless hiring or engaging party pays to the other party a fee equal to the hired or engaged Key Personnel's compensation for the prior twelve-month period with the other party.

**CROWE AND EQUAL OPPORTUNITY** – Crowe abides by the principles of equal employment opportunity, including without limitation the requirements of 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. Crowe also abides by 29 CFR Part 471, Appendix A to Subpart A. The parties agree that the notice in this paragraph does not create any enforceable rights for any firm, organization, or individual.

**CROWE GLOBAL NETWORK** – Crowe LLP and its subsidiaries are independent members of Crowe Global, a Swiss organization. "Crowe" is the brand used by the Crowe Global network and its member firms, but it is not a worldwide partnership. Crowe Global and each of its members are separate and independent legal entities and do not obligate each other. Crowe LLP and its subsidiaries are not responsible or liable for any acts or omissions of Crowe Global or any other Crowe Global members, and Crowe LLP and its subsidiaries specifically disclaim any and all responsibility or liability for acts or omissions of Crowe Global or any other Crowe Global member. Crowe Global does not render any professional services and does not have an ownership or partnership interest in Crowe LLP or any other member. Crowe Global and its other members are not responsible or liable for any acts or omissions of Crowe LLP and its subsidiaries and specifically disclaim any and all responsibility or liability for acts or omissions of Crowe LLP and its subsidiaries. Visit [www.crowe.com/disclosure](http://www.crowe.com/disclosure) for more information about Crowe LLP, its subsidiaries, and Crowe Global.



### Report on the Firm's System of Quality Control

December 5, 2019

To the Partners of Crowe LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Crowe LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; audits of broker-dealers; and examinations of service organizations [SOC 2 engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Crowe LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Crowe LLP has received a peer review rating of *pass*.

*Cherry Bekaert LLP*

Cherry Bekaert LLP

200 South 10th Street, Suite 900, Richmond, VA 23219 | P 804.673.3700 | [cbh.com](http://cbh.com)





**Peer Review Program**

Administered by the National Peer Review Committee

American Institute of CPAs  
220 Leigh Farm Road  
Durham, NC 27707-6110

December 12, 2019

James Powers  
Crowe LLP  
225 W Wacker DR Ste 2600  
Chicago, IL 60606-1228

Dear James Powers:

It is my pleasure to notify you that on December 12, 2019, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is September 30, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Michael Fawley".

Michael Fawley  
Chair, National PRC  
nprc@aicpa.org  
+1.919.402.4502

National Peer Review Committee

cc: Samuel Johnson, Scot Ivey

Firm Number: 900010014904

Review Number: 564769

1:1.919.402.4502 | 1:1.919.402.4076 | nprc@aicpa.org



**Crowe LLP**  
Independent Member Crowe Global

400 Capitol Mall, Suite 1400  
Sacramento, CA 95814-4498  
Tel 916-441-1000  
Fax 916-441-1110  
[www.crowe.com](http://www.crowe.com)

February 28, 2020

Audrey Kilpatrick  
Western Placer Unified School District  
600 6th St Ste 400  
Lincoln, California 95648

Dear Mr. Kilpatrick:

This letter confirms the arrangements for Crowe LLP ("Crowe" or "us" or "we" or "our") to provide the professional services discussed in this letter to Western Placer Unified School District ("you", "your" or "Client"). The attached Crowe Engagement Terms, and any attachments thereto, is an integral part of this letter, and its terms are incorporated herein.

#### AUDIT SERVICES

##### Our Responsibilities

We will audit and report on the financial statements of the Client for the year ending June 30, 2020.

We will audit and report on the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Client for the period(s) indicated.

In addition to our report on the financial statements, we plan to evaluate the presentation of the following supplementary information in relation to the financial statements as a whole, and to report on whether this supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

- Combining and Individual Fund Financial Statements and Schedules
- Organization
- Schedule of Average Daily Attendance
- Schedule of Instructional Time
- Schedule of Expenditures of Federal Awards
- Reconciliation of Unaudited Financial Report with Audited Financial Statements
- Schedule of Charter Schools

In addition to our report on the financial statements, we also plan to perform specified procedures in order to describe in our report whether the following required supplementary information is presented in accordance with applicable guidelines. However, we will not express an opinion or provide any assurance on this information due to our limited procedures.

- Management's Discussion and Analysis
- Budgetary Comparison Schedules
- Schedule of Changes in the District's Total Other Postemployment Benefits (OPEB) Liability
- Schedule of the Client's Proportionate Share of the Net Pension Liability



- Schedule of Contributions

The document will also include the following additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will disclaim an opinion:

- Schedule of Financial Trends and Analysis - Unaudited

The objective of the audit is the expression of an opinion on the financial statements. We will plan and perform the audit in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards require that we obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error or fraud, and that we report on the Schedule of Expenditures of Federal Awards (as noted above), and on your compliance with laws and regulations and on its internal controls as required for a Single Audit. Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with applicable standards. An audit is not designed to detect error or fraud that is immaterial to the financial statements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment including the assessment of the risks that the financial statements could be misstated by an amount we believe would influence the financial statement users. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

In making our risk assessments, we consider internal control relevant to the Client's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Client's internal control. However, we will communicate in writing to those charged with governance and management concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. We will communicate to management other deficiencies in internal control identified during the audit that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention. We will also communicate certain matters related to the conduct of the audit to those charged with governance, including (1) fraud involving senior management, and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, (2) illegal acts that come to our attention (unless they are clearly inconsequential) (3) disagreements with management and other significant difficulties encountered in performing the audit and (4) various matters related to the Client's accounting policies and financial statements. Our engagement is not designed to address legal or regulatory matters, which matters should be discussed by you with your legal counsel.

We expect to issue a written report upon completion of our audit of the Client's financial statements. Our report will be addressed to Board of Trustees of the Client. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph, or withdraw from the engagement.

In addition to our report on the financial statements and supplemental information, we plan to issue the following reports:

- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government*

*Auditing Standards* — The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

- **Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards** — The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Client's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.
- **Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance** — The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

We will also perform tests of controls including testing underlying transactions, as required by the Uniform Guidance, to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of your major federal awards programs. We will determine major programs in accordance with the Uniform Guidance. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed. We will inform you of any non-reportable conditions or other matters involving internal control, if any, as required by the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of your compliance with applicable laws, regulations, contracts and grants. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. However, the objective of our audit of compliance relative to the financial statements will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion. We will advise you, however, of any matters of that nature that come to our attention, unless they are clearly inconsequential.

The Uniform Guidance requires that we plan and perform the audit to obtain reasonable assurance about whether you have complied with certain provisions of laws, regulations, contracts and grants. Our procedures will consist of the applicable procedures described in the United States Office of Management and Budget (OMB) Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of your major programs. The purpose of our audit will be to express an opinion on your compliance with requirements applicable to major Federal award programs. Because an audit is designed to provide reasonable assurance, but not absolute assurance, the audit is not designed to detect immaterial violations or instances of noncompliance.

Our audit and work product are intended for the benefit and use of the Client only. The audit will not be planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party.

The working papers for this engagement are the property of Crowe and constitute confidential information.



However, we may be requested to make certain working papers available to your oversight agency or grantors pursuant to authority given to them by law, regulation, or contract. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to your oversight agency or grantors. The working papers for this engagement will be retained for a minimum of three years after the date our report is issued or for any additional period requested by the oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the working papers.

*Government Auditing Standards* require that we provide you with a copy of our most recent peer review report, which accompanies this letter.

#### The Client's Responsibilities

The Client's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

The Client's management is also responsible for complying with applicable laws, regulations, contracts and grants and such responsibility extends to identifying the requirements and designing internal control policies and procedures to provide reasonable assurance that compliance is achieved. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings, which should be available for our review, and a corrective action plan.

Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings, which should be available for our review, and a corrective action plan.

Management has the responsibility to adopt sound accounting policies, maintain an adequate and efficient accounting system, to safeguard assets, and to design and implement programs and controls to prevent and detect fraud. Management's judgments are typically based on its knowledge and experience about past and current events and its expected courses of action. Management's responsibility for financial reporting includes establishing a process to prepare the accounting estimates included in the financial statements and to devise policies to ensure that the Client complies with applicable laws and regulations.

Management is responsible for providing to us, on a timely basis, all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters. Management is also responsible for providing such other additional information we may request for the purpose of the audit, and unrestricted access to persons within the Client from whom we determine it necessary to obtain audit evidence. Additionally, those charged with governance are responsible for informing us of their views about the risks of fraud within the Client, and their knowledge of any fraud or suspected fraud affecting the Client.

Management is responsible for adjusting the financial statements to correct material misstatements related to accounts or disclosures. As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including that the effects of any uncorrected misstatements aggregated by us during the audit are immaterial, both individually and in the aggregate, to the financial statements, and to the Client's compliance with the requirements of its Federal programs. Management acknowledges the importance of management's representations and responses to our inquiries, and that they will be utilized as part of the evidential matter we will rely on in forming our opinion. Because of the importance of such information to our engagement, you agree to

waive any claim against Crowe and its personnel for any liability and costs relating to or arising from any inaccuracy or incompleteness of information provided to us for purposes of this engagement.

Management is responsible for the preparation of the supplementary information identified above in accordance with the applicable criteria. As part of our audit process, we will request from management certain written representations regarding management's responsibilities in relation to the supplementary information presented, including but not limited to its fair presentation in accordance with the applicable criteria, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information. In addition, it is management's responsibility to include the auditor's report on supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information. It is also management's responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by Client of the supplementary information and the auditor's report thereon.

Management is responsible for the preparation of the required supplementary information identified above in accordance with the applicable guidelines. We will request from management certain written representations regarding management's responsibilities in relation to the required supplementary information presented, including but not limited to whether it has been measured and presented in accordance with prescribed guidelines, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information.

At the conclusion of the engagement, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of thirty days after receipt of the auditor's reports or nine months after the end of the audit period.

## OTHER SERVICES

### Financial Statement Preparation

The Client will provide us with the necessary information to assist in the preparation of the draft financial statements including the notes thereto. We are relying on the Client to provide us with the detailed trial balance, note disclosure information and any other relevant report information in a timely fashion and ensure the data is complete and accurate. Management is solely responsible for the presentation of the financial statements.

### Preparation of the Schedule of Expenditure of Federal Awards

The Client will provide us with the necessary information to prepare the draft schedule of expenditure of federal awards including the notes thereto. We are relying on the Client to provide us with all information required by the Uniform Guidance for the schedule, notes and other relevant reporting information in a timely fashion and ensure the data is complete and accurate. Management is solely responsible for the presentation of the schedule of expenditures of federal awards.

### Recordkeeping Assistance

The Client will provide us with the necessary information to assist you in your recordkeeping. We will propose year end adjusting entries to management for your review and approval, including cash to accrual conversion entries. We are relying on the Client to provide us with the necessary information in a timely fashion and ensure the data is complete and accurate.

With respect to the above other services, we will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. In connection with performing the above other services, you agree to: assume all management responsibilities including making all management decisions; oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

#### BOND OFFERINGS

With respect to any official statements issued by the Client with which Crowe is not involved, the official statement should indicate that the auditor is not involved with the contents of such official statement. The disclosure should read as:

"Crowe, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Crowe also has not performed any procedures relating to this official statement."

#### FEES

Our fees are outlined below. Certain internal technology charges will be billed per hour of professional time or a flat fee. Internal technology charges reflect our estimate of the costs for technology and related support on this engagement. Our invoices are due and payable upon receipt. Invoices that are not paid within 30 days of receipt are subject to a monthly interest charge of one percent per month or the highest interest rate allowed by law, whichever is less, which we may elect to waive at our sole discretion, plus costs of collection including reasonable attorneys' fees. If any amounts invoiced remain unpaid 30 days after the invoice date, you agree that Crowe may, in its sole discretion, cease work until all such amounts are paid or terminate this engagement.

Description of Services	Fee Amount
Audit of Western Placer Unified School District	\$55,900

In accordance with the requirements of Education Code Section 14505, the District will not be required to pay the final 10% of this amount until the current year audit report has been accepted by the State Controller's Office.

#### PROVISION FOR ONE-YEAR PROPOSAL

We have agreed to the following fees for the next year as follows:

Description of Services	Fee Amount
Audit of the Client's financial statements for the year ending June 30, 2021	\$ 55,900

Because each year is a separate engagement and this two-year period does not constitute a continuous engagement, we will require execution of a new engagement letter for each subsequent year listed above. However, we agree to the fees listed above for each year unless we both agree in writing to a modification

The fees outlined above are based on certain assumptions. Those assumptions may be incorrect due to incomplete or inaccurate information provided, or circumstances may arise under which we must perform additional work, which in either case will require additional billings for our services. Examples of such circumstances include, but are not limited to:

- Changing service requirements

- New professional standards or regulatory requirements
- New financial statement disclosures
- Work caused due to the identification of, and management's correction of, inappropriate application of accounting pronouncements
- Erroneous or incomplete accounting records
- Evidence of material weakness or significant deficiencies in internal controls
- Substantial increases in the number of significant deficiencies in internal controls
- Regulatory examination matters
- Change in your organizational structure or size due to merger and acquisition activity or other events
- Change in your controls
- New or unusual transactions
- Agreed-upon level of preparation and assistance from your personnel not provided
- Numerous revisions to your information
- Lack of availability of appropriate Client personnel during fieldwork.

Additionally, to accommodate requests to reschedule fieldwork without reasonable notice, additional billings for our services could be required, and our assigned staffing and ability to meet agreed upon deadlines could be impacted.

Our fee assumes that we will be provided with auditable trial balances for all funds at year end, that all bank accounts and investment accounts will be reconciled through the end of the year being audited to the trial balances, that interfund and transfer accounts will balance, that subsidiary ledgers will reconcile to the general ledger and that beginning fund equity amounts will be reconcilable to prior year audited ending fund equity. We assume that the Client will cooperate with our requests for information such as explanations of account activity.

Additionally, we assume the Client will provide a copy of the capital assets ledger including current year additions and dispositions and depreciation by functional expense. We assume that requested records such as invoices, contracts, grant agreements and supporting documentation will be located and provided to us. We also assume the Client will prepare confirmation letters and the MD&A section of the report.

Our fee does not include implementation of any other future accounting or auditing pronouncements and/or government requirements that may change, thus, the scope or amount of auditing necessary to complete our engagements may increase beyond what is currently anticipated. Should such events occur, we would present you with our estimate of any possible increase prior to beginning our audit for the given year. An equitable adjustment in the proposed fee will be negotiated if the cost of time required for performance of the audit service is increased or decreased pursuant to a change in scope of the audit requested by the Client or required by State or Federal regulations.

Due to such potential changes in circumstance, we reserve the right to revise our fees. However, if such a change in circumstances arises or if some other significant change occurs that causes our fees to exceed our estimate, we will advise management.

Our fees are exclusive of taxes or similar charges, as well as customs, duties or tariffs, imposed in respect of the Services, any work product or any license, all of which Client agrees to pay if applicable or if they become applicable (other than taxes imposed on Crowe's income generally), without deduction from any fees or expenses invoiced to Client by Crowe.

The Client and Crowe agree that the Client may periodically request Crowe to provide additional services for accounting and reporting advice regarding completed transactions and potential or proposed transactions. The fees for such additional services will be based on Crowe's hourly billing rates plus expenses or as mutually agreed upon between the Client and Crowe.

To facilitate Crowe's presence at Client's premises, Client will provide Crowe with internet access while on Client's premises. Crowe will access the internet using a secure virtual private network. Crowe will be

responsible for all internet activity performed by its personnel while on Client's premises. In the event Client does not provide Crowe with internet access while on Client's premises, Client will reimburse Crowe for the cost of internet access through other means while on Client's site.

#### MISCELLANEOUS

For purposes of this Miscellaneous section, the Acceptance section below, and all of the Crowe Engagement Terms, "Client" will mean the entity(ies) defined in the first paragraph of this letter and will also include all related parents, subsidiaries, and affiliates of Client who may receive or claim reliance upon any Crowe deliverable.

Crowe will provide the services to Client under this Agreement as an independent contractor and not as Client's partner, agent, employee, or joint venturer under this Agreement. Neither Crowe nor Client will have any right, power or authority to bind the other party.

This engagement letter agreement (the "Agreement") reflects the entire agreement between the parties relating to the services (or any reports, deliverables or other work product) covered by this Agreement. The engagement letter and any attachments (including without limitation the attached Crowe Engagement Terms) are to be construed as a single document, with the provisions of each section applicable throughout. This Agreement may not be amended or varied except by a written document signed by each party. It replaces and supersedes any other proposals, correspondence, agreements and understandings, whether written or oral, relating to the services covered by this letter, and each party agrees that in entering this Agreement, it has not relied on any oral or written representations, statements or other information not contained in or incorporated into this Agreement. Any non-disclosure or other confidentiality agreement is replaced and superseded by this Agreement. Each party shall remain obligated to the other party under all provisions of this Agreement that expressly or by their nature extend beyond and survive the expiration or termination of this Agreement. If any provision (in whole or in part) of this Agreement is found unenforceable or invalid, this will not affect the remainder of the provision or any other provisions in this Agreement, all of which will continue in effect as if the stricken portion had not been included. This Agreement may be executed in two or more actual, scanned, emailed, or electronically copied counterparts, each and all of which together are one and the same instrument. Accurate transmitted copies (transmitted copies are reproduced documents that are sent via mail, delivery, scanning, email, photocopy, facsimile or other process) of the executed Agreement or signature pages only (whether handwritten or electronic signature), will be considered and accepted by each party as documents equivalent to original documents and will be deemed valid, binding and enforceable by and against all parties. This Agreement must be construed, governed, and interpreted under the laws of the State of Illinois, without regard for choice of law principles.

\* \* \* \* \*

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If the terms of this letter and the attached Crowe Engagement Terms are acceptable to you, please sign below and return one copy of this letter at your earliest convenience. Please contact us with any questions or concerns.

(Signature Page Follows)



## ACCEPTANCE

I have reviewed the arrangements outlined above and in the attached "Crowe Engagement Terms," and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized by Client to accept the terms and conditions as stated.

IN WITNESS WHEREOF, Client and Crowe have duly executed this engagement letter effective the date first written above.

Crowe LLP and the Engagement Authorized Signer below are licensed or otherwise authorized by the California Board of Accountancy.

Western Placer Unified School District

Crowe LLP

DocuSigned by:  
*Audrey Kilpatrick*  
E78F2834A1DB45A...

Signature

Audrey Kilpatrick

Printed Name

Asst. Supt. Business &amp; Operations

Title

March 5, 2020

Date

DocuSigned by:  
*Matthew Nethaway*  
58FD52DD3FC84DF...

Signature

Matthew Nethaway

Printed Name

Partner

Title

March 5, 2020

Date



### **Crowe Engagement Terms**

Crowe wants Client to understand the terms under which Crowe provides its services to Client and the basis under which Crowe determines its fees. These terms are part of the Agreement and apply to all services described in the Agreement as well as all other services provided to Client (collectively, the "Services"), unless and until a separate written agreement is executed by the parties for separate services. Any advice provided by Crowe is not intended to be, and is not, investment advice.

**CLIENT'S ASSISTANCE** – For Crowe to provide Services effectively and efficiently, Client agrees to provide Crowe timely with information requested and to make available to Crowe any personnel, systems, premises, records, or other information as reasonably requested by Crowe to perform the Services. Access to such personnel and information are key elements for Crowe's successful completion of Services and determination of fees. If for any reason this does not occur, a revised fee to reflect additional time or resources required by Crowe will be mutually agreed. Client agrees Crowe will have no responsibility for any delays related to a delay in providing such information to Crowe. Such information will be accurate and complete, and Client will inform Crowe of all significant tax, accounting and financial reporting matters of which Client is aware.

**PROFESSIONAL STANDARDS** – As a regulated professional services firm, Crowe must follow professional standards when applicable, including the Code of Professional Conduct of the American Institute of Certified Public Accountants ("AICPA"). Thus, if circumstances arise that, in Crowe's professional judgment, prevent it from completing the engagement, Crowe retains the right to take any course of action permitted by professional standards, including declining to express an opinion or issue other work product or terminating the engagement.

**REPORTS** – Any information, advice, recommendations or other content of any memoranda, reports, deliverables, work product, presentations, or other communications Crowe provides under this Agreement ("Reports"), other than Client's original information, are for Client's internal use only, consistent with the purpose of the Services. Client will not rely on any draft Report. Unless required by an audit or other attestation professional standard, Crowe will not be required to update any final Report for circumstances of which we become aware or events occurring after delivery.

**CONFIDENTIALITY** – Except as otherwise permitted by this Agreement or as agreed in writing, neither Crowe nor Client may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Client use of any Crowe work product will be limited to its stated purpose and to Client business use only. However, Client and Crowe each agree that either party may disclose such information to the extent that it: (i) is or becomes public other than through a breach of this Agreement, (ii) is subsequently received by the recipient from a third party who, to the recipient's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (iii) was known to the recipient at the time of disclosure or is thereafter created independently, (iv) is disclosed as necessary to enforce the recipient's rights under this Agreement, or (v) must be disclosed under applicable law, regulations, legal process or professional standards.

**THIRD PARTY PROVIDER** – Crowe may use a third-party provider in providing Services to Client, which may require Crowe to share Client confidential information with the provider. If Crowe uses a third-party provider, Crowe will enter into a confidentiality agreement with the provider to require the provider to protect the confidentiality of Client's confidential information, and Crowe will be responsible to Client for maintaining its confidentiality. The limitations on Client's remedies, vis-à-vis Crowe, in this Agreement will also apply to any subcontractors.

**CLIENT-REQUIRED CLOUD USAGE** – If Client requests that Crowe access files, documents or other information in a cloud-based or web-accessed hosting service or other third-party system accessed via the internet, including, without limitation iCloud, Dropbox, Google Docs, Google Drive, a data room hosted by a third-party, or a similar service or website (collectively, "Cloud Storage"), Client will confirm with any third-parties assisting with or hosting the Cloud Storage that either such third-party or Client (and

not Crowe) is responsible for complying with all applicable laws relating to the Cloud Storage and any information contained in the Cloud Storage, providing Crowe access to the information in the Cloud Storage, and protecting the information in the Cloud Storage from any unauthorized access, including without limitation unauthorized access to the information when in transit to or from the Cloud Storage. Client represents that it has authority to provide Crowe access to information in the Cloud Storage and that providing Crowe with such access complies with all applicable laws, regulations, and duties owed to third-parties.

**DATA PROTECTION** – If Crowe holds or uses Client information that can be linked to specific individuals who are Client's customers ("Personal Data"), Crowe will treat it as confidential and comply with applicable US state and federal law and professional regulations (including, for financial institution clients, the objectives of the Interagency Guidelines Establishing Information Security Standards) in disclosing or using such information to carry out the Services. The parties acknowledge and understand that while Crowe is a service provider as defined by the California Consumer Privacy Act of 2018 and processes Client information pursuant to this Agreement, Crowe retains its independence as required by applicable law and professional standards for purposes of providing attest services and other services. Crowe will not (1) sell Personal Data to a third party, or (2) retain, use or disclose Personal Data for any purpose other than for (a) performing the Services and its obligations on this Agreement, (b) as otherwise set forth in this Agreement, (c) to detect security incidents and protect against fraud or illegal activity, (d) to enhance and develop our products and services, including through machine learning and other similar methods and (e) as necessary to comply with applicable law or professional standards. Crowe has implemented and will maintain physical, electronic and procedural safeguards reasonably designed to (i) protect the security, confidentiality and integrity of the Personal Data, (ii) prevent unauthorized access to or use of the Personal Data, and (iii) provide proper disposal of the Personal Data (collectively, the "Safeguards"). Client represents (i) that it has the authority to provide the Personal Data to Crowe in connection with the Services, (ii) that Client has processed and provided the Personal Data to Crowe in accordance with applicable law, and (iii) will limit the Personal Data provided to Crowe to Personal Data necessary to perform the Services. To provide the Services, Client may also need to provide Crowe with access to Personal Data consisting of protected health information, financial account numbers, Social Security or other government-issued identification numbers, or other data that, if disclosed without authorization, would trigger notification requirements under applicable law ("Restricted Personal Data"). In the event Client provides Crowe access to Restricted Personal Data, Client will consult with Crowe on appropriate measures (consistent with legal requirements and professional standards applicable to Crowe) to protect the Restricted Personal Data, such as: deleting or masking unnecessary information before making it available to Crowe, using encryption when transferring it to Crowe, or providing it to Crowe only during on-site review on Client's site. Client will provide Crowe with Restricted Personal Data only in accordance with mutually agreed protective measures. Otherwise, Client and Crowe agree each may use unencrypted electronic media to correspond or transmit information and such use will not in itself constitute a breach of any confidentiality obligations under this Agreement. Crowe will reasonably cooperate with Client in responding to or addressing any request from a consumer or data subject, a data privacy authority with jurisdiction, or the Client, as necessary to enable Client to comply with its obligations under applicable data protection laws and to the extent related to Personal Data. Client will reimburse Crowe for any out-of-pocket expenses and professional time (at Crowe's then-current hourly rates) incurred in connection with providing such cooperation. Client will provide prompt written notice to Crowe (with sufficient detailed instructions) of any request or other act that is required to be performed by Crowe. As appropriate, Crowe will promptly delete or procure the deletion of the Personal Data, after the cessation of any Services involving the processing of Client's Personal Data, or otherwise aggregate or de-identify the Personal Data in such a way as to reasonably prevent reidentification. Notwithstanding the foregoing, Crowe may retain a copy of the Personal Data as permitted by applicable law or professional standards, provided that such Personal Data remain subject to the terms of this Agreement. If Crowe uses a third-party provider, Crowe will include terms substantially similar to those set forth in this Data Protection Paragraph in an agreement with such provider.

**GENERAL DATA PROTECTION REGULATION COMPLIANCE** – If and to the extent that Client provides personal data to Crowe subject to the European Union General Data Protection Regulation ("GDPR"), then in addition to the requirements of the above Data Protection section, this section will apply to such

personal data ("EU Personal Data"). The parties agree that for purposes of processing the EU Personal Data, (a) Client will be the "Data Controller" as defined by the GDPR, meaning the organization that determines the purposes and means of processing the EU Personal Data; (b) Crowe will be the "Data Processor" as defined by GDPR, meaning the organization that processes the EU Personal Data on behalf of and under the instructions of the Data Controller; or (c) the parties will be classified as otherwise designated by a supervisory authority with jurisdiction. Client and Crowe each agree to comply with the GDPR requirements applicable to its respective role. Crowe has implemented and will maintain technical and organizational security safeguards reasonably designed to protect the security, confidentiality and integrity of the EU Personal Data. Client represents it has secured all required rights and authority, including consents and notices, to provide such EU Personal Data to Crowe, including without limitation authority to transfer such EU Personal Data to the U.S. or other applicable Country or otherwise make the EU Personal Data available to Crowe, for the duration of and purpose of Crowe providing the Services. The types of EU Personal Data to be processed include name, contact information, title, and other EU Personal Data that is transferred to Crowe in connection with the Services. The EU Personal Data relates to the data subject categories of individuals connected to Client, Client customers, Client vendors, and Client affiliates or subsidiaries ("Data Subjects"). Crowe will process the EU Personal Data for the following purpose: (x) to provide the Services in accordance with this Agreement, (y) to comply with other documented reasonable instructions provided by Client, and (z) to comply with applicable law. In the event of a Crowe breach incident in connection with EU Personal Data in the custody or control of Crowe, Crowe will promptly notify Client upon knowledge that a breach incident has occurred. Client has instructed Crowe not to contact any Data Subjects directly, unless required by applicable law. In the event that a supervisory authority with jurisdiction makes the determination that Crowe is a data controller, Client will reasonably cooperate with Crowe to enable Crowe to comply with its obligations under GDPR.

**INTELLECTUAL PROPERTY** - Any Deliverables, Works, Inventions, working papers, or other work product conceived, made or created by Crowe in rendering the Services under this Agreement ("Work Product"), and all intellectual property rights in such Work Product will be owned exclusively by Crowe. Further, Crowe will retain exclusive ownership or control of all intellectual property rights in any ideas, concepts, methodologies, data, software, designs, utilities, tools, models, techniques, systems, Reports, or other know-how that it develops, owns or licenses in connection with this Agreement ("Materials"). The foregoing ownership will be without any duty of accounting.

**DATA USAGE AND AGGREGATIONS** - Client hereby acknowledges and agrees that Crowe may, in its discretion, use any Client information or data provided to Crowe to improve Crowe services and Materials, including without limitation developing new Crowe services and software or other products. Client also agrees that Crowe may, in its discretion, aggregate Client content and data with content and data from other clients, other sources, or third parties ("Data Aggregations") for purposes including, without limitation, product and service development, commercialization, industry benchmarking, or quality improvement initiatives. Prior to, and as a precondition for, disclosing Data Aggregations to other Crowe customers or prospects, Crowe will anonymize any Client data or information in a manner sufficient to prevent such other customer or prospect from identifying Client or individuals who are Client customers. All Data Aggregations will be the sole and exclusive property of Crowe.

**LEGAL AND REGULATORY CHANGE** – Crowe may periodically communicate to Client changes in laws, rules or regulations. However, Client has not engaged Crowe, and Crowe does not undertake an obligation, to advise Client of changes in (a) laws, rules, regulations, industry or market conditions, or (b) Client's own business practices or other circumstances (except to the extent required by professional standards). The scope of Services and the fees for Services are based on current laws and regulations. If changes in laws or regulations change Client's requirements or the scope of the Services, Crowe's fees will be modified to a mutually agreed amount to reflect the changed level of Crowe's effort.

**PUBLICATION** – Client agrees to obtain Crowe's specific permission before using any Report or Crowe work product or Crowe's firm's name in a published document, and Client agrees to submit to Crowe copies of such documents to obtain Crowe's permission before they are filed or published.

**CLIENT REFERENCE** – From time to time Crowe is requested by prospective clients to provide references for Crowe service offerings. Client agrees that Crowe may use Client's name and generally describe the nature of Crowe's engagement(s) with Client in marketing to prospects, and Crowe may also provide prospects with contact information for Client personnel familiar with Crowe's Services.

**NO PUNITIVE OR CONSEQUENTIAL DAMAGES** – Any liability of Crowe will not include any consequential, special, incidental, indirect, punitive, or exemplary damages or loss, nor any lost profits, goodwill, savings, or business opportunity, even if Crowe had reason to know of the possibility of such damages.

**LIMIT OF LIABILITY** – Except where it is judicially determined that Crowe performed its Services with recklessness or willful misconduct, Crowe's liability will not exceed fees paid by Client to Crowe for the portion of the work giving rise to liability. A claim for a return of fees paid is the exclusive remedy for any damages. This limit of liability will apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including, without limitation, to claims based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This limit of liability will also apply after this Agreement.

**INDEMNIFICATION FOR THIRD-PARTY CLAIMS** – In the event of a legal proceeding or other claim brought against Crowe by a third party, except where it is judicially determined that Crowe performed Services with recklessness or willful misconduct, Client agrees to indemnify and hold harmless Crowe and its personnel against all costs, fees, expenses, damages and liabilities, including attorney fees and any other fees or defense costs, associated with such third-party claim, relating to or arising from any Services performed or work product provided by Crowe that Client uses or discloses to others or this engagement generally. This indemnification is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim, liability, or damages asserted, including, without limitation, to claims, liability or damages based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This indemnification will also apply after termination of this Agreement.

**NO TRANSFER OR ASSIGNMENT OF CLAIMS** – No claim against Crowe, or any recovery from or against Crowe, may be sold, assigned or otherwise transferred, in whole or in part.

**TIME LIMIT ON CLAIMS** – In no event will any action against Crowe, arising from or relating to this engagement letter or the Services provided by Crowe relating to this engagement, be brought after the earlier of 1) two (2) years after the date on which occurred the act or omission alleged to have been the cause of the injury alleged; or 2) the expiration of the applicable statute of limitations or repose.

**RESPONSE TO LEGAL PROCESS** – If Crowe is requested by subpoena, request for information, or through some other legal process to produce documents or testimony pertaining to Client or Crowe's Services, and Crowe is not named as a party in the applicable proceeding, then Client will reimburse Crowe for its professional time, plus out-of-pocket expenses, as well as reasonable attorney fees, Crowe incurs in responding to such request.

**MEDIATION** – If a dispute arises, in whole or in part, out of or related to this engagement, or after the date of this agreement, between Client or any of Client's affiliates or principals and Crowe, and if the dispute cannot be settled through negotiation, Client and Crowe agree first to try, in good faith, to settle the dispute by mediation administered by the American Arbitration Association, under its mediation rules for professional accounting and related services disputes, before resorting to litigation or any other dispute-resolution procedure. The results of mediation will be binding only upon agreement of each party to be bound. Costs of any mediation will be shared equally by both parties. Any mediation will be held in Chicago, Illinois.

**JURY TRIAL WAIVER** – FOR ALL DISPUTES RELATING TO OR ARISING BETWEEN THE PARTIES, THE PARTIES AGREE TO WAIVE A TRIAL BY JURY TO FACILITATE JUDICIAL RESOLUTION AND TO SAVE TIME AND EXPENSE. EACH PARTY AGREES IT HAS HAD THE OPPORTUNITY TO HAVE

ITS LEGAL COUNSEL REVIEW THIS WAIVER. THIS WAIVER IS IRREVOCABLE, MAY NOT BE MODIFIED EITHER ORALLY OR IN WRITING, AND APPLIES TO ANY SUBSEQUENT AMENDMENTS, RENEWALS, OR MODIFICATIONS TO THIS AGREEMENT. IN THE EVENT OF LITIGATION, THIS AGREEMENT MAY BE FILED AS WRITTEN CONSENT TO A BENCH TRIAL WITHOUT A JURY. HOWEVER, AND NOTWITHSTANDING THE FOREGOING, IF ANY COURT RULES OR FINDS THIS JURY TRIAL WAIVER TO BE UNENFORCEABLE AND INEFFECTIVE IN WAIVING A JURY, THEN ANY DISPUTE RELATING TO OR ARISING FROM THIS ENGAGEMENT OR THE PARTIES' RELATIONSHIP GENERALLY WILL BE RESOLVED BY ARBITRATION AS SET FORTH IN THE PARAGRAPH BELOW REGARDING "ARBITRATION."

**ARBITRATION** – If any court rules or finds that the JURY TRIAL WAIVER section is not enforceable, then any dispute between the parties relating to or arising from this Agreement or the parties' relationship generally will be settled by binding arbitration in Chicago, Illinois (or a location agreed in writing by the parties). Any issues concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of this Section, will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). The arbitration will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). Regardless of the amount in controversy, the arbitration will be administered by JAMS, Inc. ("JAMS"), pursuant to its Streamlined Arbitration Rules & Procedures or such other rules or procedures as the parties may agree in writing. In the event of a conflict between those rules and this Agreement, this Agreement will control. The parties may alter each of these rules by written agreement. If a party has a basis for injunctive relief, this paragraph will not preclude a party seeking and obtaining injunctive relief in a court of proper jurisdiction. The parties will agree within a reasonable period of time after notice is made of initiating the arbitration process whether to use one or three arbitrators, and if the parties cannot agree within fifteen (15) business days, the parties will use a single arbitrator. In any event the arbitrator(s) must be retired federal judges or attorneys with at least 15 years commercial law experience and no arbitrator may be appointed unless he or she has agreed to these procedures. If the parties cannot agree upon arbitrator(s) within an additional fifteen (15) business days, the arbitrator(s) will be selected by JAMS. Discovery will be permitted only as authorized by the arbitrator(s), and as a rule, the arbitrator(s) will not permit discovery except upon a showing of substantial need by a party. To the extent the arbitrator(s) permit discovery as to liability, the arbitrator(s) will also permit discovery as to causation, reliance, and damages. The arbitrator(s) will not permit a party to take more than six depositions, and no depositions may exceed five hours. The arbitrator(s) will have no power to make an award inconsistent with this Agreement. The arbitrator(s) will rule on a summary basis where possible, including without limitation on a motion to dismiss basis or on a summary judgment basis. The arbitrator(s) may enter such prehearing orders as may be appropriate to ensure a fair hearing. The hearing will be held within one year of the initiation of arbitration, or less, and the hearing must be held on continuous business days until concluded. The hearing must be concluded within ten (10) business days absent written agreement by the parties to the contrary. The time limits in this section are not jurisdictional. The arbitrator(s) will apply substantive law and may award injunctive relief or any other remedy available from a judge. The arbitrator(s) may award attorney fees and costs to the prevailing party, and in the event of a split or partial award, the arbitrator(s) may award costs or attorney fees in an equitable manner. Any award by the arbitrator(s) will be accompanied by a reasoned opinion describing the basis of the award. Any prior agreement regarding arbitration entered by the parties is replaced and superseded by this agreement. The arbitration will be governed by the Federal Arbitration Act, 9 U.S.C. §§ 1 et seq., and judgment upon the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof. All aspects of the arbitration will be treated by the parties and the arbitrator(s) as confidential.

**NOTIFICATION OF NON-LICENSEE OWNERSHIP (For California Engagements)** – Crowe ("the Firm") and certain owners of the Firm are licensed by the California State Board of Accountancy. However, the Firm has owners not licensed by the California State Board of Accountancy who may provide Services under this agreement. If Client has any questions regarding licensure of the personnel performing Services under this engagement, please do not hesitate to contact Crowe.

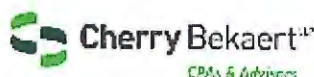
**NON-SOLICITATION** – Each party acknowledges that it has invested substantially in recruiting, training and developing the personnel who render services with respect to the material aspects of the

engagement ("Key Personnel"). The parties acknowledge that Key Personnel have knowledge of trade secrets or confidential information of their employers that may be of substantial benefit to the other party. The parties acknowledge that each business would be materially harmed if the other party was able to directly employ Key Personnel. Therefore, the parties agree that during the period of this Agreement and for one (1) year after its expiration or termination, neither party will solicit Key Personnel of the other party for employment or hire the Key Personnel of the other party without that party's written consent unless hiring or engaging party pays to the other party a fee equal to the hired or engaged Key Personnel's compensation for the prior twelve-month period with the other party.

**CROWE AND EQUAL OPPORTUNITY** – Crowe abides by the principles of equal employment opportunity, including without limitation the requirements of 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. Crowe also abides by 29 CFR Part 471, Appendix A to Subpart A. The parties agree that the notice in this paragraph does not create any enforceable rights for any firm, organization, or individual.

**CROWE GLOBAL NETWORK** – Crowe LLP and its subsidiaries are independent members of Crowe Global, a Swiss organization. "Crowe" is the brand used by the Crowe Global network and its member firms, but it is not a worldwide partnership. Crowe Global and each of its members are separate and independent legal entities and do not obligate each other. Crowe LLP and its subsidiaries are not responsible or liable for any acts or omissions of Crowe Global or any other Crowe Global members, and Crowe LLP and its subsidiaries specifically disclaim any and all responsibility or liability for acts or omissions of Crowe Global or any other Crowe Global member. Crowe Global does not render any professional services and does not have an ownership or partnership interest in Crowe LLP or any other member. Crowe Global and its other members are not responsible or liable for any acts or omissions of Crowe LLP and its subsidiaries and specifically disclaim any and all responsibility or liability for acts or omissions of Crowe LLP and its subsidiaries. Visit [www.crowe.com/disclosure](http://www.crowe.com/disclosure) for more information about Crowe LLP, its subsidiaries, and Crowe Global.





### Report on the Firm's System of Quality Control

December 5, 2019

To the Partners of Crowe LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Crowe LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; audits of broker-dealers; and examinations of service organizations [SOC 2 engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Crowe LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Crowe LLP has received a peer review rating of *pass*.

*Cherry Bekaert LLP*

Cherry Bekaert LLP

200 South 10th Street, Suite 900, Richmond, VA 23219 | P 804.673.3700 | [cbll.com](http://cbll.com)





**Peer Review Program**

Administered by the National Peer Review Committee

American Institute of CPAs  
220 Leigh Farm Road  
Durham, NC 27707-8110

December 12, 2019

James Powers  
Crowe LLP  
225 W Wacker DR Ste 2600  
Chicago, IL 60606-1228

Dear James Powers:

It is my pleasure to notify you that on December 12, 2019, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is September 30, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Fawley", written in a cursive style.

Michael Fawley  
Chair, National PRC  
nprc@aicpa.org  
+1.919.402.4502

National Peer Review Committee

cc: Samuel Johnson, Scot Ivey

Firm Number: 900010014904

Review Number: 564789

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1:1.919.402.4502 | 1:1.919.402.4078 | nprc@aicpa.org

# 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:**

Agreement for Professional Services with  
Crowe LLP

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Audrey Kilpatrick  
Assistant Superintendent, Business and Operations

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Business Services

**FINANCIAL INPUT/SOURCE:**

General Fund

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The district has contracted with Crowe LLP, to perform agreed-upon procedures related to California Department of Education approval of revised 2017-18 and 2018-19 P-2 attendance reports for Western Placer Unified School District.

The District has contracted with Crowe Horwath for the last six years. The services outlined in the agreement will be paid with the General Fund and will cost \$1,200.00

**RECOMMENDATION:**

Administration recommends that the Board ratify the agreement between Crowe Horwath, LLP, and Western Placer Unified School District.



**Crowe LLP**  
Independent Member Crowe Global

400 Capitol Mall, Suite 1400  
Sacramento, CA 95814-4498  
Tel 916-229-5952  
Fax 916-441-1110  
[www.crowe.com](http://www.crowe.com)

January 24, 2020

Audrey Kilpatrick  
Western Placer Unified School District  
600 6th St, Ste 400  
Lincoln, California 95648

Dear Ms. Kilpatrick:

This letter confirms the arrangements for Crowe LLP ("Crowe" or "us" or "we" or "our") to provide the professional services discussed in this letter and/or Attachment A to Western Placer Unified School District ("you", "your" or "Client"). The attached Crowe Engagement Terms, and any attachments thereto, is an integral part of this letter, and its terms are incorporated herein.

#### PROFESSIONAL SERVICES

##### Our Responsibilities

We will perform agreed-upon procedures as described in Attachment A. The agreed-upon procedures will be performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. Because these procedures will not constitute an examination or review, the objective of which would be the expression of an opinion or conclusion on the ADA numbers from the revised 2017-18 P-2 of attendance, we will not express such an opinion or conclusion.

We have no obligation to perform any procedures beyond those listed in Attachment A. If we were to perform additional procedures, other matters might come to our attention that would be reported to you. It is understood that we will prepare a report reflecting our findings of the procedures outlined in Attachment A for use by you. We make no representations as to the adequacy of these procedures for your purpose.

If you decide that additional procedures are needed, we will discuss those with you. It is customary for us to document such revisions, either by memo or by an addendum to this letter. If you wish to add specified users of the report, we will require that they acknowledge in writing their responsibility for the sufficiency of these procedures

The agreed-upon procedures do not contemplate obtaining the understanding of internal control or assessing control risk, tests of accounting records and responses to inquiries by obtaining corroborating evidential matter, and certain other procedures ordinarily performed during an examination. Thus, this engagement does not provide assurance that we will become aware of significant matters that would be disclosed in an examination. Client agrees not to rely on our engagement to disclose errors, fraud or illegal acts that may exist. However, we will inform you of any significant errors that may come to our attention. Our engagement will not enable us to address legal or regulatory matters or abuses of management discretion, which matters should be discussed by you with your legal counsel. You are also responsible for the accuracy and completeness of the information provided to Crowe for purposes of this engagement and for timely updating such information. Because of the importance of such information to our engagement, you agree to waive any claim against Crowe and its personnel for any liability and costs relating to or arising from any inaccuracy or incompleteness of information provided to us for purposes of this engagement.

If, for any reason, we are unable to complete the agreed-upon procedures, we will not issue a report as a result of this engagement.

Our procedures and work product are intended for the benefit and use of you. This engagement will not be planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party. The working papers for this engagement are the property of Crowe and constitute confidential information.

If you decide that additional procedures are needed, we will discuss those with you. It is customary for us to document such revisions, either by memo or by an addendum to this letter. If you wish to add specified users of the report, we will require that they acknowledge in writing their responsibility for the sufficiency of these procedures.

### The Client's Responsibilities

The Client is responsible for providing to us, on a timely basis, all information of which you are aware that is relevant to this agreed-upon procedures engagement. The Client is also responsible for providing such other additional information we may request for the purpose of this engagement, and unrestricted access to persons within the Client from whom we determine it necessary to perform the agreed-upon procedures.

We will be required to request a written assertion from you about the measurement or evaluation of the subject matter against the appropriate criteria. The written assertion may be a separate written document or be included as part of a letter including other written representations required to be obtained in connection with this engagement. If you refuse to provide the written assertion, we will include a disclosure in our report of the refusal to provide the written assertion. Because of the importance of the written representations to this engagement, you agree to release Crowe and its personnel from any liability and costs relating to our services under this letter attributable to any misrepresentations by the engaging and responsible parties.

Management of the Client is solely responsible for the sufficiency of these procedures. Consequently, we make no representation regarding the sufficiency of the procedures described herein either for the purpose for which this report has been requested or for any other purpose.

### FEES

Our fees, exclusive of out-of-pocket expenses and certain technology charges, are outlined below. Certain internal technology charges will be billed per hour of professional time or a flat fee. Internal technology charges reflect our estimate of the costs for technology and related support on this engagement. Our invoices are due and payable upon receipt. Invoices that are not paid within 30 days of receipt are subject to a monthly interest charge of one percent per month or the highest interest rate allowed by law, whichever is less, which we may elect to waive at our sole discretion, plus costs of collection including reasonable attorneys' fees. If any amounts invoiced remain unpaid 30 days after the invoice date, you agree that Crowe may, in its sole discretion, cease work until all such amounts are paid or terminate this engagement.

Description of Services	Fee Amount
Trace the ADA numbers from the revised 2017-18 P-2 of attendance to the Client's supporting attendance records and summaries.	\$ 1,200

We will invoice you as our services are rendered.

The fees outlined above are based on certain assumptions. Those assumptions may be incorrect due to incomplete or inaccurate information provided, or circumstances may arise under which we must perform additional work, which in either case will require additional billings for our services. Examples of such circumstances include, but are not limited to:

- Changing service requirements
- New professional standards or regulatory requirements
- New financial statement disclosures
- Work caused due to the identification of, and management's correction of, inappropriate application of accounting pronouncements
- Erroneous or incomplete accounting records
- Evidence of material weakness or significant deficiencies in internal controls
- Substantial increases in the number of significant deficiencies in internal controls
- Regulatory examination matters
- Change in your organizational structure or size due to merger and acquisition activity or other events
- Change in your controls
- New or unusual transactions
- Agreed-upon level of preparation and assistance from your personnel not provided
- Numerous revisions to your information
- Lack of availability of appropriate Client personnel during fieldwork.

Additionally, to accommodate requests to reschedule fieldwork without reasonable notice, additional billings for our services could be required, and our assigned staffing and ability to meet agreed upon deadlines could be impacted.

Due to such potential changes in circumstance, we reserve the right to revise our fees. However, if such a change in circumstances arises or if some other significant change occurs that causes our fees to exceed our estimate, we will advise management.

Our fees are exclusive of taxes or similar charges, as well as customs, duties or tariffs, imposed in respect of the Services, any work product or any license, all of which Client agrees to pay if applicable or if they become applicable (other than taxes imposed on Crowe's income generally), without deduction from any fees or expenses invoiced to Client by Crowe.

The Client and Crowe agree that the Client may periodically request Crowe to provide additional services for accounting and reporting advice regarding completed transactions and potential or proposed transactions. The fees for such additional services will be based on Crowe's hourly billing rates plus expenses or as mutually agreed upon between the Client and Crowe.

To facilitate Crowe's presence at Client's premises, Client will provide Crowe with internet access while on Client's premises. Crowe will access the internet using a secure virtual private network. Crowe will be responsible for all internet activity performed by its personnel while on Client's premises. In the event Client does not provide Crowe with internet access while on Client's premises, Client will reimburse Crowe for the cost of internet access through other means while on Client's site.

#### MISCELLANEOUS

For purposes of this Miscellaneous section, the Acceptance section below, and all of the Crowe Engagement Terms, "Client" will mean the entity(ies) defined in the first paragraph of this letter and will also include all related parents, subsidiaries, and affiliates of Client who may receive or claim reliance upon any Crowe deliverable.



Crowe will provide the services to Client under this Agreement as an independent contractor and not as Client's partner, agent, employee, or joint venturer under this Agreement. Neither Crowe nor Client will have any right, power or authority to bind the other party.

This engagement letter agreement (the "Agreement") reflects the entire agreement between the parties relating to the services (or any reports, deliverables or other work product) covered by this Agreement. The engagement letter and any attachments (including without limitation the attached Crowe Engagement Terms) are to be construed as a single document, with the provisions of each section applicable throughout. This Agreement may not be amended or varied except by a written document signed by each party. It replaces and supersedes any other proposals, correspondence, agreements and understandings, whether written or oral, relating to the services covered by this letter, and each party agrees that in entering this Agreement, it has not relied on any oral or written representations, statements or other information not contained in or incorporated into this Agreement. Any non-disclosure or other confidentiality agreement is replaced and superseded by this Agreement. Each party shall remain obligated to the other party under all provisions of this Agreement that expressly or by their nature extend beyond and survive the expiration or termination of this Agreement. If any provision (in whole or in part) of this Agreement is found unenforceable or invalid, this will not affect the remainder of the provision or any other provisions in this Agreement, all of which will continue in effect as if the stricken portion had not been included. This Agreement may be executed in two or more actual, scanned, emailed, or electronically copied counterparts, each and all of which together are one and the same instrument. Accurate transmitted copies (transmitted copies are reproduced documents that are sent via mail, delivery, scanning, email, photocopy, facsimile or other process) of the executed Agreement or signature pages only (whether handwritten or electronic signature), will be considered and accepted by each party as documents equivalent to original documents and will be deemed valid, binding and enforceable by and against all parties. This Agreement must be construed, governed, and interpreted under the laws of the State of Illinois, without regard for choice of law principles.

\* \* \* \* \*

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If the terms of this letter and the attached Crowe Engagement Terms are acceptable to you, please sign below and return one copy of this letter at your earliest convenience. Please contact us with any questions or concerns.

(Signature Page Follows)

## ACCEPTANCE

I have reviewed the arrangements outlined above and in the attached "Crowe Engagement Terms," and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized by Client to accept the terms and conditions as stated.

IN WITNESS WHEREOF, Client and Crowe have duly executed this engagement letter effective the date first written above.

Crowe LLP and the Engagement Authorized Signer below are licensed or otherwise authorized by the California Board of Accountancy.

Western Placer Unified School District

DocuSigned by:

*Audrey Kilpatrick*

E76F2834A1DB45A...

Signature

Printed Name

Title

February 10, 2020

Date

Crowe LLP

DocuSigned by:

*Matthew Nethaway*

58FD52DD3FC64DF...

Signature

Matthew Nethaway

Printed Name

Partner

Title

February 10, 2020

Date

### **Crowe Engagement Terms**

Crowe wants Client to understand the terms under which Crowe provides its services to Client and the basis under which Crowe determines its fees. These terms are part of the Agreement and apply to all services described in the Agreement as well as all other services provided to Client (collectively, the "Services"), unless and until a separate written agreement is executed by the parties for separate services. Any advice provided by Crowe is not intended to be, and is not, investment advice.

**CLIENT'S ASSISTANCE** – For Crowe to provide Services effectively and efficiently, Client agrees to provide Crowe timely with information requested and to make available to Crowe any personnel, systems, premises, records, or other information as reasonably requested by Crowe to perform the Services. Access to such personnel and information are key elements for Crowe's successful completion of Services and determination of fees. If for any reason this does not occur, a revised fee to reflect additional time or resources required by Crowe will be mutually agreed. Client agrees Crowe will have no responsibility for any delays related to a delay in providing such information to Crowe. Such information will be accurate and complete, and Client will inform Crowe of all significant tax, accounting and financial reporting matters of which Client is aware.

**PROFESSIONAL STANDARDS** – As a regulated professional services firm, Crowe must follow professional standards when applicable, including the Code of Professional Conduct of the American Institute of Certified Public Accountants ("AICPA"). Thus, if circumstances arise that, in Crowe's professional judgment, prevent it from completing the engagement, Crowe retains the right to take any course of action permitted by professional standards, including declining to express an opinion or issue other work product or terminating the engagement.

**REPORTS** – Any information, advice, recommendations or other content of any memoranda, reports, deliverables, work product, presentations, or other communications Crowe provides under this Agreement ("Reports"), other than Client's original information, are for Client's internal use only, consistent with the purpose of the Services. Client will not rely on any draft Report. Unless required by an audit or other attestation professional standard, Crowe will not be required to update any final Report for circumstances of which we become aware or events occurring after delivery.

**CONFIDENTIALITY** – Except as otherwise permitted by this Agreement or as agreed in writing, neither Crowe nor Client may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Client use of any Crowe work product will be limited to its stated purpose and to Client business use only. However, Client and Crowe each agree that either party may disclose such information to the extent that it: (i) is or becomes public other than through a breach of this Agreement, (ii) is subsequently received by the recipient from a third party who, to the recipient's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (iii) was known to the recipient at the time of disclosure or is thereafter created independently, (iv) is disclosed as necessary to enforce the recipient's rights under this Agreement, or (v) must be disclosed under applicable law, regulations, legal process or professional standards.

**THIRD PARTY PROVIDER** – Crowe may use a third-party provider in providing Services to Client, which may require Crowe to share Client confidential information with the provider. If Crowe uses a third-party provider, Crowe will enter into a confidentiality agreement with the provider to require the provider to protect the confidentiality of Client's confidential information, and Crowe will be responsible to Client for maintaining its confidentiality. The limitations on Client's remedies, vis-à-vis Crowe, in this Agreement will also apply to any subcontractors.

**CLIENT-REQUIRED CLOUD USAGE** – If Client requests that Crowe access files, documents or other information in a cloud-based or web-accessed hosting service or other third-party system accessed via the internet, including, without limitation iCloud, Dropbox, Google Docs, Google Drive, a data room hosted by a third-party, or a similar service or website (collectively, "Cloud Storage"), Client will confirm with any third-parties assisting with or hosting the Cloud Storage that either such third-party or Client (and

not Crowe) is responsible for complying with all applicable laws relating to the Cloud Storage and any information contained in the Cloud Storage, providing Crowe access to the information in the Cloud Storage, and protecting the information in the Cloud Storage from any unauthorized access, including without limitation unauthorized access to the information when in transit to or from the Cloud Storage. Client represents that it has authority to provide Crowe access to information in the Cloud Storage and that providing Crowe with such access complies with all applicable laws, regulations, and duties owed to third-parties.

**DATA PROTECTION** – If Crowe holds or uses Client information that can be linked to specific individuals who are Client's customers ("Personal Data"), Crowe will treat it as confidential and comply with applicable US state and federal law and professional regulations (including, for financial institution clients, the objectives of the Interagency Guidelines Establishing Information Security Standards) in disclosing or using such information to carry out the Services. The parties acknowledge and understand that while Crowe is a service provider as defined by the California Consumer Privacy Act of 2018 and processes Client information pursuant to this Agreement, Crowe retains its independence as required by applicable law and professional standards for purposes of providing attest services and other services. Crowe will not (1) sell Personal Data to a third party, or (2) retain, use or disclose Personal Data for any purpose other than for (a) performing the Services and its obligations on this Agreement, (b) as otherwise set forth in this Agreement, (c) to detect security incidents and protect against fraud or illegal activity, (d) to enhance and develop our products and services, including through machine learning and other similar methods and (e) as necessary to comply with applicable law or professional standards. Crowe has implemented and will maintain physical, electronic and procedural safeguards reasonably designed to (i) protect the security, confidentiality and integrity of the Personal Data, (ii) prevent unauthorized access to or use of the Personal Data, and (iii) provide proper disposal of the Personal Data (collectively, the "Safeguards"). Client represents (i) that it has the authority to provide the Personal Data to Crowe in connection with the Services, (ii) that Client has processed and provided the Personal Data to Crowe in accordance with applicable law, and (iii) will limit the Personal Data provided to Crowe to Personal Data necessary to perform the Services. To provide the Services, Client may also need to provide Crowe with access to Personal Data consisting of protected health information, financial account numbers, Social Security or other government-issued identification numbers, or other data that, if disclosed without authorization, would trigger notification requirements under applicable law ("Restricted Personal Data"). In the event Client provides Crowe access to Restricted Personal Data, Client will consult with Crowe on appropriate measures (consistent with legal requirements and professional standards applicable to Crowe) to protect the Restricted Personal Data, such as: deleting or masking unnecessary information before making it available to Crowe, using encryption when transferring it to Crowe, or providing it to Crowe only during on-site review on Client's site. Client will provide Crowe with Restricted Personal Data only in accordance with mutually agreed protective measures. Otherwise, Client and Crowe agree each may use unencrypted electronic media to correspond or transmit information and such use will not in itself constitute a breach of any confidentiality obligations under this Agreement. Crowe will reasonably cooperate with Client in responding to or addressing any request from a consumer or data subject, a data privacy authority with jurisdiction, or the Client, as necessary to enable Client to comply with its obligations under applicable data protection laws and to the extent related to Personal Data. Client will reimburse Crowe for any out-of-pocket expenses and professional time (at Crowe's then-current hourly rates) incurred in connection with providing such cooperation. Client will provide prompt written notice to Crowe (with sufficient detailed instructions) of any request or other act that is required to be performed by Crowe. As appropriate, Crowe will promptly delete or procure the deletion of the Personal Data, after the cessation of any Services involving the processing of Client's Personal Data, or otherwise aggregate or de-identify the Personal Data in such a way as to reasonably prevent reidentification. Notwithstanding the foregoing, Crowe may retain a copy of the Personal Data as permitted by applicable law or professional standards, provided that such Personal Data remain subject to the terms of this Agreement. If Crowe uses a third-party provider, Crowe will include terms substantially similar to those set forth in this Data Protection Paragraph in an agreement with such provider.

**GENERAL DATA PROTECTION REGULATION COMPLIANCE** – If and to the extent that Client provides personal data to Crowe subject to the European Union General Data Protection Regulation ("GDPR"), then in addition to the requirements of the above Data Protection section, this section will apply to such

personal data ("EU Personal Data"). The parties agree that for purposes of processing the EU Personal Data, (a) Client will be the "Data Controller" as defined by the GDPR, meaning the organization that determines the purposes and means of processing the EU Personal Data; (b) Crowe will be the "Data Processor" as defined by GDPR, meaning the organization that processes the EU Personal Data on behalf of and under the instructions of the Data Controller; or (c) the parties will be classified as otherwise designated by a supervisory authority with jurisdiction. Client and Crowe each agree to comply with the GDPR requirements applicable to its respective role. Crowe has implemented and will maintain technical and organizational security safeguards reasonably designed to protect the security, confidentiality and integrity of the EU Personal Data. Client represents it has secured all required rights and authority, including consents and notices, to provide such EU Personal Data to Crowe, including without limitation authority to transfer such EU Personal Data to the U.S. or other applicable Country or otherwise make the EU Personal Data available to Crowe, for the duration of and purpose of Crowe providing the Services. The types of EU Personal Data to be processed include name, contact information, title, and other EU Personal Data that is transferred to Crowe in connection with the Services. The EU Personal Data relates to the data subject categories of individuals connected to Client, Client customers, Client vendors, and Client affiliates or subsidiaries ("Data Subjects"). Crowe will process the EU Personal Data for the following purpose: (x) to provide the Services in accordance with this Agreement, (y) to comply with other documented reasonable instructions provided by Client, and (z) to comply with applicable law. In the event of a Crowe breach incident in connection with EU Personal Data in the custody or control of Crowe, Crowe will promptly notify Client upon knowledge that a breach incident has occurred. Client has instructed Crowe not to contact any Data Subjects directly, unless required by applicable law. In the event that a supervisory authority with jurisdiction makes the determination that Crowe is a data controller, Client will reasonably cooperate with Crowe to enable Crowe to comply with its obligations under GDPR.

**INTELLECTUAL PROPERTY** - Any Deliverables, Works, Inventions, working papers, or other work product conceived, made or created by Crowe in rendering the Services under this Agreement ("Work Product"), and all intellectual property rights in such Work Product will be owned exclusively by Crowe. Further, Crowe will retain exclusive ownership or control of all intellectual property rights in any ideas, concepts, methodologies, data, software, designs, utilities, tools, models, techniques, systems, Reports, or other know-how that it develops, owns or licenses in connection with this Agreement ("Materials"). The foregoing ownership will be without any duty of accounting.

**DATA USAGE AND AGGREGATIONS** - Client hereby acknowledges and agrees that Crowe may, in its discretion, use any Client information or data provided to Crowe to improve Crowe services and Materials, including without limitation developing new Crowe services and software or other products. Client also agrees that Crowe may, in its discretion, aggregate Client content and data with content and data from other clients, other sources, or third parties ("Data Aggregations") for purposes including, without limitation, product and service development, commercialization, industry benchmarking, or quality improvement initiatives. Prior to, and as a precondition for, disclosing Data Aggregations to other Crowe customers or prospects, Crowe will anonymize any Client data or information in a manner sufficient to prevent such other customer or prospect from identifying Client or individuals who are Client customers. All Data Aggregations will be the sole and exclusive property of Crowe.

**LEGAL AND REGULATORY CHANGE** – Crowe may periodically communicate to Client changes in laws, rules or regulations. However, Client has not engaged Crowe, and Crowe does not undertake an obligation, to advise Client of changes in (a) laws, rules, regulations, industry or market conditions, or (b) Client's own business practices or other circumstances (except to the extent required by professional standards). The scope of Services and the fees for Services are based on current laws and regulations. If changes in laws or regulations change Client's requirements or the scope of the Services, Crowe's fees will be modified to a mutually agreed amount to reflect the changed level of Crowe's effort.

**PUBLICATION** – Client agrees to obtain Crowe's specific permission before using any Report or Crowe work product or Crowe's firm's name in a published document, and Client agrees to submit to Crowe copies of such documents to obtain Crowe's permission before they are filed or published.

**CLIENT REFERENCE** – From time to time Crowe is requested by prospective clients to provide references for Crowe service offerings. Client agrees that Crowe may use Client's name and generally describe the nature of Crowe's engagement(s) with Client in marketing to prospects, and Crowe may also provide prospects with contact information for Client personnel familiar with Crowe's Services.

**NO PUNITIVE OR CONSEQUENTIAL DAMAGES** – Any liability of Crowe will not include any consequential, special, incidental, indirect, punitive, or exemplary damages or loss, nor any lost profits, goodwill, savings, or business opportunity, even if Crowe had reason to know of the possibility of such damages.

**LIMIT OF LIABILITY** – Except where it is judicially determined that Crowe performed its Services with recklessness or willful misconduct, Crowe's liability will not exceed fees paid by Client to Crowe for the portion of the work giving rise to liability. A claim for a return of fees paid is the exclusive remedy for any damages. This limit of liability will apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including, without limitation, to claims based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This limit of liability will also apply after this Agreement.

**INDEMNIFICATION FOR THIRD-PARTY CLAIMS** – In the event of a legal proceeding or other claim brought against Crowe by a third party, except where it is judicially determined that Crowe performed Services with recklessness or willful misconduct, Client agrees to indemnify and hold harmless Crowe and its personnel against all costs, fees, expenses, damages and liabilities, including attorney fees and any other fees or defense costs, associated with such third-party claim, relating to or arising from any Services performed or work product provided by Crowe that Client uses or discloses to others or this engagement generally. This indemnification is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim, liability, or damages asserted, including, without limitation, to claims, liability or damages based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This indemnification will also apply after termination of this Agreement.

**NO TRANSFER OR ASSIGNMENT OF CLAIMS** – No claim against Crowe, or any recovery from or against Crowe, may be sold, assigned or otherwise transferred, in whole or in part.

**TIME LIMIT ON CLAIMS** – In no event will any action against Crowe, arising from or relating to this engagement letter or the Services provided by Crowe relating to this engagement, be brought after the earlier of 1) two (2) years after the date on which occurred the act or omission alleged to have been the cause of the injury alleged; or 2) the expiration of the applicable statute of limitations or repose.

**RESPONSE TO LEGAL PROCESS** – If Crowe is requested by subpoena, request for information, or through some other legal process to produce documents or testimony pertaining to Client or Crowe's Services, and Crowe is not named as a party in the applicable proceeding, then Client will reimburse Crowe for its professional time, plus out-of-pocket expenses, as well as reasonable attorney fees, Crowe incurs in responding to such request.

**MEDIATION** – If a dispute arises, in whole or in part, out of or related to this engagement, or after the date of this agreement, between Client or any of Client's affiliates or principals and Crowe, and if the dispute cannot be settled through negotiation, Client and Crowe agree first to try, in good faith, to settle the dispute by mediation administered by the American Arbitration Association, under its mediation rules for professional accounting and related services disputes, before resorting to litigation or any other dispute-resolution procedure. The results of mediation will be binding only upon agreement of each party to be bound. Costs of any mediation will be shared equally by both parties. Any mediation will be held in Chicago, Illinois.

**JURY TRIAL WAIVER** – FOR ALL DISPUTES RELATING TO OR ARISING BETWEEN THE PARTIES, THE PARTIES AGREE TO WAIVE A TRIAL BY JURY TO FACILITATE JUDICIAL RESOLUTION AND TO SAVE TIME AND EXPENSE. EACH PARTY AGREES IT HAS HAD THE OPPORTUNITY TO HAVE



ITS LEGAL COUNSEL REVIEW THIS WAIVER. THIS WAIVER IS IRREVOCABLE, MAY NOT BE MODIFIED EITHER ORALLY OR IN WRITING, AND APPLIES TO ANY SUBSEQUENT AMENDMENTS, RENEWALS, OR MODIFICATIONS TO THIS AGREEMENT. IN THE EVENT OF LITIGATION, THIS AGREEMENT MAY BE FILED AS WRITTEN CONSENT TO A BENCH TRIAL WITHOUT A JURY. HOWEVER, AND NOTWITHSTANDING THE FOREGOING, IF ANY COURT RULES OR FINDS THIS JURY TRIAL WAIVER TO BE UNENFORCEABLE AND INEFFECTIVE IN WAIVING A JURY, THEN ANY DISPUTE RELATING TO OR ARISING FROM THIS ENGAGEMENT OR THE PARTIES' RELATIONSHIP GENERALLY WILL BE RESOLVED BY ARBITRATION AS SET FORTH IN THE PARAGRAPH BELOW REGARDING "ARBITRATION."

**ARBITRATION** – If any court rules or finds that the JURY TRIAL WAIVER section is not enforceable, then any dispute between the parties relating to or arising from this Agreement or the parties' relationship generally will be settled by binding arbitration in Chicago, Illinois (or a location agreed in writing by the parties). Any issues concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of this Section, will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). The arbitration will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). Regardless of the amount in controversy, the arbitration will be administered by JAMS, Inc. ("JAMS"), pursuant to its Streamlined Arbitration Rules & Procedures or such other rules or procedures as the parties may agree in writing. In the event of a conflict between those rules and this Agreement, this Agreement will control. The parties may alter each of these rules by written agreement. If a party has a basis for injunctive relief, this paragraph will not preclude a party seeking and obtaining injunctive relief in a court of proper jurisdiction. The parties will agree within a reasonable period of time after notice is made of initiating the arbitration process whether to use one or three arbitrators, and if the parties cannot agree within fifteen (15) business days, the parties will use a single arbitrator. In any event the arbitrator(s) must be retired federal judges or attorneys with at least 15 years commercial law experience and no arbitrator may be appointed unless he or she has agreed to these procedures. If the parties cannot agree upon arbitrator(s) within an additional fifteen (15) business days, the arbitrator(s) will be selected by JAMS. Discovery will be permitted only as authorized by the arbitrator(s), and as a rule, the arbitrator(s) will not permit discovery except upon a showing of substantial need by a party. To the extent the arbitrator(s) permit discovery as to liability, the arbitrator(s) will also permit discovery as to causation, reliance, and damages. The arbitrator(s) will not permit a party to take more than six depositions, and no depositions may exceed five hours. The arbitrator(s) will have no power to make an award inconsistent with this Agreement. The arbitrator(s) will rule on a summary basis where possible, including without limitation on a motion to dismiss basis or on a summary judgment basis. The arbitrator(s) may enter such prehearing orders as may be appropriate to ensure a fair hearing. The hearing will be held within one year of the initiation of arbitration, or less, and the hearing must be held on continuous business days until concluded. The hearing must be concluded within ten (10) business days absent written agreement by the parties to the contrary. The time limits in this section are not jurisdictional. The arbitrator(s) will apply substantive law and may award injunctive relief or any other remedy available from a judge. The arbitrator(s) may award attorney fees and costs to the prevailing party, and in the event of a split or partial award, the arbitrator(s) may award costs or attorney fees in an equitable manner. Any award by the arbitrator(s) will be accompanied by a reasoned opinion describing the basis of the award. Any prior agreement regarding arbitration entered by the parties is replaced and superseded by this agreement. The arbitration will be governed by the Federal Arbitration Act, 9 U.S.C. §§ 1 et seq., and judgment upon the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof. All aspects of the arbitration will be treated by the parties and the arbitrator(s) as confidential.

**NOTIFICATION OF NON-LICENSEE OWNERSHIP** (For California Engagements) – Crowe ("the Firm") and certain owners of the Firm are licensed by the California State Board of Accountancy. However, the Firm has owners not licensed by the California State Board of Accountancy who may provide Services under this agreement. If Client has any questions regarding licensure of the personnel performing Services under this engagement, please do not hesitate to contact Crowe.

**NON-SOLICITATION** – Each party acknowledges that it has invested substantially in recruiting, training and developing the personnel who render services with respect to the material aspects of the

engagement ("Key Personnel"). The parties acknowledge that Key Personnel have knowledge of trade secrets or confidential information of their employers that may be of substantial benefit to the other party. The parties acknowledge that each business would be materially harmed if the other party was able to directly employ Key Personnel. Therefore, the parties agree that during the period of this Agreement and for one (1) year after its expiration or termination, neither party will solicit Key Personnel of the other party for employment or hire the Key Personnel of the other party without that party's written consent unless hiring or engaging party pays to the other party a fee equal to the hired or engaged Key Personnel's compensation for the prior twelve-month period with the other party.

**CROWE AND EQUAL OPPORTUNITY** – Crowe abides by the principles of equal employment opportunity, including without limitation the requirements of 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. Crowe also abides by 29 CFR Part 471, Appendix A to Subpart A. The parties agree that the notice in this paragraph does not create any enforceable rights for any firm, organization, or individual.

**CROWE GLOBAL NETWORK** – Crowe LLP and its subsidiaries are independent members of Crowe Global, a Swiss organization. "Crowe" is the brand used by the Crowe Global network and its member firms, but it is not a worldwide partnership. Crowe Global and each of its members are separate and independent legal entities and do not obligate each other. Crowe LLP and its subsidiaries are not responsible or liable for any acts or omissions of Crowe Global or any other Crowe Global members, and Crowe LLP and its subsidiaries specifically disclaim any and all responsibility or liability for acts or omissions of Crowe Global or any other Crowe Global member. Crowe Global does not render any professional services and does not have an ownership or partnership interest in Crowe LLP or any other member. Crowe Global and its other members are not responsible or liable for any acts or omissions of Crowe LLP and its subsidiaries and specifically disclaim any and all responsibility or liability for acts or omissions of Crowe LLP and its subsidiaries. Visit [www.crowe.com/disclosure](http://www.crowe.com/disclosure) for more information about Crowe LLP, its subsidiaries, and Crowe Global.

**Attachment A**

**Procedure:** Trace the ADA numbers from the revised 2017-18 P-2 of attendance to the Client's supporting attendance records and summaries.



**Crowe LLP**  
Independent Member Crowe Global

400 Capitol Mall, Suite 1400  
Sacramento, CA 95814-4498  
Tel 916-441-1000  
Fax 916-441-1110  
[www.crowe.com](http://www.crowe.com)

February 21, 2020

Audrey Kilpatrick  
Western Placer Unified School District  
600 6th St Ste 400  
Lincoln, California 95648

Dear Ms. Kilpatrick:

This engagement adjustment ("Amendment") amends the engagement letter dated January 24, 2020 ("Engagement Letter"), between Western Placer Unified School District ("Client" or "you" or "your") and Crowe LLP ("Crowe" or "us" or "we" or "our"). This Amendment is effective as of the date of the Engagement Letter.

All capitalized terms in this Amendment shall have the same meaning as in the Engagement Letter.

The parties agree that the Engagement Letter is amended to replace all instances of "2017-18 P-2" with "2017-18 and 2018-19 P-2".

Except as expressly amended herein, all other terms and conditions of the Engagement Letter shall remain in full force and effect and unmodified and shall govern this Amendment. In the event of conflict between the terms of the Engagement Letter and the terms of the Amendment, the Amendment shall control.

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If this letter is not to your understanding, please contact us so that we can revise this letter accordingly. If you have any questions or comments regarding the terms of this Amendment, please do not hesitate to contact Crowe.

**ACCEPTANCE:**

I have reviewed the arrangements outlined above and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized to accept the terms and conditions as stated.

IN WITNESS WHEREOF, Client and Crowe have duly executed this Amendment effective the date first written above.

Crowe LLP and the Engagement Authorized Signer below are licensed or otherwise authorized by the California Board of Accountancy.

Western Placer Unified School District

DocuSigned by:

*Audrey Kilpatrick*

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Signature

Audrey Kilpatrick

Printed Name

Asst. Supt. Business & Operations

Title

February 27, 2020

Date

Crowe LLP

DocuSigned by:

*Matthew Nethaway*

58FD52DD3FC64DF...

Signature

Matthew Nethaway

Printed Name

Partner

Title

February 26, 2020

Date

# WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

**SUBJECT:**

Renew Licensing Agreement for Student Information System – PowerSchool Group LLC. and WPUSD

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Audrey Kilpatrick  
Asst. Supt. Business and Operations

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Business Services/Technology

**FINANCIAL INPUT/SOURCE:**

Mandate Funds – One Time

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

**BACKGROUND:**

The District is proposing to renew the contract with PowerSchool Group. The contract reflects license and subscription fees for unified admin enrollment language and registration, PD+ subscription, and PowerSchool SIS maintenance & support. The total cost is \$71,011.71 includes the 2020-21 license and subscription renewal. The contract will be paid with Mandate Funds.

**RECOMMENDATION:**

Administration recommends that the Board approve the agreement renewal between PowerSchool Group LLC and Western Placer Unified School District.



Prepared By: Hannah Hichborn  
 Customer Name: Western Placer Unified School District  
 Contract Term: 12 Months  
 Start Date: 7/1/2020  
 End Date: 6/30/2021

Customer Contact: Sandra House  
 Title: Technology Data Specialist  
 Address: 810 J St  
 City: Lincoln  
 State/Province: California  
 Zip Code: 95648  
 Phone #: 916-645-6394

Product Description	Quantity	Unit	Unit Price	Extended Price
<b>License and Subscription Fees</b>				
Unified Admin Enrollment Additional Language	1.00	Each	USD 614.75	USD 614.75
PD+ Subscription	1.00	Students	USD 3,125.20	USD 3,125.20
Unified Administration Enrollment Registration	7,218.00	Students	USD 3.75	USD 27,067.50
PowerSchool SIS Maintenance & Support	7,218.00	Students	USD 5.57	USD 40,204.26

License and Subscription Totals: **USD 71,011.71**

<b>Year One Total</b>	<b>USD 71,011.71</b>
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On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All PowerSchool invoices must be paid within thirty (30) days of the date on the invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement.

This renewal quote will continue to be subject to and incorporate the terms and conditions found at <https://www.powerschool.com/wp-content/uploads/PowerSchool-Service-Agreements/PowerSchool-MASTER-SERVICES-AGREEMENT-01-01-20.pdf>.

On-Going PowerSchool Subscription/Maintenance & Support fees are invoiced at then current rates & enrollment per terms of the Licensed Product and Services Agreement, which may be subject to an annual increase after the first year for non-multi-year contracts and/or enrollment increases.

Any applicable state sales tax has not been added to this quote. Subscription Start and Expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order.

In the event that this quote includes promotional pricing, such promotional pricing may not be valid for the entire period stated on this quote.

All invoices shall be paid within thirty (30) days of the date of invoice.

**All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and shall not impact the terms or conditions reflected in this quote and the applicable PowerSchool Licensed Product and Services Agreement.**

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Signature:



Printed Name: Gregg Clevenger

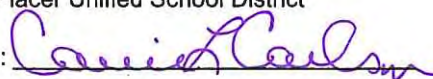
Title: Chief Financial Officer

Date: 2-21-2020

PO Number: \_\_\_\_\_

Western Placer Unified School District

Signature:



Printed Name: Carrie Carlson

Title: Director of Business Services

Date: 2/27/20

# WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

**SUBJECT:**

Ratify Agreement for Financial Statements  
And Performance Audit of Measures A and N  
General Obligation Bonds – Crowe, LLP

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Audrey Kilpatrick  
Assistant Superintendent, Business and Operations

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Business Services

**FINANCIAL INPUT/SOURCE:**

Measure A and N Bond Funds

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The District has contracted with Crowe, LLP to conduct a financial audit and performance audit on the District's Measures A and N General Obligation Bonds as of and for the periods ending June 30, 2020 and 2021.

Per Education Code 41020, each year the governing board of each local education agency shall provide for a financial audit of the books and accounts including an audit of income and expenditures by source of funds.

The objective of a Performance Audit is to determine if the bond funds have been expended only on the specific projects listed in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

Performance audits provide objective analysis so that management and those charged with governance and oversight can use the information to improve program performance and operations, reduce costs, facilitate decision making by parties with responsibility to oversee or initiate corrective action, and contribute to public accountability.

The fee for these services is a fixed rate of \$8,000 per year for two years for the audit of both Bond Measures and will be paid with Measure A and N Bond funds. The fee has remained the same as the prior year. The Bond Measures are in their fourth (Measure N) or sixth (Measure A) year of activity.

**RECOMMENDATION:**

Administration recommends that the Board ratify the agreement between Crowe, LLP, and Western Placer Unified School District.



**Crowe LLP**  
Independent Member Crowe Global

400 Capitol Mall, Suite 1400  
Sacramento, CA 95814-4498  
Tel 916-441-1000  
Fax 916-441-1110  
[www.crowe.com](http://www.crowe.com)

February 26, 2020

Ms. Audrey Kilpatrick  
Assistant Superintendent, Business and Operations  
Western Placer Unified School District  
500 6th Street, 4th Floor  
Lincoln, California 95648

Dear Ms. Kilpatrick:

This letter confirms the arrangements for Crowe LLP ("Crowe" or "us" or "we" or "our") to provide the professional services discussed in this letter to Western Placer Unified School District ("you", "your" or "Client"). The attached Crowe Engagement Terms, and any attachments thereto, is an integral part of this letter, and its terms are incorporated herein.

#### FINANCIAL AUDIT SERVICES

##### Our Responsibilities

We will audit and report on the financial statements of the Client's Measures A and N General Obligation Bonds for the year ending June 30, 2020.

The objective of the audit is the expression of an opinion on the financial statements. We will plan and perform the audit in accordance with auditing standards generally accepted in the United States of America, and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error or fraud. Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with applicable standards. An audit is not designed to detect error or fraud that is immaterial to the financial statements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment including the assessment of the risks that the financial statements could be misstated by an amount we believe would influence the financial statement users. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

In making our risk assessments, we consider internal control relevant to the Client's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Client's internal control. However, we will communicate in writing to those charged with governance and

management concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. We will communicate to management other deficiencies in internal control identified during the audit that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention. We will also communicate certain matters related to the conduct of the audit to those charged with governance, including (1) fraud involving senior management, and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, (2) illegal acts that come to our attention (unless they are clearly inconsequential) (3) disagreements with management and other significant difficulties encountered in performing the audit and (4) various matters related to the Client's accounting policies and financial statements. Our engagement is not designed to address legal or regulatory matters, which matters should be discussed by you with your legal counsel.

We expect to issue a written report upon completion of our audit of the Client's financial statements. Our report will be addressed to Board of Trustees of the Client. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph, or withdraw from the engagement.

In addition to our report on the financial statements and supplemental information, we plan to issue the following reports:

- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards — The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Client's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of your compliance with applicable laws, regulations, contracts and grants. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. However, the objective of our audit of compliance relative to the financial statements will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion. We will advise you, however, of any matters of that nature that come to our attention, unless they are clearly inconsequential.

## PERFORMANCE AUDIT SERVICES

### Our Responsibilities

We will conduct a performance audit on the client's Measures A and N General Obligation Bond Activity for the year ending June 30, 2020. The objective of our Performance Audit will be to determine if the bond funds have been expended only on the specific projects listed in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

The objective of a performance audit is to provide assurance or conclusions based on an evaluation of sufficient, appropriate evidence against stated criteria, such as specific requirements, measures, or defined business practices. Performance audits provide objective analysis so that management and those charged with governance and oversight can use the information to improve program performance and operations, reduce costs, facilitate decision making by parties with responsibility to oversee or initiate corrective action, and contribute to public accountability. We will plan and perform the performance audit in accordance with performance audit standards contained in Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit

to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or material non-compliance may not be detected exists, even though the audit is properly planned and performed in accordance with applicable standards. An audit is not designed to detect error or fraud that is immaterial to the performance audit objectives.

In making our risk assessments, we consider internal control that is significant within the context of the audit objectives in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Client's internal control. However, we will communicate in writing to those charged with governance and management concerning any significant deficiencies or material weaknesses in internal control significant within the context of the audit objectives that we have identified during the audit. Our engagement is not designed to address legal or regulatory matters, which matters should be discussed by you with your legal counsel.

## FINANCIAL AND PERFORMANCE AUDIT SERVICES

### Our Responsibilities

Our audit and work product are intended for the benefit and use of the Client only. The audit will not be planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party.

The working papers for this engagement are the property of Crowe and constitute confidential information.

However, we may be requested to make certain working papers available to your oversight agency or grantors pursuant to authority given to them by law, regulation, or contract. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to your oversight agency or grantors. The working papers for this engagement will be retained for a minimum of three years after the date our report is issued or for any additional period requested by the oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the working papers.

*Government Auditing Standards* require that we provide you with a copy of our most recent peer review report, which accompanies this letter.

### The Client's Responsibilities

The Client's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

The Client's management is also responsible for complying with applicable laws, regulations, contracts and grants and such responsibility extends to identifying the requirements and designing internal control policies and procedures to provide reasonable assurance that compliance is achieved.

Management has the responsibility to adopt sound accounting policies, maintain an adequate and efficient accounting system, to safeguard assets, and to design and implement programs and controls to prevent and detect fraud. Management's judgments are typically based on its knowledge and experience about past and current events and its expected courses of action. Management's responsibility for



financial reporting includes establishing a process to prepare the accounting estimates included in the financial statements.

Management is responsible for providing to us, on a timely basis, all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters. Management is also responsible for providing such other additional information we may request for the purpose of the audit, and unrestricted access to persons within the Client from whom we determine it necessary to obtain audit evidence. Additionally, those charged with governance are responsible for informing us of their views about the risks of fraud within the Client, and their knowledge of any fraud or suspected fraud affecting the Client.

Management is responsible for adjusting the financial statements to correct material misstatements related to accounts or disclosures. As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including that the effects of any uncorrected misstatements aggregated by us during the audit are immaterial, both individually and in the aggregate, to the financial statements, and to the Client's compliance with the requirements of its Federal programs. Management acknowledges the importance of management's representations and responses to our inquiries, and that they will be utilized as part of the evidential matter we will rely on in forming our opinion. Because of the importance of such information to our engagement, you agree to waive any claim against Crowe and its personnel for any liability and costs relating to or arising from any inaccuracy or incompleteness of information provided to us for purposes of this engagement.

Management is responsible for the preparation of the supplementary information identified above in accordance with the applicable criteria. As part of our audit process, we will request from management certain written representations regarding management's responsibilities in relation to the supplementary information presented, including but not limited to its fair presentation in accordance with the applicable criteria, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information. In addition, it is management's responsibility to include the auditor's report on supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information. It is also management's responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by Client of the supplementary information and the auditor's report thereon.

## OTHER SERVICES

### Financial Statement Preparation

The Client will provide us with the necessary information to assist in the preparation of the draft financial statements including the notes thereto. We are relying on the Client to provide us with the detailed trial balance, note disclosure information and any other relevant report information in a timely fashion and ensure the data is complete and accurate. Management is solely responsible for the presentation of the financial statements.

### Recordkeeping Assistance

The Client will provide us with the necessary information to assist you in your recordkeeping. We will propose year end adjusting entries to management for your review and approval, including cash to accrual conversion entries. We are relying on the Client to provide us with the necessary information in a timely fashion and ensure the data is complete and accurate.

With respect to the above other services, we will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming

management responsibilities. In connection with performing the above other services, you agree to: assume all management responsibilities including making all management decisions; oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

### FEES

Our fees, including out-of-pocket expenses, are outlined below. Our invoices are due and payable upon receipt. Invoices that are not paid within 30 days of receipt are subject to a monthly interest charge of one percent per month or the highest interest rate allowed by law, whichever is less, which we may elect to waive at our sole discretion, plus costs of collection including reasonable attorneys' fees. If any amounts invoiced remain unpaid 30 days after the invoice date, you agree that Crowe may, in its sole discretion, cease work until all such amounts are paid or terminate this engagement.

Description of Services	Fee Amount
Financial Statement and Performance Audit of Measures A and N for the year ending June 30, 2020	\$8,000

We will invoice you as our services are rendered.

### PROVISION FOR TWO-YEAR PROPOSAL

We have agreed to the following fees for the next year as follows:

Description of Services	Fee Amount
Financial Statement and Performance Audit of Measures A and N for the year ending June 30, 2021	\$8,000

Because each year is a separate engagement and this three-year period does not constitute a continuous engagement, we will require execution of a new engagement letter for each subsequent year listed above. However, we agree to the fees listed above for each year unless we both agree in writing to a modification. In recognition of the significant start up investment incurred by Crowe during the initial year of the three-year period, should you terminate Crowe during the three year period for reasons other than failure of Crowe to perform, you agree to pay our fees and expenses for services performed up to the date of termination (which will be immediately due and payable) and a termination fee of 25% of the next year's fee if terminated after year one or 15% of the next year's fee if terminated after year two.

The fees outlined above are based on certain assumptions. Those assumptions may be incorrect due to incomplete or inaccurate information provided, or circumstances may arise under which we must perform additional work, which in either case will require additional billings for our services. Examples of such circumstances include, but are not limited to:

- Changing service requirements
- New professional standards or regulatory requirements
- New financial statement disclosures
- Work caused due to the identification of, and management's correction of, inappropriate application of accounting pronouncements
- Erroneous or incomplete accounting records
- Evidence of material weakness or significant deficiencies in internal controls
- Substantial increases in the number of significant deficiencies in internal controls
- Regulatory examination matters
- Change in your organizational structure or size due to merger and acquisition activity or other events
- Change in your controls

- New or unusual transactions
- Agreed-upon level of preparation and assistance from your personnel not provided
- Numerous revisions to your information
- Lack of availability of appropriate Client personnel during fieldwork.

Additionally, to accommodate requests to reschedule fieldwork without reasonable notice, additional billings for our services could be required, and our assigned staffing and ability to meet agreed upon deadlines could be impacted.

Due to such potential changes in circumstance, we reserve the right to revise our fees. However, if such a change in circumstances arises or if some other significant change occurs that causes our fees to exceed our estimate, we will advise management.

Our fees are exclusive of taxes or similar charges, as well as customs, duties or tariffs, imposed in respect of the Services, any work product or any license, all of which Client agrees to pay if applicable or if they become applicable (other than taxes imposed on Crowe's income generally), without deduction from any fees or expenses invoiced to Client by Crowe.

The Client and Crowe agree that the Client may periodically request Crowe to provide additional services for accounting and reporting advice regarding completed transactions and potential or proposed transactions. The fees for such additional services will be based on Crowe's hourly billing rates plus expenses or as mutually agreed upon between the Client and Crowe.

To facilitate Crowe's presence at Client's premises, Client will provide Crowe with internet access while on Client's premises. Crowe will access the internet using a secure virtual private network. Crowe will be responsible for all internet activity performed by its personnel while on Client's premises. In the event Client does not provide Crowe with internet access while on Client's premises, Client will reimburse Crowe for the cost of internet access through other means while on Client's site.

#### MISCELLANEOUS

For purposes of this Miscellaneous section, the Acceptance section below, and all of the Crowe Engagement Terms, "Client" will mean the entity(ies) defined in the first paragraph of this letter and will also include all related parents, subsidiaries, and affiliates of Client who may receive or claim reliance upon any Crowe deliverable.

Crowe will provide the services to Client under this Agreement as an independent contractor and not as Client's partner, agent, employee, or joint venturer under this Agreement. Neither Crowe nor Client will have any right, power or authority to bind the other party.

This engagement letter agreement (the "Agreement") reflects the entire agreement between the parties relating to the services (or any reports, deliverables or other work product) covered by this Agreement. The engagement letter and any attachments (including without limitation the attached Crowe Engagement Terms) are to be construed as a single document, with the provisions of each section applicable throughout. This Agreement may not be amended or varied except by a written document signed by each party. It replaces and supersedes any other proposals, correspondence, agreements and understandings, whether written or oral, relating to the services covered by this letter, and each party agrees that in entering this Agreement, it has not relied on any oral or written representations, statements or other information not contained in or incorporated into this Agreement. Any non-disclosure or other confidentiality agreement is replaced and superseded by this Agreement. Each party shall remain obligated to the other party under all provisions of this Agreement that expressly or by their nature extend beyond and survive the expiration or termination of this Agreement. If any provision (in whole or in part) of this Agreement is found unenforceable or invalid, this will not affect the remainder of the provision or any other provisions in this Agreement, all of which will continue in effect as if the stricken portion had not been included. This Agreement may be executed in two or more actual, scanned, emailed, or electronically copied counterparts, each and all of which together are one and the same instrument.

Accurate transmitted copies (transmitted copies are reproduced documents that are sent via mail, delivery, scanning, email, photocopy, facsimile or other process) of the executed Agreement or signature pages only (whether handwritten or electronic signature), will be considered and accepted by each party as documents equivalent to original documents and will be deemed valid, binding and enforceable by and against all parties. This Agreement must be construed, governed, and interpreted under the laws of the State of Illinois, without regard for choice of law principles.

\* \* \* \* \*

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If the terms of this letter and the attached Crowe Engagement Terms are acceptable to you, please sign below and return one copy of this letter at your earliest convenience. Please contact us with any questions or concerns.

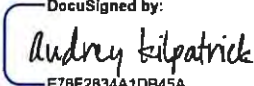
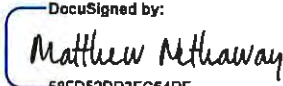
(Signature Page Follows)

ACCEPTANCE

I have reviewed the arrangements outlined above and in the attached "Crowe Engagement Terms," and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized by Client to accept the terms and conditions as stated.

IN WITNESS WHEREOF, Client and Crowe have duly executed this engagement letter effective the date first written above.

Crowe LLP and the Engagement Authorized Signer below are licensed or otherwise authorized by the California Board of Accountancy.

Western Placer Unified School District	Crowe LLP
<div><div>DocuSigned by:</div><div></div><div>E78F2834A1DB45A...</div></div>	<div><div>DocuSigned by:</div><div></div><div>58FD52DD3FC64DF...</div></div>
Signature	Signature
Audrey Kilpatrick	Matthew Nethaway
Printed Name	Printed Name
Asst. Supt. Business & Operations	Partner
Title	Title
March 9, 2020	March 7, 2020
Date	Date

### **Crowe Engagement Terms**

Crowe wants Client to understand the terms under which Crowe provides its services to Client and the basis under which Crowe determines its fees. These terms are part of the Agreement and apply to all services described in the Agreement as well as all other services provided to Client (collectively, the "Services"), unless and until a separate written agreement is executed by the parties for separate services. Any advice provided by Crowe is not intended to be, and is not, investment advice.

**CLIENT'S ASSISTANCE** – For Crowe to provide Services effectively and efficiently, Client agrees to provide Crowe timely with information requested and to make available to Crowe any personnel, systems, premises, records, or other information as reasonably requested by Crowe to perform the Services. Access to such personnel and information are key elements for Crowe's successful completion of Services and determination of fees. If for any reason this does not occur, a revised fee to reflect additional time or resources required by Crowe will be mutually agreed. Client agrees Crowe will have no responsibility for any delays related to a delay in providing such information to Crowe. Such information will be accurate and complete, and Client will inform Crowe of all significant tax, accounting and financial reporting matters of which Client is aware.

**PROFESSIONAL STANDARDS** – As a regulated professional services firm, Crowe must follow professional standards when applicable, including the Code of Professional Conduct of the American Institute of Certified Public Accountants ("AICPA"). Thus, if circumstances arise that, in Crowe's professional judgment, prevent it from completing the engagement, Crowe retains the right to take any course of action permitted by professional standards, including declining to express an opinion or issue other work product or terminating the engagement.

**REPORTS** – Any information, advice, recommendations or other content of any memoranda, reports, deliverables, work product, presentations, or other communications Crowe provides under this Agreement ("Reports"), other than Client's original information, are for Client's internal use only, consistent with the purpose of the Services. Client will not rely on any draft Report. Unless required by an audit or other attestation professional standard, Crowe will not be required to update any final Report for circumstances of which we become aware or events occurring after delivery.

**CONFIDENTIALITY** – Except as otherwise permitted by this Agreement or as agreed in writing, neither Crowe nor Client may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Client use of any Crowe work product will be limited to its stated purpose and to Client business use only. However, Client and Crowe each agree that either party may disclose such information to the extent that it: (i) is or becomes public other than through a breach of this Agreement, (ii) is subsequently received by the recipient from a third party who, to the recipient's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (iii) was known to the recipient at the time of disclosure or is thereafter created independently, (iv) is disclosed as necessary to enforce the recipient's rights under this Agreement, or (v) must be disclosed under applicable law, regulations, legal process or professional standards.

**THIRD PARTY PROVIDER** – Crowe may use a third-party provider in providing Services to Client, which may require Crowe to share Client confidential information with the provider. If Crowe uses a third-party provider, Crowe will enter into a confidentiality agreement with the provider to require the provider to protect the confidentiality of Client's confidential information, and Crowe will be responsible to Client for maintaining its confidentiality. The limitations on Client's remedies, vis-à-vis Crowe, in this Agreement will also apply to any subcontractors.

**CLIENT-REQUIRED CLOUD USAGE** – If Client requests that Crowe access files, documents or other information in a cloud-based or web-accessed hosting service or other third-party system accessed via the internet, including, without limitation iCloud, Dropbox, Google Docs, Google Drive, a data room hosted by a third-party, or a similar service or website (collectively, "Cloud Storage"), Client will confirm



with any third-parties assisting with or hosting the Cloud Storage that either such third-party or Client (and not Crowe) is responsible for complying with all applicable laws relating to the Cloud Storage and any information contained in the Cloud Storage, providing Crowe access to the information in the Cloud Storage, and protecting the information in the Cloud Storage from any unauthorized access, including without limitation unauthorized access to the information when in transit to or from the Cloud Storage. Client represents that it has authority to provide Crowe access to information in the Cloud Storage and that providing Crowe with such access complies with all applicable laws, regulations, and duties owed to third-parties.

**DATA PROTECTION** – If Crowe holds or uses Client information that can be linked to specific individuals who are Client's customers ("Personal Data"), Crowe will treat it as confidential and comply with applicable US state and federal law and professional regulations (including, for financial institution clients, the objectives of the Interagency Guidelines Establishing Information Security Standards) in disclosing or using such information to carry out the Services. The parties acknowledge and understand that while Crowe is a service provider as defined by the California Consumer Privacy Act of 2018 and processes Client information pursuant to this Agreement, Crowe retains its independence as required by applicable law and professional standards for purposes of providing attest services and other services. Crowe will not (1) sell Personal Data to a third party, or (2) retain, use or disclose Personal Data for any purpose other than for (a) performing the Services and its obligations on this Agreement, (b) as otherwise set forth in this Agreement, (c) to detect security incidents and protect against fraud or illegal activity, (d) to enhance and develop our products and services, including through machine learning and other similar methods and (e) as necessary to comply with applicable law or professional standards. Crowe has implemented and will maintain physical, electronic and procedural safeguards reasonably designed to (i) protect the security, confidentiality and integrity of the Personal Data, (ii) prevent unauthorized access to or use of the Personal Data, and (iii) provide proper disposal of the Personal Data (collectively, the "Safeguards"). Client represents (i) that it has the authority to provide the Personal Data to Crowe in connection with the Services, (ii) that Client has processed and provided the Personal Data to Crowe in accordance with applicable law, and (iii) will limit the Personal Data provided to Crowe to Personal Data necessary to perform the Services. To provide the Services, Client may also need to provide Crowe with access to Personal Data consisting of protected health information, financial account numbers, Social Security or other government-issued identification numbers, or other data that, if disclosed without authorization, would trigger notification requirements under applicable law ("Restricted Personal Data"). In the event Client provides Crowe access to Restricted Personal Data, Client will consult with Crowe on appropriate measures (consistent with legal requirements and professional standards applicable to Crowe) to protect the Restricted Personal Data, such as: deleting or masking unnecessary information before making it available to Crowe, using encryption when transferring it to Crowe, or providing it to Crowe only during on-site review on Client's site. Client will provide Crowe with Restricted Personal Data only in accordance with mutually agreed protective measures. Otherwise, Client and Crowe agree each may use unencrypted electronic media to correspond or transmit information and such use will not in itself constitute a breach of any confidentiality obligations under this Agreement. Crowe will reasonably cooperate with Client in responding to or addressing any request from a consumer or data subject, a data privacy authority with jurisdiction, or the Client, as necessary to enable Client to comply with its obligations under applicable data protection laws and to the extent related to Personal Data. Client will reimburse Crowe for any out-of-pocket expenses and professional time (at Crowe's then-current hourly rates) incurred in connection with providing such cooperation. Client will provide prompt written notice to Crowe (with sufficient detailed instructions) of any request or other act that is required to be performed by Crowe. As appropriate, Crowe will promptly delete or procure the deletion of the Personal Data, after the cessation of any Services involving the processing of Client's Personal Data, or otherwise aggregate or de-identify the Personal Data in such a way as to reasonably prevent reidentification. Notwithstanding the foregoing, Crowe may retain a copy of the Personal Data as permitted by applicable law or professional standards, provided that such Personal Data remain subject to the terms of this Agreement. If Crowe uses a third-party provider, Crowe will include terms substantially similar to those set forth in this Data Protection Paragraph in an agreement with such provider.

**GENERAL DATA PROTECTION REGULATION COMPLIANCE** – If and to the extent that Client provides personal data to Crowe subject to the European Union General Data Protection Regulation ("GDPR"),

then in addition to the requirements of the above Data Protection section, this section will apply to such personal data ("EU Personal Data"). The parties agree that for purposes of processing the EU Personal Data, (a) Client will be the "Data Controller" as defined by the GDPR, meaning the organization that determines the purposes and means of processing the EU Personal Data; (b) Crowe will be the "Data Processor" as defined by GDPR, meaning the organization that processes the EU Personal Data on behalf of and under the instructions of the Data Controller; or (c) the parties will be classified as otherwise designated by a supervisory authority with jurisdiction. Client and Crowe each agree to comply with the GDPR requirements applicable to its respective role. Crowe has implemented and will maintain technical and organizational security safeguards reasonably designed to protect the security, confidentiality and integrity of the EU Personal Data. Client represents it has secured all required rights and authority, including consents and notices, to provide such EU Personal Data to Crowe, including without limitation authority to transfer such EU Personal Data to the U.S. or other applicable Country or otherwise make the EU Personal Data available to Crowe, for the duration of and purpose of Crowe providing the Services. The types of EU Personal Data to be processed include name, contact information, title, and other EU Personal Data that is transferred to Crowe in connection with the Services. The EU Personal Data relates to the data subject categories of individuals connected to Client, Client customers, Client vendors, and Client affiliates or subsidiaries ("Data Subjects"). Crowe will process the EU Personal Data for the following purpose: (x) to provide the Services in accordance with this Agreement, (y) to comply with other documented reasonable instructions provided by Client, and (z) to comply with applicable law. In the event of a Crowe breach incident in connection with EU Personal Data in the custody or control of Crowe, Crowe will promptly notify Client upon knowledge that a breach incident has occurred. Client has instructed Crowe not to contact any Data Subjects directly, unless required by applicable law. In the event that a supervisory authority with jurisdiction makes the determination that Crowe is a data controller, Client will reasonably cooperate with Crowe to enable Crowe to comply with its obligations under GDPR.

**INTELLECTUAL PROPERTY** - Any Deliverables, Works, Inventions, working papers, or other work product conceived, made or created by Crowe in rendering the Services under this Agreement ("Work Product"), and all intellectual property rights in such Work Product will be owned exclusively by Crowe. Further, Crowe will retain exclusive ownership or control of all intellectual property rights in any ideas, concepts, methodologies, data, software, designs, utilities, tools, models, techniques, systems, Reports, or other know-how that it develops, owns or licenses in connection with this Agreement ("Materials"). The foregoing ownership will be without any duty of accounting.

**DATA USAGE AND AGGREGATIONS** - Client hereby acknowledges and agrees that Crowe may, in its discretion, use any Client information or data provided to Crowe to improve Crowe services and Materials, including without limitation developing new Crowe services and software or other products. Client also agrees that Crowe may, in its discretion, aggregate Client content and data with content and data from other clients, other sources, or third parties ("Data Aggregations") for purposes including, without limitation, product and service development, commercialization, industry benchmarking, or quality improvement initiatives. Prior to, and as a precondition for, disclosing Data Aggregations to other Crowe customers or prospects, Crowe will anonymize any Client data or information in a manner sufficient to prevent such other customer or prospect from identifying Client or individuals who are Client customers. All Data Aggregations will be the sole and exclusive property of Crowe.

**LEGAL AND REGULATORY CHANGE** – Crowe may periodically communicate to Client changes in laws, rules or regulations. However, Client has not engaged Crowe, and Crowe does not undertake an obligation, to advise Client of changes in (a) laws, rules, regulations, industry or market conditions, or (b) Client's own business practices or other circumstances (except to the extent required by professional standards). The scope of Services and the fees for Services are based on current laws and regulations. If changes in laws or regulations change Client's requirements or the scope of the Services, Crowe's fees will be modified to a mutually agreed amount to reflect the changed level of Crowe's effort.

**PUBLICATION** – Client agrees to obtain Crowe's specific permission before using any Report or Crowe work product or Crowe's firm's name in a published document, and Client agrees to submit to Crowe copies of such documents to obtain Crowe's permission before they are filed or published.

**CLIENT REFERENCE** – From time to time Crowe is requested by prospective clients to provide references for Crowe service offerings. Client agrees that Crowe may use Client's name and generally describe the nature of Crowe's engagement(s) with Client in marketing to prospects, and Crowe may also provide prospects with contact information for Client personnel familiar with Crowe's Services.

**NO PUNITIVE OR CONSEQUENTIAL DAMAGES** – Any liability of Crowe will not include any consequential, special, incidental, indirect, punitive, or exemplary damages or loss, nor any lost profits, goodwill, savings, or business opportunity, even if Crowe had reason to know of the possibility of such damages.

**LIMIT OF LIABILITY** – Except where it is judicially determined that Crowe performed its Services with recklessness or willful misconduct, Crowe's liability will not exceed fees paid by Client to Crowe for the portion of the work giving rise to liability. A claim for a return of fees paid is the exclusive remedy for any damages. This limit of liability will apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including, without limitation, to claims based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This limit of liability will also apply after this Agreement.

**INDEMNIFICATION FOR THIRD-PARTY CLAIMS** – In the event of a legal proceeding or other claim brought against Crowe by a third party, except where it is judicially determined that Crowe performed Services with recklessness or willful misconduct, Client agrees to indemnify and hold harmless Crowe and its personnel against all costs, fees, expenses, damages and liabilities, including attorney fees and any other fees or defense costs, associated with such third-party claim, relating to or arising from any Services performed or work product provided by Crowe that Client uses or discloses to others or this engagement generally. This indemnification is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim, liability, or damages asserted, including, without limitation, to claims, liability or damages based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This indemnification will also apply after termination of this Agreement.

**NO TRANSFER OR ASSIGNMENT OF CLAIMS** – No claim against Crowe, or any recovery from or against Crowe, may be sold, assigned or otherwise transferred, in whole or in part.

**TIME LIMIT ON CLAIMS** – In no event will any action against Crowe, arising from or relating to this engagement letter or the Services provided by Crowe relating to this engagement, be brought after the earlier of 1) two (2) years after the date on which occurred the act or omission alleged to have been the cause of the injury alleged; or 2) the expiration of the applicable statute of limitations or repose.

**RESPONSE TO LEGAL PROCESS** – If Crowe is requested by subpoena, request for information, or through some other legal process to produce documents or testimony pertaining to Client or Crowe's Services, and Crowe is not named as a party in the applicable proceeding, then Client will reimburse Crowe for its professional time, plus out-of-pocket expenses, as well as reasonable attorney fees, Crowe incurs in responding to such request.

**MEDIATION** – If a dispute arises, in whole or in part, out of or related to this engagement, or after the date of this agreement, between Client or any of Client's affiliates or principals and Crowe, and if the dispute cannot be settled through negotiation, Client and Crowe agree first to try, in good faith, to settle the dispute by mediation administered by the American Arbitration Association, under its mediation rules for professional accounting and related services disputes, before resorting to litigation or any other dispute-resolution procedure. The results of mediation will be binding only upon agreement of each party to be bound. Costs of any mediation will be shared equally by both parties. Any mediation will be held in Chicago, Illinois.

**JURY TRIAL WAIVER** – FOR ALL DISPUTES RELATING TO OR ARISING BETWEEN THE PARTIES, THE PARTIES AGREE TO WAIVE A TRIAL BY JURY TO FACILITATE JUDICIAL RESOLUTION AND TO SAVE TIME AND EXPENSE. EACH PARTY AGREES IT HAS HAD THE OPPORTUNITY TO HAVE

ITS LEGAL COUNSEL REVIEW THIS WAIVER. THIS WAIVER IS IRREVOCABLE, MAY NOT BE MODIFIED EITHER ORALLY OR IN WRITING, AND APPLIES TO ANY SUBSEQUENT AMENDMENTS, RENEWALS, OR MODIFICATIONS TO THIS AGREEMENT. IN THE EVENT OF LITIGATION, THIS AGREEMENT MAY BE FILED AS WRITTEN CONSENT TO A BENCH TRIAL WITHOUT A JURY. HOWEVER, AND NOTWITHSTANDING THE FOREGOING, IF ANY COURT RULES OR FINDS THIS JURY TRIAL WAIVER TO BE UNENFORCEABLE AND INEFFECTIVE IN WAIVING A JURY, THEN ANY DISPUTE RELATING TO OR ARISING FROM THIS ENGAGEMENT OR THE PARTIES' RELATIONSHIP GENERALLY WILL BE RESOLVED BY ARBITRATION AS SET FORTH IN THE PARAGRAPH BELOW REGARDING "ARBITRATION."

**ARBITRATION** – If any court rules or finds that the JURY TRIAL WAIVER section is not enforceable, then any dispute between the parties relating to or arising from this Agreement or the parties' relationship generally will be settled by binding arbitration in Chicago, Illinois (or a location agreed in writing by the parties). Any issues concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of this Section, will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). The arbitration will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). Regardless of the amount in controversy, the arbitration will be administered by JAMS, Inc. ("JAMS"), pursuant to its Streamlined Arbitration Rules & Procedures or such other rules or procedures as the parties may agree in writing. In the event of a conflict between those rules and this Agreement, this Agreement will control. The parties may alter each of these rules by written agreement. If a party has a basis for injunctive relief, this paragraph will not preclude a party seeking and obtaining injunctive relief in a court of proper jurisdiction. The parties will agree within a reasonable period of time after notice is made of initiating the arbitration process whether to use one or three arbitrators, and if the parties cannot agree within fifteen (15) business days, the parties will use a single arbitrator. In any event the arbitrator(s) must be retired federal judges or attorneys with at least 15 years commercial law experience and no arbitrator may be appointed unless he or she has agreed to these procedures. If the parties cannot agree upon arbitrator(s) within an additional fifteen (15) business days, the arbitrator(s) will be selected by JAMS. Discovery will be permitted only as authorized by the arbitrator(s), and as a rule, the arbitrator(s) will not permit discovery except upon a showing of substantial need by a party. To the extent the arbitrator(s) permit discovery as to liability, the arbitrator(s) will also permit discovery as to causation, reliance, and damages. The arbitrator(s) will not permit a party to take more than six depositions, and no depositions may exceed five hours. The arbitrator(s) will have no power to make an award inconsistent with this Agreement. The arbitrator(s) will rule on a summary basis where possible, including without limitation on a motion to dismiss basis or on a summary judgment basis. The arbitrator(s) may enter such prehearing orders as may be appropriate to ensure a fair hearing. The hearing will be held within one year of the initiation of arbitration, or less, and the hearing must be held on continuous business days until concluded. The hearing must be concluded within ten (10) business days absent written agreement by the parties to the contrary. The time limits in this section are not jurisdictional. The arbitrator(s) will apply substantive law and may award injunctive relief or any other remedy available from a judge. The arbitrator(s) may award attorney fees and costs to the prevailing party, and in the event of a split or partial award, the arbitrator(s) may award costs or attorney fees in an equitable manner. Any award by the arbitrator(s) will be accompanied by a reasoned opinion describing the basis of the award. Any prior agreement regarding arbitration entered by the parties is replaced and superseded by this agreement. The arbitration will be governed by the Federal Arbitration Act, 9 U.S.C. §§ 1 et seq., and judgment upon the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof. All aspects of the arbitration will be treated by the parties and the arbitrator(s) as confidential.

**NOTIFICATION OF NON-LICENSEE OWNERSHIP** (For California Engagements) – Crowe ("the Firm") and certain owners of the Firm are licensed by the California State Board of Accountancy. However, the Firm has owners not licensed by the California State Board of Accountancy who may provide Services under this agreement. If Client has any questions regarding licensure of the personnel performing Services under this engagement, please do not hesitate to contact Crowe.

**NON-SOLICITATION** – Each party acknowledges that it has invested substantially in recruiting, training and developing the personnel who render services with respect to the material aspects of the

engagement ("Key Personnel"). The parties acknowledge that Key Personnel have knowledge of trade secrets or confidential information of their employers that may be of substantial benefit to the other party. The parties acknowledge that each business would be materially harmed if the other party was able to directly employ Key Personnel. Therefore, the parties agree that during the period of this Agreement and for one (1) year after its expiration or termination, neither party will solicit Key Personnel of the other party for employment or hire the Key Personnel of the other party without that party's written consent unless hiring or engaging party pays to the other party a fee equal to the hired or engaged Key Personnel's compensation for the prior twelve-month period with the other party.

**CROWE AND EQUAL OPPORTUNITY** – Crowe abides by the principles of equal employment opportunity, including without limitation the requirements of 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. Crowe also abides by 29 CFR Part 471, Appendix A to Subpart A. The parties agree that the notice in this paragraph does not create any enforceable rights for any firm, organization, or individual.

**CROWE GLOBAL NETWORK** – Crowe LLP and its subsidiaries are independent members of Crowe Global, a Swiss organization. "Crowe" is the brand used by the Crowe Global network and its member firms, but it is not a worldwide partnership. Crowe Global and each of its members are separate and independent legal entities and do not obligate each other. Crowe LLP and its subsidiaries are not responsible or liable for any acts or omissions of Crowe Global or any other Crowe Global members, and Crowe LLP and its subsidiaries specifically disclaim any and all responsibility or liability for acts or omissions of Crowe Global or any other Crowe Global member. Crowe Global does not render any professional services and does not have an ownership or partnership interest in Crowe LLP or any other member. Crowe Global and its other members are not responsible or liable for any acts or omissions of Crowe LLP and its subsidiaries and specifically disclaim any and all responsibility or liability for acts or omissions of Crowe LLP and its subsidiaries. Visit [www.crowe.com/disclosure](http://www.crowe.com/disclosure) for more information about Crowe LLP, its subsidiaries, and Crowe Global.



**Peer Review Program**

Administered by the National Peer Review Committee

American Institute of CPAs  
220 Leigh Farm Road  
Durham, NC 27707-8110

December 12, 2019

James Powers  
Crowe LLP  
225 W Wacker DR Ste 2600  
Chicago, IL 60606-1228

Dear James Powers:

It is my pleasure to notify you that on December 12, 2019, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is September 30, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Michael Fawley".

Michael Fawley  
Chair, National PRC  
nprc@aicpa.org  
+1.919.402.4502

National Peer Review Committee

cc: Samuel Johnson, Scot Ivey

Firm Number: 900010014904

Review Number: 564789



## Report on the Firm's System of Quality Control

December 5, 2019

To the Partners of Crowe LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Crowe LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; audits of broker-dealers; and examinations of service organizations (SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Crowe LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Crowe LLP has received a peer review rating of *pass*.

*Cherry Bekaert LLP*

Cherry Bekaert LLP

200 South 10th Street, Suite 900, Richmond, VA 23219 | P 804.673.5700 | [cbh.com](http://cbh.com)





# 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  
Starstruck Showcase and  
Lincoln Crossing Elementary School

### AGENDA ITEM AREA:

Consent

### REQUESTED BY:

Audrey Kilpatrick   
Assistant Superintendent of  
Business and Operations

### ENCLOSURES:

Yes

### DEPARTMENT:

Business Services

### FINANCIAL INPUT/SOURCE:

Local Site Funds

### MEETING DATE:

April 21, 2020

### ROLL CALL REQUIRED:

No

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### BACKGROUND:

The attached contract is for services with Starstruck Showcase and Lincoln Crossing Ranch Elementary School for the 2020-21 school year. The services include student instruction listed on the contract and the final performance the week of February 22, 2021. The cost of these services is \$3,700.00 and will be paid with Local Site Funds.

### RECOMMENDATION:

Administration recommends that the Board ratify the contract agreement between Starstruck Showcase and Lincoln Crossing Elementary School.



Hello Lincoln Crossing Elementary -

Here is your contract for next school season, 2020 - 2021 with "Starstruck Showcase" . We are very excited to come to your school.

Contracts are being sent out now so that we can have everything finalized before the end of the school year, and we will be ready to go for the following year.

The weeks we have confirmed with you are:

Week of Jan. 18th (Wed. Jan. 20th and Fri. Jan. 22nd)  
Week of Jan. 25th (Wed. Jan. 27th and Fri. Jan. 29th)  
Week of Feb. 1st (Wed. Feb. 3rd and Fri. Feb. 5th)  
Week of Feb. 8th (Wed. Feb. 10th and Thurs. Feb. 11th)  
Week of Feb. 15th (Wed. Feb. 17th and Fri. Feb. 19th)  
Week of Feb. 22nd - Show Week (Wed. Feb. 24th and Thurs. Feb. 25th)

Notes:

We will be coming on Thurs. Feb. 11<sup>th</sup> instead of Fri. Feb. 12<sup>th</sup> because there is no school on Fri.

**I ask that you put this in your Master Calendar for your entire staff to see. We can't have teachers planning field trips on the days that we are there, or assemblies or fire drills, etc...**

If you have any questions, please let me know. If you can fill out the Reservation Form and send it back to me, that would be great. I will keep it on file, and contact you again one month prior to your starting date.

Thank you again for allowing "Starstruck Showcase" to bring this Enrichment program to your school. We can't wait to work with you. **(Please return no later than May 14th.)**

Sincerely,

Carrie Pereira (Owner)  
Starstruck Showcase  
dancingmom2@yahoo.com  
(916) 812-4433



## STARSTRUCK SHOWCASE

### Reservation Agreement

**1. Purpose of and Parties to the Agreement:** This agreement is entered into by the two parties in order to reserve the dates for conducting the Starstruck Showcase program at the school identified below on the date specified. This agreement is made between Carrie Pereira, Starstruck owner and

Lincoln Crossing Elementary / 434-5292  
Name of School Phone #  
635 Groveland Ln.  
Address  
Lincoln, Ca. 95648  
City, State, Zip Code

**2. Start Date:** Jan. 20th, 2021

**3. End Date:** Feb. 25th, 2021

**4. Teaching Days:** Wed. and Fri. (One Thurs.)

**5. Show Dates:** Wed. Feb. 24th and Thurs. Feb. 25th, 2021

**6. Number of Students expected to participate:** \_\_\_\_\_

**7. Do you think we can get the teachers to participate once a week in the mornings, before school starts, and learn a dance of their own that we will teach and then they will perform in the show?** \_\_\_\_\_

**8. Fee: The agreed to fee is:** \$3700.00 (Fee needs to be paid on final show date.)

**9. Cancellation:** The parties agree that there will be no penalty if either party finds it necessary to cancel this agreement. However both parties agree to notify the other party at least three months in advance, giving each party time to find a replacement if needed.

Carrie Pereira 3/23/2020 [Signature] 3/30/20  
Carrie L. Pereira Date School Representative 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.
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.


**SUBJECT:**

Approve Waiver – Horizon Charter Schools For  
Late Submission of Non-Classroom Based Funding  
Determination Form – 2020/21 Fiscal Year

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Audrey Kilpatrick   
Assistant Superintendent, Business and Operations

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Business Services

**FINANCIAL INPUT/SOURCE:**

None

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

---

**BACKGROUND:**

AS the authorizing District, Western Placer Unified School District (WPUSD) is requesting a waiver from the California Department of Education (CDE) on behalf of Horizon Charter Schools for late submission of the Non-Classroom Based Funding Determination Form for the 2020/21 fiscal year.

The explanation for late submission is documented in the waiver included in this item under the section "Rationale". The Horizon Non-Classroom Based Funding Determination Form for the 2020/21 fiscal year was submitted to the CDE on February 28, 2020, which is also enclosed.

The CDE requires board approval by the authorizing LEA of the charter for submission of a waiver before the District can submit the waiver on-line. Once approved and submitted to the CDE, we will monitor the process and status of waiver approval.

**RECOMMENDATION:**

Administration recommends the Board approve the waiver and submission by the District on behalf of Horizon Charter Schools.

[Logoff](#)

## Waiver Request System

### Submission

#### Instructions:

- Fields marked with an asterisk (\*) are required.
- The format for all dates is mm/dd/yyyy.
- Use the 'Attachments' section below to attach all supporting documents if required.
- Make sure all information is accurate before selecting submit. You will not be able to edit this waiver once you have submitted the form.
- DO NOT at any time hit the back button. You will lose all your information.
- Use brackets [ ] for putting Education Code section to be waived. See FAQ for details.
- Do not use abbreviations for bargaining units.
- Refer to the FAQ for general questions.
- The waiver request page is time sensitive. You must be able to complete the waiver request within two hours. Failure to complete and submit the waiver request in the two hours will result in the loss of all previously entered information.
- Public hearing date must be a valid date and must have already taken place (no future date).
- Local board approval date must be a valid date and must have already taken place (no future date).
- Committee/council review date must be a valid date and must have already take place (no future date).

#### District Information

\*County:

\*District:

\*Address:

\*City:

\*State:

\*Zip code:

Fax:

#### Waiver Information

\*Period of request start date:

\*Period of request end date:

\*Is this waiver a renewal? ☒ No ☐ Yes

\*Waiver topic:

\*Ed Code title:

\*Ed Code section:

\*Ed Code authority:

\*Education Code or California Code of Regulations (CCR) section to be Waived. If the request is to waive a portion of a section, type the text of the pertinent sentence of the law, or those exact phrases requested to be waived (use [ ] to strike out).

Waiver Request is for Horizon Charter Schools (31-66951-3130168). Western Placer Unified School District is the Authorizing LEA for Horizon Charter School therefore we are submitting this waiver on their behalf.

**Education Code Section to be Waiver:**

"Any determination of funding request approved by the State Board of Education for an existing nonclassroom-based charter school from the 2006-07 fiscal year forward shall be prospective (not for the current year), in increments of a minimum of two years and a maximum of five years in length. [Beginning with the 2007-08 fiscal year, nonclassroom-based charter schools that had a funding determination in the prior year must submit a funding determination request by February 1 of the fiscal year prior to the year the funding determination will be effective, when a new request is required under these regulations.]"

\*Student population 2032

\*Located in a(n) Suburban city

\*Describe briefly the circumstances that brought about the request and why the waiver is necessary to achieve improved student performance and/or streamline or facilitate local agency operations. If more space is needed, please attach additional documents using the 'Attachments' section below.

**Rationale:**

Western Placer Unified School District) is requesting a waiver on behalf of Horizon Charter Schools (31-66951-3130168) for late submission of the Non-Classroom Based Funding Determination Form for the 2020/21 fiscal year.

Current Interim Chief Business Official (CBO) for Horizon Charter School was not aware of the requirement to submit a Non Classroom Based Funding Determination form to CDE by February 3, 2020. All CDE notifications were emailed to Rebecca Courtright Horizon (CBO), who is no longer employed by Horizon Charter School. Once the interim CBO realized that emails for the prior CBO were not being forwarded to her she reviewed all prior CBO emails. Unfortunately she did not get email notification from the CDE until after the submission deadline. The Horizon Non-Classroom Based Funding Determination Form for the 2020/21 fiscal year was submitted to the CDE on 2/28/20. Please see attached form submitted.

## Public Hearing

\*Date of public hearing: 04/21/2020

Please submit documentation evidencing the public hearing of the governing board approving the waiver request.

\*How was the required public hearing advertised?

Posted on-line and publicly at District Office public news bulletins

## Approvals/Review

\*Local board approval date: 04/21/2020

\*Please identify the appropriate council(s) or advisory committee(s) that reviewed this waiver.

Western Placer Unified School District Board of Trustees

\*Date the committee/council reviewed the waiver request: 04/21/2020

Please submit documentation evidencing the advisory council meeting reviewing the waiver request.

\*Were there any objection(s) ☒ No ☐ Yes

If 'yes' please summarize the objections.

## Bargaining Unit

All general waivers require bargaining unit participation in the development of the waiver.

If the specific waiver you are submitting requires bargaining unit participation select 'yes' and complete the required information. If it does not require bargaining unit participation, select 'no'.

\*Does the district have any employee bargaining units? ☒ No ☐ Yes

## Attachments

Delete Attachment	Original File Name	New File Name
<a href="#">Delete</a>	Horizon Charter School Nonclassroom - Based Funding Determination Form.pdf	4_10_2020_10_54_21_AMHorizon_Charter_School_Nonclassroom_-_Based_Funding_Determination_Form.pdf

\*Is this waiver associated with an apportionment related audit penalty? (per EC 41344) ☒ No ☐ Yes

\*Has there been a Federal Program Monitoring (FPM) finding on this issue? ☒ No ☐ Yes

If needed, upload additional file(s) here (must be Word, Excel, or PDF format)

[Choose File](#) No file chosen [Upload](#) Your file was saved as  
4\_10\_2020\_10\_54\_21\_AMHorizon\_Charter\_School\_Nonclassroom\_-\_Based\_Funding\_Determination\_Form.pdf.

## Contact Information

\*Title: [Ms.](#) ▼

\*First name: Audrey

\*Last name: Kilpatrick

\*Position: Asst. Supt. Business & Operations

\*E-mail: [akilpatrick@wpusd.org](mailto:akilpatrick@wpusd.org)

\*Area code: 916

\*Telephone: 645-6350

Extension:

☒ I hereby certify that I have gone through my authorizing school district and or Special Education Local Plan Area (SELPA), that I am the superintendent or the superintendent's designee and that the information provided on this application is true and correct.

[Submit](#)

[Menu](#)

Questions: Waiver Office | 916-319-0824

California Department of Education  
1430 N Street  
Sacramento, CA 95814

[Web Policy](#)



## Nonclassroom-Based Funding Determination Form - Fiscal Year 2019-20

Information collected on this form is pursuant to *California Code of Regulations*, Title 5 (5 CCR)

### Section I. Charter School Information (Complete fields 1-18) 5 CCR 11963.3(a)(1) to (4)

1. Charter School Name		Horizon Charter Schools											
2. Charter School Authorizer		Western Placer Unified School District											
3. Charter School Number		0015		4. CDS Code		31669513130168							
5. Street Address		2800 Nicolaus Road											
6. City		Lincoln		7. County		Placer		8. Zip Code		95648			
9. Contact Name		Yvonne Allen				10. Title		Director, Business Services					
11. Phone Number		916-408-5245		ext.				12. Email				ymallen@hcs.k12.ca.us	
13. Grade Levels Served		TK-12		14. Date Charter Expires (MM/DD/YYYY)		06/30/2023							
15. Funding Requested (Select one)		<input checked="" type="radio"/> 100% <input type="radio"/> 85% <input type="radio"/> 70%		Note: New charter schools are limited to two years pursuant to 5 CCR 11963.6(a)									
16. Years Requested (Select one)		<input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5											
17. Funding Determination Period Requested		FY 2020-21		to		2024-25							
18. Charter School Deadline - Select one (See notes below for charter school type selection)													
<input type="radio"/> Due Date: 12/2/2019 New Charter School in Fiscal Year 2019-20													
<input checked="" type="radio"/> Due Date: 2/3/2020 Existing Charter School Renewal Continuing renewal													
<input type="radio"/> Due Date: 9/30 New Charter School 90 Day Reporting, 5 CCR 11963.6(a)													
<input type="radio"/> Other Funding Determination Select FY Source Data													

- For a New Charter School in FY 2019-20, use FY 2019-20 budget data.
- For an Existing Charter School, with a Funding Determination Form (FDF) expiring at the end of FY 2019-20, use FY 2018-19 audited financial data.
- For a New Charter School 90 Day Reporting, within 90 days after the end of a charter school's first year of operation, two reports must be filed with the CDE: (1) FDF (based on the charter school's actual second year budget data), and (2) Unaudited actual report (based on the actual first year unaudited data).
- If a New Charter School or an Existing Charter School misses the deadline, the charter school will need to obtain a waiver from the State Board of Education (SBE). Information on the waiver process is posted on the CDE waiver web page at <http://www.cde.ca.gov/re/lr/wr>. The governing board of the charter school's authorizing local educational agency will need to request a waiver and conduct a public hearing. The SBE may approve such waivers under the general waiver authority, under *California Education Code (EC)* sections 33050-33053.

**Section II. Financial Information** (Complete sections A, B, D, and E)**A. Total Resources** (Complete lines A.1.a to A.1.d)**1. Revenues and Other Resources**

5 CCR 11963.3(a)(5)(A) and (6)

a. Federal Revenues	\$85,708
(i) Enter amount of Public Charter Schools Grant Program included under Federal Revenues (Line A.1.a)	\$0
b. State Revenues	\$20,609,154
c. Local Revenues	\$695,852
d. Other Financing Sources	
e. Total Revenues (Sum of lines A.1.a to A.1.d)	\$21,390,714

**B. Total Expenditures and Other Uses** (Complete lines B.1 to B.4)**1. Instruction and Related Services**

5 CCR 11963.3(a)(5)(B) and (6)

a. Salaries and Benefits	
(i) Certificated	\$11,277,312
(ii) Classified	\$2,111,183
b. Books, Supplies, and Equipment	\$1,514,049
c. Services and Other Operating Costs	
(i) Contracts for Instructional Services	\$1,933,619
(ii) Contracts for Instructional Support	\$376,649
(iii) All Other Instruction Related Operating Costs	\$923,412
d. Total Instruction and Related Services	\$18,136,224

**2. Operations and Facilities**

5 CCR 11963.3(a)(5)(C) and (6)

a. Salaries and Benefits	
(i) Certificated	\$0
(ii) Classified	\$123,496
b. Books, Supplies, and Equipment	\$92,523
c. Services and Other Operating Costs	\$1,762,876

## B. Total Expenditures and Other Uses (Complete lines B.1. to B.4), continued

d. Facility Acquisition and Construction	\$0
e. Total Operation and Facilities	\$1,978,895
f. Allowable Facility Costs	5 CCR 11963.3(b)(7)
(i) Enter the total facility square footage occupied by the charter school	48,179 sqft.
(ii) Enter the total Classroom-Based P-2 ADA reported in the prior FY. DO NOT INCLUDE NCB ADA	65.43
(iii) Enter the total Student Hours attended by the NCB pupils at the school site in the prior FY	1,770,277
(iv) Calculated Facilities Costs Lesser of line B.2.e or [(B.2.fii+(B.2.fiii/868))*1000	\$2,104,919.63
Allowable (Lesser of line B.2.e or B.2.fiv)	\$1,978,895.00
3. Administration and All Other Activities	5 CCR 11963.3(a)(5)(D) and (6)
a. Salaries and Benefits	
(i) Certificated	\$615,671
(ii) Classified	\$1,379,779
b. Books, Supplies, and Equipment	\$178,730
c. Services and Other Operating Costs	
(i) Contracts for Other Administrative Services	\$447,170
(ii) Supervisorial Oversight Fee	\$234,867
(iii) All Other Administration and Other Activities, Services and Operating Costs	\$691,805
d. Total Administration and Other Activities	\$3,548,022
4. Other Outgo and Other Financing Uses	5 CCR 11963.3(a)(5)(E) and (6)
a. Debt Service	\$208
b. Transfers to local educational agencies	\$0
c. All Other Transfers and Outgo	\$0
d. Total Other Outgoing and Other Financing Uses	\$208



**B. Total Expenditures and Other Uses, continued**

5. Total Expenditures

\$23,663,349

(Sum of lines B.1.d, B.2.e, B.3.d, and B.4.d)

**C. Revenues Over Expenditures - Surplus or (Deficit)**

(Line A.1.e minus Line B.5)

(\$2,272,635)

**D. Fund Balance (Complete line D.a)**

a. Enter Beginning Fund Balance (July 1)

5 CCR 11963.3(a)(5)(A)

\$12,262,019

b. Ending Fund Balance - June 30 (Line C plus Line D.a)

\$9,989,384

**E. Reserves (Complete lines E.a. to E.e)**

If reserves in line E.a or E.b are more than \$50,000 or over 5% of total expenditures, provide an explanation in Section III.6, pursuant to 5 CCR 11963.3(a)(5)(F).

a. Designated for Economic Uncertainties

% of Expenditures

21%

\$5,000,000

b. Facilities Acquisition or Capitol Projects

0%

\$0

c. Reserves Required by Charter Authorizer

\$0

d. Other Reserves (Explain in Section III.5 below)

\$0

e. Unassigned/Unappropriated Fund Balance

\$4,989,384

f. Total (Sum of lines E.a to E.e)

\$9,989,384

Note - Line E.f must agree with Line D.b

**Section III. Supplemental Information (Complete lines 1 through 8)****1. Pupil to Teacher Ratio (PTR), pursuant to EC Section 51745.6 and 5 CCR Section 11704**

a. Enter the charter school's PTR:

0.00:1

18.99

b. If the charter school's PTR in line III.1.a exceeds 25:1, enter the name of the largest unified school district in the county or counties in which the charter school operates:

c. Enter the PTR for the unified school district listed on line III.1.b:

0.00:1

0

2. Did any entity receive \$50,000 or more OR 10% or more of total expenditures (Line B.5) in the FY 2018-19 OR will receive in the FY 2019-20? (5 CCR 11963.3[b][3])

☒ Yes☐ No

If yes to line III.2, list the name of each entity and the cumulative amount received by each entity in Box 2.a on Page 5. Are contract payments made by the charter school based on specific services rendered or upon an amount per unit of average daily attendance (ADA) or some other percentage of the charter school's revenues, enrollment, etc? If yes, identify on Page 5 Box 2.a.

## 2. a Provide information regarding entity and contract information below.

Name of Entity	Amount	Purpose/Explanation	Are contract payments based on specific services rendered?	If no, are payments based on amount per ADA or some other percentage?
A Brighter Child	\$142,508	Instructional Support	Yes	
Absolutely Electric	\$112,398	Energy Efficiency Project	Yes	
Fagan, Friedman, Fulfroost	\$69,951	Legal Services	Yes	
Home Tutoring Plus	\$132,727	Instructional Support	Yes	
Kingsley Bogard	\$79,344	Legal Services	Yes	
Lakeshore Learning Store	\$117,252	Instructional Support	Yes	
Mesa Engineering Services	\$336,640	Energy Efficiency Project	Yes	
Procopia, Cory, Hargreaves & Savitch	\$70,367	Legal Services	Yes	
Rainbow Resource Center	\$109,582	Instructional Support	Yes	
Right Angle	\$445,095	Public Relations	Yes	
School Pathways	\$59,525	Technology Support	Yes	
Shooting Stars Tutoring	\$102,000	Instructional Support	Yes	

## 3. List the charter school's CURRENT governing board pursuant to 5 CCR Section 11963.3(b)(4).

Name of Board Member	Board member type (parent, teacher, etc)	How was member selected?	Is the member affiliated in any with any entity listed in Section III.2?	Board Members Term (From MM/YY to MM/YY)
Alexis Spiva	Parent	Voted in.	<input type="checkbox"/> No	07/19-06/23
Elaine Palmer	Parent	Filling vacancy.	<input type="checkbox"/> No	07/18-06/22
Thomas Cascaddan	Parent	Filling vacancy.	<input type="checkbox"/> No	07/18-06/22
Joe Dutra	Teacher	Voted in.	<input type="checkbox"/> No	07/19-06/21
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Has the governing board adopted and implemented conflict of interest policies and procedures?

☒ Yes

☐ No

For any governing board member identified as affiliated with any entity reported above in Section III.2, explain the nature of the affiliation below. Attach an extra sheet if necessary.

4. If transfers are reported on lines B.4.b or B.4.c, describe the nature of the transaction and identify the accounts or entities involved in the transfer pursuant to 5 CCR Section 11963.3(b)(5).

B.4.b

B.4.c

5. If reserves are reported on line E.d, explain the purpose for the "Other Reserves."

Reserves in Line E.d

E.d



6. If reserves reported on line E.a (designated to economic uncertainties) OR E.b (facilities acquisition or capital projects) exceed the greater of \$50,000 or 5% of total expenditures, explain the reason for the need of such excess reserves.

E.a

Percentage

E.b

Percentage

The Governing Board adopted a policy to maintain \$5,000,000 in the Reserve for Economic Uncertainty to provide a safeguard for fluctuating enrollment, unforeseen and additional program costs, such as Special Education and potential legislative changes that could affect charter school funding.

7. Enter the full-time equivalent (FTE) employees working at the charter school that possess a valid teaching certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold, issued by the Commission on Teacher Credentialing, and are required to provide direct instruction or direct instructional support to students.

FY 2018-19 FTE (0.0)

FY 2019-20 FTE (0.0)

8. Enter the average daily attendance (ADA).

FY 2018-19 P-2 ADA

FY 2019-20 P-2 ADA

#### Section IV. Nonclassroom-Based Virtual or On-line Charter Schools (Complete lines 1 and 2)

1. Is this charter school a virtual or on-line charter school as defined pursuant to 5 CCR 11963.5? (A virtual or on-line charter school is one in which at least 80% of teaching and student interaction occurs via the Internet.)

☐ Yes

☒ No

2. If Yes to line IV.1, can the charter school demonstrate compliance with 5 CCR sections 11963.5(b)(2) to (8)? Regulations are available on the CDE Charter School Regulations web page at <http://www.cde.ca.gov/sp/ch/csregsmar04.asp>.

☐ Yes

☐ No

☐ N/A

#### Section V. Calculated Funding Determination Percentage

a. Charter School Name

b. Charter School Number

1. Percent spent on Certificated Employee Salaries and Benefits to Total Public Revenues 5 CCR 11963.3(c)(1)

Certificated Salaries and Benefits costs Line B.1.a(i)/Federal Revenues Lines A.1.a - PCSGP A.1.a(i) + State Revenues A.1.b

2. Percent spent on Instruction and Instruction-Related Services to Total Revenues 5 CCR 11963.3(c)(2)

Instructional and Related Services costs Line B.1.d + Allowable Facilities costs 2.f.(iv)/Total Revenues Line A.1.e

Funding Determination Criteria	
If the percentages from lines V.1 or V.2 do not meet the spending criteria of the funding level requested as shown below, complete Section VI. Mitigating Circumstances, for consideration by the Advisory Commission on Charter Schools (ACCS) for making a recommendation other than one that results from the criteria specified in regulations.	
100%	1) Line V.1 must equal or exceed 40 percent, 2) Line V.2 must equal or exceed 80 percent, AND 3) Line III.1.a. PTR cannot exceed 25:1 OR the PTR on Line III.1.c, the ACCS shall recommend approval at 100%, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][3]).
85%	1) Line V.1 must equal or exceed 40 percent, AND 2) Line V.2 must equal or exceed 70 percent but less than 80 percent, the ACCS shall recommend approval at 85%, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][2]).
70%	1) Line V.1 must equal or exceed 35 percent, AND 2) Line V.2 must equal or exceed 60 percent but less than 70 percent, the ACCS shall recommend approval at 70%, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][1]).
Denied	1) Line V.1 is less than 35 percent, AND 2) Line V.2 is less than 60 percent, the ACCS shall recommend that the SBE deny the request, unless there is a reasonable basis to recommend otherwise (5 CCR 11963.4[a][4]).

#### Section VI. Mitigating Circumstances (Complete lines 1-3 and attach any supporting documentation)

1. Explain why the charter school did not meet the criteria for the funding determination requested. Include specific measures or actions taken by the charter school to comply.

2. List and explain the mitigating circumstance(s) to be considered by the CDE and ACCS.

3. Provide any other pertinent information that may assist the CDE and ACCS in conducting a detailed review or develop a reasonable basis for a recommendation.

**Section VII. Certification (Review, sign, and date)**
**5 CCR 11963.3(b)(1)**

I certify that:

1. The information provided is true and correct to the best of my ability and knowledge.
2. This charter school's nonclassroom-based instruction is conducted for and substantially dedicated to the instructional benefit of the school's students.
3. This charter school's governing board has adopted and implemented conflict of interest policies.
4. All of the charter school's transactions, contracts, and agreements are in the best interest of the school and reflect a reasonable market rate for all good, services, and considerations rendered for or supplied to the school.

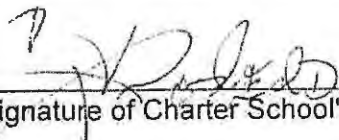
Cynthia Wood

Enter Name of Charter School's Director, Principal, or Governing Board Chairperson

Superintendent/Chief Executive Officer

Title of Authorized Individual

**Before certifying with electronic/digital signature below, please be sure to check all numerical entries and information provided, and save a copy of this form. Modifications to the information reported on this form cannot be made after the signature field below has been completed.**


2/28/20

Signature of Charter School's Director, Principal, or Governing Board Chairperson

Submit completed and electronically signed forms via email to [charter-sb740@cde.ca.gov](mailto:charter-sb740@cde.ca.gov).

As of FY 2019-20, the CDE is no longer requiring the following:

- Hard copy of the FDF
- Hard or soft copy of the Conflict of Interest Policy

As such, please do not submit these documents to the CDE.



# 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:**

Ratify Service Agreement - Lifetouch and WPUSD/  
Scott M. Leaman Elementary – 2020/21 School Year

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Audrey Kilpatrick   
Assistant Superintendent, Business and Operations

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Business Services

**FINANCIAL INPUT/SOURCE:**

School Site Funds / Co-Curricular - 2020/21

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

WPUSD/Scott M. Leaman Elementary School is contracting with Lifetouch for student photography services for the 2020/21 school year. The contract charges \$2.00 per picture package for Fall and Spring sessions. School site funds and co-curricular funds will be used to pay for the services

**RECOMMENDATION:**

Administration recommends that the Board ratify the agreement between Lifetouch and WPUSD/Scott M. Leaman Elementary School.



## Service Agreement

Scott M. Leaman Elem

Lifetouch ID:490403

Account Representative Email:bvigilpeak@lifetouch.com

School Year(s): 2020 - 2021

Contract Length: 1 Years

Contract Type: New

### Account Information

Scott M. Leaman Elem  
1200 Brentford Circle  
Lincoln, CA 95648

Main Phone: 916-645-6350  
Enrollment:500  
Grades:PK-5

### Summary of Programs Provided

- |  |   |   |  |
|--|---|---|--|
| <input checked="" type="checkbox"/> Fall Individuals   | <input type="checkbox"/> Yearbook         | <input type="checkbox"/> Groups         | <input type="checkbox"/> Commencements |
| <input checked="" type="checkbox"/> Spring Individuals | <input type="checkbox"/> Prestige Seniors | <input type="checkbox"/> Prom/Dance     | <input type="checkbox"/> Service       |
| <input type="checkbox"/> Underclass Grads              | <input type="checkbox"/> Sports           | <input type="checkbox"/> Special Events | <input type="checkbox"/> Other/Misc    |

Program Type	Start Picture Date	End Picture Date	Sell Method	Start Time	End Time	Est. Number Photo'd	Ind. Camera (Est)	Group Camera (Est)	Setup Location
Fall Individuals (ORIGINAL)	TBD	TBD	Prepay	TBD	TBD	TBD	TBD	TBD	TBD
Fall Individuals (RETAKE)	TBD	TBD	Prepay	TBD	TBD	TBD	TBD	TBD	TBD
Spring Individuals (ORIGINAL)	TBD	TBD	Prepay	TBD	TBD	TBD	TBD	TBD	TBD

### Account Services

- |                          |                                     |   |   |
|--------------------------|-------------------------------------|---|---|
| Yearbooks                | <input checked="" type="checkbox"/> | Yearbook Provider                             | Lifetouch   |
| Parent Notify Enrollment | <input checked="" type="checkbox"/> | Parent Notify Contact                         |   |
| Store Front Enrollment   | <input type="checkbox"/>            | Store Front Contact                           |   |
| Lifetouch Portal Access  | <input checked="" type="checkbox"/> | Lifetouch Portal Contact                      |   |
| Other Services:          | Student IDS                         | <input checked="" type="checkbox"/> Staff IDS | <input checked="" type="checkbox"/> SmileSafe Cards |
|                          |                                     | Punched IDs                                   | <input checked="" type="checkbox"/> Class Picture   |

#### Additional Notes:

Two 3x5 custom banners and 50 posters, size 12x18

## Additional Details

Program Type	Incentive method:	Description:
Fall Individuals (ORIGINAL)	Dollar per package	\$2.00 per paid per picture package A-G to be paid by December 15th
Spring Individuals (ORIGINAL)	Dollar per package	\$2.00 per paid per picture package A-G to be paid by May 15th

## Contact Information

Contact Name	Title	Role	Phone	Email Address
Reno Penders	Principal	Administration	916-645-6350	rpanders@wpusd.org

## Agreement Terms

During the Agreement Term, Shutterfly Lifetouch, LLC, is designated as the Account's exclusive professional photographer and authorized hereby (i) to photograph all students and staff who participate in "Picture Day" events and (ii) to produce and deliver photographs for the programs identified above. The Account is solely responsible for obtaining any parental consents necessary and/or for enabling parents to opt out of participation in Picture Day activities or inclusion in class photographs or yearbooks (as the case may be). In exchange for the services, the Account will allow access to students, staff and use of Account property and information for Account-authorized purposes, including Picture Day administration, fulfillment and distribution of deliverables to the Account, delivery of Picture Day notices, and to provide parents of students photographed opportunities to purchase individual and class pictures and yearbooks as applicable. Lifetouch will not disclose confidential information provided by the Account (the Account Data) or use it for any purpose except to fulfill the services requested to be performed by Lifetouch. The school remains in control of the Account Data at all times, and Lifetouch will retain the Account Data only as necessary to fulfill its obligations under this Agreement.

The terms of this Agreement are not subject to change or cancellation by either party during the Agreement Term except by written consent of both the Account and Lifetouch.

## Signature

Account / School Representative 1	Account / School Representative 2 (if necessary)
<u>AUDREY K. KILPATRICK</u> AUDREY K KILPATRICK (Apr 8, 2020)	
Shutterfly Lifetouch, LLC. Representative	
<u>Bonnie Vigil-Peak</u> Bonnie Vigil-Peak (Apr 3, 2020)	



**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 Memorandums of Understanding  
between the Western Placer Teachers' Association  
and Western Placer Unified School District

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

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

**ENCLOSURES:**

Memorandums

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Western Placer Unified School District and the Western Placer Teachers' Association approve of these Memorandums of Understanding. These agreements are regarding the Assignment Fair and subsequent Virtual Assignment Fair for the transfers or reassignments of existing bargaining unit members.

**RECOMMENDATION:**

Administration recommends the Board of Trustees ratify the Memorandums of Understanding between Western Placer Unified and the Western Placer Teachers' Association.

**MEMORANDUM OF UNDERSTANDING**  
**Between the**  
**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
**And the**  
**WESTERN PLACER TEACHER'S ASSOCIATION**  
**WPUSD Proposal**  
**February 26, 2020**

**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 ~~2019-2020~~ **2020-2021** 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 2-4, 2020, one transfer round per grade span will occur for Leaman Elementary School. On March 22, 25, and 26, 2019, March 9-11, 2020, site reassignments will take place which may include up to two rounds per day of site postings. On or before April 5, 2019, March 20, 2020, the District will send out a list of the known current vacancies which will be available during Reassignment/Transfer Round I at the Assignment Fair April 9, 2019. March 31, 2020. On April 9, 2019, March 31, 2020, 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 9, 2019 March 31, 2020 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 9, 2019, March 31, 2020, 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 9, 2019, March 31, 2020, 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 9, 2019~~ **March 31, 2020**, 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 ~~2018-2019~~ **2020-2021** school year both WPTA and WPUSD agree that the assignment, reassignment and transfer process taking place at the Assignment Fair on ~~April 9, 2019~~ **March 31, 2020** 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: \_\_\_\_\_

2/27/20

For the District: \_\_\_\_\_

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

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

3/2/20

For WPTA \_\_\_\_\_

\_\_\_\_\_  
Barret Hess, Chief Negotiator

Exhibit A

## Assignment Proxy Form

~~2018-2019~~2019-2020

Assignment Fair

~~April 9, 2019~~March 31, 2020

[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 ~~2019-2020~~ 2020-2021  
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 ~~2019-2020~~ 2020-2021  
school year.

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

**REVISED MEMORANDUM OF  
UNDERSTANDING  
Between the  
WESTERN PLACER UNIFIED SCHOOL  
DISTRICT  
And the  
WESTERN PLACER TEACHER'S ASSOCIATION  
  
VIRTUAL ASSIGNMENT FAIR**

**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 2020-2021 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. The Virtual Assignment Fair will begin on March 31, 2020. One reassignment/transfer round per work day (with the exception of Rounds Four and Five) will occur for vacancies throughout the Western Placer Unified School District. Rounds will continue each work day until there are no longer any requests for reassignment/transfer within a round.
2. Prior to each round, a Google Form will be used as a vacancy interest form for unit members to express interest in one or more vacancy (cies) posting. The schedule listed under #3 will be followed each day. Interviews will occur over the phone and Principals will call interested unit members during the interview windows established in #3. Employees looking for a change in assignment either at their current site or at a different site should be prepared to interview during the interview windows established in #3. A new round will not commence until all unit members who have filled out a Google Form for a round have been contacted and interviewed by the Principal at the site where the vacancy exists. However, if a unit member is not available for an interview after two documented phone calls, that unit member becomes ineligible for that round.



3. The schedule for the Virtual Assignment Fair is as follows:

<b>Round of Virtual Assignment Fair</b>	<b>Posting Window</b>	<b>Interview Window</b>	<b>Email Regarding Selection and Posting of Next Round's Vacancies</b>
Round One	March 30, 2020 from 10:30A.M. to March 31, 2020 at 1:00P.M.	March 31, 2020 from 1-3P.M.	March 31, 2020 from 3-5P.M.
Round Two	April 1, 2020 from 8:30A.M.-1:00P.M.	April 1, 2020 from 1-3P.M.	April 1, 2020 from 3-5P.M.
Round Three	April 2, 2020 from 8:30A.M.-1:00P.M.	April 2, 2020 from 1-3P.M.	April 2, 2020 from 3-5P.M.
Round Four	April 3, 2020 from 8:30A.M.-11:30A.M.	April 3, 2020 from 11:30A.M.-12:30P.M.	April 3, 2020 from 12:30P.M.-1P.M.
Round Five	April 3, 2020 from 1:00P.M.-2:30P.M.	April 3, 2020 from 2:30P.M.-3:30P.M.	April 3, 2020 from 3:30-5:00P.M.

**Additional rounds as needed will follow the same format.**

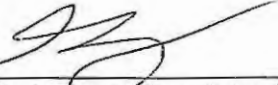
4. If two or more unit members apply for the same vacancy, the reassignment/transfer criteria (B1a.-h.) in Article X will be used to make a decision regarding who is selected for a vacancy.
5. The District and WPTA will have at least one representative each who will ensure that the spirit of the MOU is being complied with. The representatives 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.
6. Unit members should have any documents available that verify credentials if they intend to express interest for any position outside of the credential area they are currently teaching under.
7. Proxies will not be available or used during this Virtual Assignment Fair. Unit members who are interested in a vacancy must be the person who expresses interest in a vacancy and that same unit member must be the person who completes an interview for the vacancy. If

there is an extreme case where a unit member cannot participate, please contact Gabe Simon, Assistant Superintendent of Personnel Services at 530-401-4722.

8. Due to the unique circumstances regarding the 2020-2021 school year, both WPTA and WPUSD agree that the assignment, reassignment and transfer process taking place at the Virtual Assignment Fair shall not be subject to the grievance procedures established in the CBA between WPTA and WPUSD.
9. 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.
10. 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.
11. 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.
12. Both parties agree that in reference to Article XX (E.) related to a unit member's use of lottery dollars, in order to increase flexibility for the unit member, this section will be revised as follows:  
  
E. Any dollars not used prior to June 30 of any fiscal year shall be carried over to the following school year. At no time can more than **double** the yearly allotment be carried over in any one year.

Dated: 3/25/20

For the District:

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

Dated: 3/25/20

For WPTA

  
\_\_\_\_\_  
Barret Hess, Chief Negotiator

**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 Letter of Agreement  
between the Western Placer Teachers' Association  
and Western Placer Unified School District

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

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

**ENCLOSURES:**

Agreement

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

General Fund

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Western Placer Unified School District and the Western Placer Teachers' Association approve of this Letter of Agreement. This agreement is regarding a Teacher on Special Assignment working as an Elementary Assistant Principal for the remainder of the 2019-2020 school year.

**RECOMMENDATION:**

Administration recommends the Board of Trustees ratify the Agreement between Western Placer Unified and the Western Placer Teachers' Association.

**LETTER OF AGREEMENT  
REGARDING CERTIFICATED ASSIGNMENTS FOR  
THE 2019-2020 and 2020-2021 SCHOOL YEARS**

**BETWEEN  
WESTERN PLACER UNIFIED SCHOOL DISTRICT  
AND  
WESTERN PLACER TEACHERS ASSOCIATION**

**Introduction:**


A certificated administrative vacancy was created when Elementary Assistant Principal Mark Rodriguez was named as the Interim Principal of Creekside Oaks Elementary School effective February 24, 2020. The District has named Teacher On Special Assignment Jennifer Clementson as the Interim Assistant Principal of Creekside Oaks and Twelve Bridges Elementary Schools effective April 1, 2020 through June 5, 2020.

The Western Placer Unified School District ("District") and the Western Placer Teachers Association ("WPTA"), collectively referred to as the "Parties," enter into this agreement and agree as follows:

**AGREEMENT**

1. For the remainder of the 2019-2020 school year, Jennifer Clementson will take a leave from her Teacher On Special Assignment position for the District and accept the assignment of Interim Assistant Principal of Creekside Oaks and Twelve Bridges Elementary Schools.
2. Jennifer Clementson will be eligible to participate in all site routing and transfer request rounds for the 2020-2021 school year that occur in March and April of 2020.
3. Jennifer Clementson will return to her Teacher On Special Assignment position on June 8, 2020 and will remain in this position for the 2020-2021 school year.
4. Both parties acknowledge that this agreement does not set a precedence for future leaves of absence, teaching, or administrative vacancies.

Except as otherwise provided in this MOU, all other terms and conditions of the parties' collective bargaining agreement including Article X: Assignment/Resassignment/Transfer shall remain in full force and effect.

  
Western Placer Teachers Association

3/6/20  
Date

  
Western Placer Unified School District

3/6/20  
Date

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

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

**DISTRICT GLOBAL GOALS**

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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:**

Ratification of Memorandum of Understanding  
between the California School Employees' Association  
Chapter #741 and Western Placer Unified School District

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

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

**ENCLOSURES:**

Agreement

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Western Placer Unified School District and the California School Employees' Association (Chapter #741) approve of this memorandum of understanding (MOU). This MOU is related to school and facility closures due to the COVID-19 virus and protocols.

**RECOMMENDATION:**

Administration recommends the Board of Trustees ratify the Agreement between Western Placer Unified and the California School Employees' Association (Chapter #741).



## **PROPOSED MEMORANDUM OF UNDERSTANDING ABOUT CORONAVIRUS RESPONSE**

This memorandum is agreed between the Western Placer Unified School District (“District”) and the California School Employees Association and its Western Placer Chapter 741 (together “CSEA”) concerning the District’s response to the coronavirus (COVID-19) epidemic.

The District and CSEA recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its teachers and staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with coronavirus. Care should be taken to identify potential exposure and prevent the spread of the disease. We agree that continuity of District operations should be maintained, and provisions should be made for District employees who are impacted by the epidemic.

To these ends, the District and CSEA agree as follows:

- 1) The District will inform CSEA as soon as practicable should it learn of a confirmed or likely coronavirus infection of District employees or students and at which campus or worksite said infection was found.
- 2) The District, to the best of their ability, will train its employees in public health measures, hygiene, and sanitation to help prevent the spread of the virus and will ensure that its facilities have the necessary supplies for preventive sanitation measures. CSEA will cooperate with the District in any necessary public health actions, such as contact tracing of infected individuals. Employees are reminded of their duty to do assigned work absent reasonable fears for their health or safety (that is, to grieve assignments rather than refuse them absent evidence that the assigned task puts their own health or another’s health at risk).
- 3) The District shall compensate all less than 12-month employees who will be required to report to work during closures, their standard rate of pay on an hourly basis in addition to their full base salary and any applicable benefits. Commencing April 14, 2020, the rate of pay for less than 12-month employees shall be half their standard rate of pay on an hourly basis in addition to their full base salary and any applicable benefits. Any agreements related to compensation during school closures will not set a precedence for future decisions or agreements between CSEA and the District.
- 4) In the event a CSEA bargaining-unit employee is exposed to coronavirus or is taken ill with coronavirus, or wishes to self-quarantine as directed by a medical professional, the employee may do so without any loss of individual leaves or pay without fear of reprisal. Employees who are required to report to work but who wish to self-quarantine as a precautionary measure without a doctor’s verification, may use available leaves without fear of reprisal. Employees who have exhausted accrued sick leave may use extended leave as allowed by the collective bargaining agreement and current state and federal laws. Employees belonging to populations deemed by the Center for Disease Control as

uniquely vulnerable to the effects of the virus shall be allowed to self-quarantine at no loss to individual leaves or pay.

- 5) In the event any District facility must be closed, or any District operations are curtailed due to the coronavirus epidemic, CSEA bargaining-unit employees will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment. Thus, for example the District will continue to pay bargaining-unit employees even if they are unable to work due to coronavirus-related reduction in use of District facilities. Employees who are not ill will not be required to use paid sick leave or any other form of paid time off during such an eventuality except as noted in #4 of this agreement.
- 6) Should the District close any schools to address COVID-19, the District shall comply with requirements of California Executive Department Executive Order N-26-20. CSEA will support efforts to maintain funding pursuant to Education Code §§ 41422 and 46392 in the event of a closure of any District facilities due to epidemic.
- 7) The District shall consider requests by employees who are parents to deal with a childcare provider or school emergency caused by coronavirus-related closure in conformity with Labor Code section 230.8.

Dated: 3/26/20

By:   
For Western Placer Unified School District

Dated: 3/26/20

By:   
For CSEA Ch. 741

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

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

**DISTRICT GLOBAL GOALS**

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

**SUBJECT:**

Ratification of the Appointments of  
Members to the Measure "A" and "N" Citizens'  
Bond Oversight Committee

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Michael Adell  
Director of Facilities

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Facilities

**FINANCIAL INPUT/SOURCE:**

Measure A and Measure N Funds

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

Yes

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**BACKGROUND:**

On March 17, 2015, the Board approved Resolution 14/15.21 pursuant to the requirements of Education Code Section 15278, et seq., appointing members to the Measure "A" Citizens' Bond Oversight Committee ("Committee") to inform the public concerning the expenditures of the bond revenues as an accountability measure for the voters and taxpayers of the District. Consequently, the Measure "A" Committee became the Measure "A" and "N" Committee after the passage of Measure N in 2016.

The District filled eight committee positions representing the five required represented categories including the Senior Citizens Organization category and Business Organization category. In October 2019, Agnes Valdez representing the Senior Citizens Organization and Keela Clark representing the Business Organization categories resigned their respective positions due to personal reasons. District staff has done due diligence to seek members to fill the positions and forwards the applications of Fred Barnhart and Shaunda Holt for ratification of the appointments to the Committee.

**RECOMMENDATION:**

Staff recommends that the Board of Trustees ratify the appointments of the members to the Measure "A" and "N" Citizens Bond Oversight Committee.

**Western Placer Unified School District**  
Measure A/N – General Obligation Bonds  
Citizens' Bond Oversight Committee

**Application Form**

Name: Fred Barnhart
Date of Application: 3/7/2020
Mailing Address: 796 Violet Lane Lincoln CA 95648
Phone Number(s): 650 537 1215
Fax Number: none
E-mail address: fredsbarnhart@yahoo.com

**Deadline for Application Submission: Open Until Filled**

**Return application to:**  
Michael Adell, Director of Facilities  
Western Placer Unified School District  
600 Sixth Street, Suite 400  
Lincoln, CA 95648

**Or e-mail:** to [madell@wpusd.org](mailto:madell@wpusd.org)

Section 1: Select the public interest category in which you are active and wish to represent:

- ☐ Business organization representing the business community located within the district
- ☒ X Senior citizens' organization

**Western Placer Unified School District**  
Measure A/N – General Obligation Bonds  
Citizens' Bond Oversight Committee

**Application Form**

Name: Shaunda Holt
Date of Application: 3/11/20
Mailing Address: NextHome Cedar Street Realty
Phone Number(s): 916-712-3458
Fax Number: N/A
E-mail address: <a href="mailto:CallShaunda@gmail.com">CallShaunda@gmail.com</a>

**Deadline for Application Submission: Open Until Filled**

**Return application to:**  
Michael Adell, Director of Facilities  
Western Placer Unified School District  
600 Sixth Street, Suite 400  
Lincoln, CA 95648

**Or e-mail:** to [madell@wpusd.org](mailto:madell@wpusd.org)

Section 1: Select the public interest category in which you are active and wish to represent:

- ☒ Business organization representing the business community located within the district
- ☐ Senior citizens' organization

**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. 19/20.25, Designating Public Works Projects as Essential Governmental Functions

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Michael Adell  
Director of Facilities

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Facilities

**FINANCIAL INPUT/SOURCE:**

Facilities Funds

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

Yes

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**BACKGROUND:**

On March 19, 2020, the Governor issued Executive Order N-33-20 ordering all Californians to “stay at home”, except as needed to maintain continuity of operations of essential critical infrastructure sectors in response to the COVID-19 pandemic. In accordance with the Order, the State Public Health Officer designated a list of essential critical infrastructure sectors and workers to help state, local, and industry partners as they work to protect communities, while ensuring continuity of functions critical to public health and safety, economic, and national security as “Essential Governmental Functions”.

Approval of this resolution will designate public works projects as an “Essential Governmental Function” under the Governor’s Executive Order.

**RECOMMENDATION:**

Staff recommends that the Board of Trustees approve Resolution 19/20.25, designating the District’s public works projects as Essential Governmental Functions.



## **WESTERN PLACER UNIFIED SCHOOL DISTRICT**

### **RESOLUTION NO. 19/20.25**

#### **Designating Public Works Projects as Essential Governmental Functions**

**WHEREAS**, on March 19, 2020, the Governor of the State of California issued Executive Order No. N-33-20 (“Order”), directing all individuals living in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of critical infrastructure sectors to protect the health and well-being of all Californians; and

**WHEREAS**, the Order states that the intent of the Order is “to protect the public health of Californians and to establish consistency across the state in order to ensure that we mitigate the impact of COVID-19 and disrupt the spread of the virus”; and

**WHEREAS**, the Order contains an exemption for Essential Governmental Functions, which provides help to state, local, and industry partners as they work to protect communities, while ensuring continuity of functions critical to public health and safety, economic, and national security; and

**WHEREAS**, the Order contains an exemption for Essential Businesses, which includes specific types of construction, including public works projects if specifically designated as an Essential Governmental Function by the lead governmental agency; and

**WHEREAS**, the Order also defines Essential Governmental Functions to include Education Institutions including, but not limited to, public and private K-12 schools, colleges, and universities for purposes of distance learning and provision of school meals; and

**WHEREAS**, the California Constitution underscores the importance of ongoing public education operations, stating, “The Legislature shall provide for a system of common schools by which a free school shall be kept up and supported in each district at least six months in every year, after the first year in which a school has been established”;

**WHEREAS**, Education Code Section 35010 provides for school districts to be under the control of a Board of Trustees or a Board of Education; and

**WHEREAS**, the Governor’s Executive Order N-26-20, issued on March 13, 2020, noted that “schools are critical to the daily lives of many Californians”; and

**WHEREAS**, the Western Placer Unified School District is the lead governmental agency of the following public works projects and associated planning, studies, and investigations:

1. Twelve Bridges High School Project
2. Scott Leaman Elementary School Project
3. Glen Edwards Middle School Additions and Modernization Ph. 2 Project
4. Ongoing Maintenance and Operations Repair and Replacement
5. Ongoing Instructional Technology Infrastructure Repair and Replacement

**WHEREAS**, among other day-to-day and instructional Essential Governmental Functions performed by the District, the above listed projects are also an Essential Governmental Function of the District including, but not limited to, the following reasons:

- (a) Education, including public education, is essential to the preservation of the rights and liberties of the people;
- (b) Timely completion of the projects is required to ensure continued operations, including provision of the District's educational program, without impacts to students;
- (c) Timely completion of the projects is required for the provision of the District's educational programs in safe, accessible, and structurally sound facilities, and to support student health and safety; and

**WHEREAS**, as Essential Governmental Functions, the projects may continue in compliance with the Order including, without limitation, compliance with social distancing requirements to the greatest extent feasible.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board does hereby finds, determines, and declares as follows:

- 1. The Governing Board acknowledges that facilitation of distance learning and performance of other essential functions are considered an Essential Business function for purposes of the Order and that its employees and contractors engaged in such efforts should continue providing and carrying out work as an Essential Governmental Function.
- 2. The Governing Board specifically designates the foregoing projects as Essential Governmental Functions.
- 3. The Governing Board determines that the employees and contractors engaged in work on the projects should continue providing and carrying out work as an Essential Governmental Function.
- 4. The District's Superintendent, or designee, is authorized to take all steps and perform all actions necessary to carry out, give effect to, and comply with the terms and intent of this Resolution.
- 5. To the extent actions in Finding 4 have been undertaken, the Governing Board hereby ratifies such actions as an Essential Governmental Function.

**APPROVED, PASSED AND ADOPTED** by the Governing Board of the Western Placer Unified School District, Placer County, State of California, this 21<sup>st</sup> day of April, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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President of the Governing Board,  
Western Placer Unified School District

ATTEST:

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Secretary of the Board of Trustees,  
Western Placer Unified School District

**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. 19/20.27, Authorizing the Superintendent or Assistant Superintendent of Business and Operations to Award and Execute Contracts During the Months of April through August 2020

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Michael Adell  
Director of Facilities

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Facilities

**FINANCIAL INPUT/SOURCE:**

Facilities Funds

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

Yes

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**BACKGROUND:**

Due to the current Governor's Executive Order N-33-20 ordering all Californians to "stay at home" in response to the Covid-19 pandemic and the pending uncertainty of Board Meetings in April through August 2020, and contracts competitively bid that are reasonably necessary and appropriate to the normal operation and management of the District may require award and execution during these months, it is in the best interest of the District to delegate the power to award and execute contracts during these months to avoid costly delays.

Approval of this resolution will authorize Scott Leaman, Superintendent, or Audrey Kilpatrick, Assistant Superintendent of Business and Operations, to be delegated the power to award and enter into contracts on behalf of the District during the months of April through August 2020.

**RECOMMENDATION:**

Staff recommends that the Board of Trustees approve Resolution 19/20.27, authorizing the Superintendent or Assistant Superintendent of Business and Operations to Award and Execute Contracts during the Months of April through August 2020.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 19/20.27**

**Authorizing Superintendent or Assistant Superintendent of Business and Operations to Award and Execute Contracts During the Months of April through August 2020**

**WHEREAS**, Education Code Section 35161 provides that the Governing Board of any school district may execute any powers delegated by law to it or the district of which it is the Governing Board and may delegate to an officer or employee of the district any of those powers or duties; and

**WHEREAS**, Board Policy 3300 allows the Superintendent to authorize any expenditures up to the amount specified in Public Contract Code Section 20111; and

**WHEREAS**, all contracts that are usual, necessary, and appropriate to the normal operation of the District are submitted to the Governing Board during the regular school year for approval prior to execution; and

**WHEREAS**, from time to time a contract with a value exceeding \$95,200 for purchase of equipment, materials, supplies and services that are not construction services, and a value exceeding \$15,000 for construction or reconstruction services of public facilities, that is reasonably necessary and appropriate to the normal operation of the District may require execution during the months of April through August; and

**WHEREAS**, this Governing Board has determined that the execution of contracts during the months of April through August is essential to the continued successful management of the District; and

**WHEREAS**, due to the current Governor's Executive Order N-33-20 ordering all Californians to "stay at home" in response to the Covid-19 pandemic and the pending uncertainty of Board Meetings in April through August 2020, the Governing Board has determined that it is in the best interest of the District to delegate the power to award and execute contracts during these months to the Superintendent or Assistant Superintendent of Business and Operations of the Western Placer Unified School District;

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board does hereby authorize the Superintendent or Assistant Superintendent of Business and Operations to award and execute any contract during the months of April through August 2020 with a value exceeding \$95,200 for purchase of equipment, materials, and services and \$15,000 for construction and reconstruction services that is necessary and appropriate to ensure the continued and successful management of the District's programs on behalf of this Governing Board and the Western Placer Unified School District.

**APPROVED, PASSED AND ADOPTED** by the Governing Board of the Western Placer Unified School District, Placer County, State of California, this 21<sup>st</sup> day of April, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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President of the Governing Board,  
Western Placer Unified School District

ATTEST:

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Secretary of the Board of Trustees,  
Western Placer Unified School District



# WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

## DISTRICT GLOBAL GOALS

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**SUBJECT:**

Disposal of Surplus Items – E Waste

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Audrey Kilpatrick  
Assistant Superintendent of Business Services

**ENCLOSURES:**

No

**DEPARTMENT:**

Business Services

**FINANCIAL INPUT/SOURCE:**

General Fund

**MEETING DATE:**

April 21, 2020

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

Board Policy 3270 provides that the Board of Trustees may authorize the disposal of surplus equipment when the equipment becomes unusable, obsolete or no longer needed. Administrative Regulation 3270 provides the process for selling or disposal of surplus or obsolete property through a number of methods. If the property value is insufficient to defray the costs to arrange a sale, the Board may unanimously approve that property be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping (EC 17546).

The attached list of items from Technology have been determined to be unusable, obsolete or no longer needed and the district desires to dispose of the obsolete Technology items through E-Waste For Good which is designed to ensure compliance with state regulations and policies. No funds will be received for the E-waste process.

**RECOMMENDATION:**

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

# Surplus Items

Manufacturer Description	Serial Number	Model Description	Value	Location
Apple	F9FY94YTGHMN	A1550	Dispose	Technology
Apple	DMPZG3EGLM93	A2133	Dispose	Technology
Hitachi	H7KU05061	CP-X200	Dispose	Technology
Lumens	d21b05083	DC211	Dispose	Technology
Dell	cn0dx78748730031@awc	Dell 2330dn	Dispose	Technology
Dell	CN0D54214663356N161U	E153FP	Dispose	Technology
Dell	CN0Y4413728725592WPL	E153FP	Dispose	Technology
Dell	cn0kC0266418063l2sha	E156FPc	Dispose	Technology
Dell	CN0U072N6418095J1YEU	E170S	Dispose	Technology
Dell	CN0N445N7426103U5RWC	E170S	Dispose	Technology
Dell	CN0N445N7426103B1NCU	E170S	Dispose	Technology
Dell	CN0U072N6418095J1YKu	E170S	Dispose	Technology
Dell	cn0u072n6418095j2y7u	E170Sc	Dispose	Technology
Dell	CN0TP2227373183M7TAS	E178FP	Dispose	Technology
Dell	CN0Tp2227373183M7TCS	E178FP	Dispose	Technology
Dell	CN0RY9794663376RDYJU	E178FPc	Dispose	Technology
Dell	CN0G248H7426187ASMRUA00	E178FPc	Dispose	Technology
Dell	CN0G331H6418087812QLA00	E178FPc	Dispose	Technology
Dell	CN06JX4Y6418036M0K8L	E1913	Dispose	Technology
Epson	ELPD081993D	ELPDC10S	Dispose	Technology
Epson	ELPD063027D	ELPDC10S	Dispose	Technology
Kyocera	Q650905439	FS-1370DN	Dispose	Technology
Hewlett-Packard	5CD5191SV0	HP Chromebook 11 G3	Dispose	Technology
Hewlett-Packard	5CD8254FDZ	HP Chromebook 11 G6	Dispose	Technology
Hewlett-Packard	5CD41330QG	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD4123469	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD4412D8X	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD4133FT5	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD4133401	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD4133FR7	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD4133FQQ	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330TK	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD4133FQ4	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD4133Y0J	HP Chromebook 14 G1	Dispose	Technology

# Surplus Items

Hewlett-Packard	5CD4133XYV	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330V7	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD413316N	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD413343G	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD4133100	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD4133Y09	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330WG	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD4133FSY	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD4133110	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330VG	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41332PX	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41333CW	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330MZ	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330ST	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330SK	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330VR	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330TZ	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330VT	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330SH	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330T7	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330S3	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330VD	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330TR	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330VC	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330X1	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330V8	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330RT	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330K9	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41330Z0	HP Chromebook 14 G1	Dispose	Technology

## Surplus Items

Hewlett-Packard	5CD5106ZNB	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD5110J1S	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD41330ZM	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4123PNN	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4170VQ4	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4133Y01	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4133Y0F	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4133FSB	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4133FSR	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4122L2X	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD41330V1	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD106ZMF	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD413344F	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5cd4170vnj	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5cd4170vp4	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5cd4123pl4	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4122KTH	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4133116	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD44125L8	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4123PMY	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4123PNX	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4123PNJ	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD413311L	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4133106	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4123PH7	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD41234J7	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD41332MS	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD41330RY	HP Chromebook G1 14	Dispose	Technology
Hewlett-Packard	5CD4122JLR	HP Chromebook G1 14	Dispose	Technology

## Surplus Items

Hewlett-Packard	5CD4133FQR	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD4133FVC	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD4412D7V	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5CD41234DY	HP Chromebook 14 G1	Dispose	Technology
Hewlett-Packard	5cd5335xjm	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	5cd5332f0n	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	5CD52569X0	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	5CD5121D42	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	5CD5121D22	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	5cd5121fk4	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	5CD5462ZNG	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	5CD5256B8H	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	5CD5256BD6	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	5CD5257SY6	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	5CD531036X	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	5CD5335XKL	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	5CD526B8W	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	5CD5256B7Y	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	5CD5257TL8	HP Chromebook 14 G3	Dispose	Technology
Hewlett-Packard	8CG71510CP	HP Chromebook 14 G4	Dispose	Technology
Hewlett-Packard	8CG7150ZVQ	HP Chromebook 14 G4	Dispose	Technology
Hewlett-Packard	8CG7151373	HP Chromebook 14 G4	Dispose	Technology
Hewlett-Packard	8CG7150ZYF	HP Chromebook 14 G4	Dispose	Technology
Hewlett-Packard	8CG71510D8	HP Chromebook 14 G4	Dispose	Technology
Hewlett-Packard	8CG71510JX	HP Chromebook 14 G4	Dispose	Technology
Hewlett-Packard	5CD7052BXG	HP Chromebook 14 G4	Dispose	Technology
Hewlett-Packard	5CD6357GNF	HP Chromebook 14 G4	Dispose	Technology
Hewlett-Packard	5CD55162P3	HP Chromebook 14 G4	Dispose	Technology
Hewlett-Packard	5cd5292ntd	HP Chromebook 14 G4	Dispose	Technology

# Surplus Items

Hewlett-Packard	5cd5292nwp	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5Cd747F7W9	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD724B47D	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD733695S	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD7345YY8	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD71957YR	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD7194RGT	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD7194R07	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD7188H75	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD6071DHT	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD953102KT	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD6075HBF	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD6071DJ6	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5cd5482mx2	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5cd5093yo1	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD719581C	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD6092DKR	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD71957TX	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD6085MC4	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD6190VMB	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD73369CL	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5cd62946t2	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD7328NYC	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD7034WBY	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	8CG71510J9	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD7052BZW	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD6362W1H	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5cd6362trz	HP Chromebook G4 14	Dispose	Technology
Hewlett-Packard	5CD7194S77	HP Chromebook G4 14	Dispose	Technology



# Surplus Items

Hewlett-Packard	5cd6362v3y	HP Chromebook 14 G4	Dispose	Technology
Hewlett-Packard	5CD8120H9W	HP Chromebook 14 G5	Dispose	Technology
Hewlett-Packard	5CD8356FT1	HP Chromebook 14 G5	Dispose	Technology
Hewlett-Packard	5CD8356FT0	HP Chromebook 14 G5	Dispose	Technology
Hewlett-Packard	5cd8242vtq	HP Chromebook 14 G5	Dispose	Technology
Hewlett-Packard	5CD8084D0P	HP Chromebook 14 G5	Dispose	Technology
Hewlett-Packard	5CD8@#&Y62	HP Chromebook 14 G5	Dispose	Technology
Hewlett-Packard	5CD83588RW	HP Chromebook 14 G5	Dispose	Technology
Hewlett-Packard	5CD92992M1	HP Chromebook 14 G5	Dispose	Technology
Hewlett-Packard	5CD41230VX	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD4123PMJ	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD510709C	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD5292NV9	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD4072W5L	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD4072W69	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD4072W7Z	HP Chromebook 14 SMB	Dispose	Technology
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Hewlett-Packard	5CD4123PMQ	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD4123PLL	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD4122JDG	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD41330VB	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD41330M9	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD4123PLN	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD4122HFL	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD41330ZK	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD4133101	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD41330XT	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD4122K21	HP Chromebook 14 SMB	Dispose	Technology

## Surplus Items

Hewlett-Packard	5CD4122L5N	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD4122JBQ	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD4133XXZ	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5CD4133WYT	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5cd4133vvv	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5cd41330qh	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5cd4133fsz	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5cd4133fs8	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5cd4133fpm	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	5cd4133yqj	HP Chromebook 14 SMB	Dispose	Technology
Hewlett-Packard	vnb3b59542	HP Color LaserJet Pro M252dw	Dispose	Technology
Hewlett-Packard	MXL0250S29	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	mxl0250s3v	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	MXL0250RYK	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	mxl0250rwc	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	MXL0250S44	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	MXL0250RWF	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	MXL0250S3X	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	MXL0250RX8	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	MXL0250RVD	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	mxl0250rvg	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	mxl0250rw5	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	mxl0250rzg	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	mxl02%)s3h	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	mxl0250rxj	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	MXL0250S3C	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	MXL0250RW1	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	MXL0250S3J	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	MXL0250RYC	HP Compaq 6000 Pro SFF	Dispose	Technology

## Surplus Items

Hewlett-Packard	MXL0@%)S4C	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	mxl0250ry0	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	MXL0250RXB	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	MXL0250S2C	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	MXL0250S06	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	MXL02%)RZ0	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	mxl0250rwr	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	mxl0250rwx	HP Compaq 6000 Pro SFF	Dispose	Technology
Hewlett-Packard	mxl3050qdt	HP Compaq Elite 8300 Small Form Factor	Dispose	Technology
Hewlett-Packard	MXL0250S22	HP Compaq Elite 8300 Small Form Factor	Dispose	Technology
Hewlett-Packard	MXL0250S4M	HP Compaq Elite 8300 Small Form Factor	Dispose	Technology
Hewlett-Packard	MXL0250RXX	HP Compaq Elite 8300 Small Form Factor	Dispose	Technology
Hewlett-Packard	MXL0250RXT	HP Compaq Elite 8300 Small Form Factor	Dispose	Technology
Hewlett-Packard	CNC018P5Z7	HP Compaq LE1711	Dispose	Technology
Hewlett-Packard	MY39U4M1J279	HP Deskjet 5650	Dispose	Technology
Hewlett-Packard	MY866CS2P704Q9	HP Deskjet 6940	Dispose	Technology
Hewlett-Packard	MY77IBS0DZ04Q9	HP Deskjet 6940	Dispose	Technology
Hewlett-Packard	my64e7r26p04q6	HP Deskjet 6980	Dispose	Technology
Hewlett-Packard	CN4AT362TG05XT	HP ENVY 5530	Dispose	Technology
Hewlett-Packard	CN49DBV07V	HP OfficeJet Pro 251dw	Dispose	Technology
Hewlett-Packard	TH6BT562SB06G4	HP OfficeJet Pro 6968	Dispose	Technology
Hewlett-Packard	TH7236309G06G4	HP OfficeJet Pro 6968	Dispose	Technology
Hewlett-Packard	Th6b75216x	HP OfficeJet Pro 6968	Dispose	Technology
Hewlett-Packard	CN76DET1RQ	HP OfficeJet Pro 8210	Dispose	Technology
Hewlett-Packard	cn76det1sj0678	HP OfficeJet Pro 8210	Dispose	Technology
Hewlett-Packard	MY9161201K0518	HP Officejet Pro 8500	Dispose	Technology
Hewlett-Packard	2CE0510DJG	HP ProBook 4520s	Dispose	Technology
Hewlett-Packard	2CE0510DJH	HP ProBook 4520s	Dispose	Technology
Hewlett-Packard	2CE3101CXY	HP ProBook 4540s	Dispose	Technology
Hewlett-Packard	5CD71108Q2	HP ProBook 470 G3	Dispose	Technology

## Surplus Items

Hewlett-Packard	CNU1405NJT	HP ProBook 4730s	Dispose	Technology
Hewlett-Packard	CNU14102TF	HP ProBook 4730s	Dispose	Technology
Hewlett-Packard	CNU1405NFB	HP ProBook 4730s	Dispose	Technology
Hewlett-Packard	2UA1190187	HP rp5700 Business System	Dispose	Technology
Hewlett-Packard	VNB3B64627	LaserJet Pro M102w	Dispose	Technology
Hewlett-Packard	cnc018p5t2	LE1711	Dispose	Technology
Hewlett-Packard	cnc01*p5pg	LE1711	Dispose	Technology
Hewlett-Packard	cnc018p%tl	LE1711	Dispose	Technology
Hewlett-Packard	CNC018P5SJ	LE1711	Dispose	Technology
Hewlett-Packard	CNC018P5DV	LE1711	Dispose	Technology
Hewlett-Packard	RA373ACNN6490CFZ	LP1965	Dispose	Technology
Canon	ABHY31167	MX310	Dispose	Technology
Canon	ldua25577m	MX410	Dispose	Technology
Canon	adfb53442	MX432	Dispose	Technology
NEC	9600354FJ	NP500WS	Dispose	Technology
NEC	np500ws 9600344fj	NP500WS	Dispose	Technology
NEC	np500ws 9600348fj	NP500WS	Dispose	Technology
NEC	NP50)WS 9600501FJ	NP500WS	Dispose	Technology
Dell	bnlkhk1	OptiPlex 360	Dispose	Technology
Dell	FJLKHK1	OptiPlex 360	Dispose	Technology
Dell	1QLKHK1	OptiPlex 360	Dispose	Technology
Dell	9QLKHK1	OptiPlex 360	Dispose	Technology
Dell	2BB6JK1	OptiPlex 360	Dispose	Technology
Dell	3BB6JK1	OptiPlex 360	Dispose	Technology
Dell	HBB6JK1	OptiPlex 360	Dispose	Technology
Dell	unknown002	OptiPlex 360	Dispose	Technology
Dell	BSLKHK1	OptiPlex 360	Dispose	Technology
Dell	7KLKHK1	OptiPlex 360	Dispose	Technology
Dell	9WD6JK1	OptiPlex 360	Dispose	Technology
Dell	5QLKHK1	OptiPlex 360	Dispose	Technology
Dell	44mkhk1	OptiPlex 360	Dispose	Technology
Dell	60SJ9G1	OptiPlex 360	Dispose	Technology
Dell	1wlkhk1	OptiPlex 360	Dispose	Technology
Dell	BLLKH1	OptiPlex 360	Dispose	Technology
Dell	GNLKHK1	OptiPlex 360	Dispose	Technology
Dell	24MKHK1	OptiPlex 360	Dispose	Technology
Dell	hh4mns1	OptiPlex 790	Dispose	Technology
Dell	btqwgs1	OptiPlex 790	Dispose	Technology
Dell	btdtgS1	OptiPlex 790	Dispose	Technology
Dell	HH3NNS1	OptiPlex 790	Dispose	Technology
Dell	5XXD6V1	OptiPlex 790	Dispose	Technology
Dell	5XTJ6V1	OptiPlex 790	Dispose	Technology

## Surplus Items

Dell	5XX86V1	OptiPlex 790	Dispose	Technology
Dell	bt9xgs1	OptiPlex 790	Dispose	Technology
Dell	btjsgs1	OptiPlex 790	Dispose	Technology
Dell	BTBTGS1	OptiPlex 790	Dispose	Technology
Dell	3H0TGS1	OptiPlex 790	Dispose	Technology
Dell	HH4JNs1	OptiPlex 790	Dispose	Technology
Dell	btdvgs1	OptiPlex 790	Dispose	Technology
Dell	btcsgs1	OptiPlex 790	Dispose	Technology
Dell	btgtgs1	OptiPlex 790	Dispose	Technology
Dell	btksgs1	OptiPlex 790	Dispose	Technology
Dell	3H2XGS1	OptiPlex 790	Dispose	Technology
Dell	BTMTGS1	OptiPlex 790	Dispose	Technology
Dell	3H0VGS1	OptiPlex 790	Dispose	Technology
Dell	64kzp22	OptiPlex 9020	Dispose	Technology
Dell	47q8x12	OptiPlex 9020	Dispose	Technology
Dell	4747X12	OptiPlex 9020	Dispose	Technology
Dell	4788X12	OptiPlex 9020	Dispose	Technology
Dell	x12	OptiPlex 9020	Dispose	Technology
Dell	47P8X12	OptiPlex 9020	Dispose	Technology
Epson	LTHF010948L	PowerLite 410w	Dispose	Technology
Epson	LTHF161928L	PowerLite 410w	Dispose	Technology
Epson	LTHF010943L	PowerLite 410w	Dispose	Technology
Epson	LTHF010945L	PowerLite 410w	Dispose	Technology
Epson	LTHF992546L	PowerLite 410w	Dispose	Technology
Epson	LTHF010610L	PowerLite 410w	Dispose	Technology
Epson	LTHF010598L	PowerLite 410w	Dispose	Technology
Microsoft	25313761753	Surface Pro 4	Dispose	Technology
Microsoft	1.72407E+15	Surface Pro 4	Dispose	Technology
Microsoft	1.72403E+15	Surface Pro 4	Dispose	Technology
Elmo	550601	TT-02RX	Dispose	Technology
Elmo	451832	TT-02RX	Dispose	Technology
Elmo	89615	TT-02RX	Dispose	Technology
Elmo	451836	TT-02RX	Dispose	Technology
Elmo	52313	TT-02s	Dispose	Technology
Elmo	89701	TT-02s	Dispose	Technology
Hewlett-Packard	CNC549NZNB	VS17	Dispose	Technology
Samsung	hy3a(!jd202436t	XE303C12	Dispose	Technology
Samsung	HY3A91JD202304N	XE303C12	Dispose	Technology
Samsung	HY3A91JD202255B	XE303C12	Dispose	Technology
Samsung	HY3A91AD233263E	XE303C12	Dispose	Technology
Samsung	HY3A91JD202394V	XE303C12	Dispose	Technology
Samsung	HY3A91JD201962P	XE303C12	Dispose	Technology

## Surplus Items

Samsung	HY3A91JD202481B	XE303C12	Dispose	Technology
Samsung	hy3a91ad219232j	XE303C12	Dispose	Technology
Samsung	HY3A91JD202465E	XE303C12	Dispose	Technology
Samsung	hy3a91ad219203y	XE303C12	Dispose	Technology
Samsung	hy3a91jd202466n	XE303C12	Dispose	Technology
Samsung	hy3a91jd202225f	XE303C12	Dispose	Technology
Dell 360	BBB6JK1	Desktop	Dispose	Technology
HP Color LaserJet M452	VNB3M18055	Printer	Dispose	Technology
HP Chromebook 14 G1	5CD4072W6X	Chromebook	Dispose	Technology
HP Chromebook 14 G1	5CD4072W6Z	Chromebook	Dispose	Technology
HP Chromebook 14 G1	5CD41330TH	Chromebook	Dispose	Technology
HP Chromebook 14 G4	5CD6217NXY	Chromebook	Dispose	Technology
HP Chromebook 14 G4	5CD6217P2C	Chromebook	Dispose	Technology
Dell 19 inch Monitor	CN0CN078728727CK188H	Monitor	Dispose	Technology
Dell 19 inch Monitor	CN0KC1474663365V0KCU	Monitor	Dispose	Technology
AverMedia iAVerKey	23355 1090	Document Camera	Dispose	Technology
HP Chromebook 14 G1	5CD4133FL7	Chromebook	Dispose	Technology
HP Chromebook 14 G1	5CD7194RHZ	Chromebook	Dispose	Technology
HP Chromebook 14 G1	5CD6206K0R	Chromebook	Dispose	Technology
Dell 15 inch Monitor	CN0U47957161864HG232	Monitor	Dispose	Technology
Microsoft Surface Pro	60687151752	Tablet	Dispose	Technology
4530	CNU22718SL	Laptop	Dispose	Technology
HP ProBook 450 g3	5CD5444RYQ	Laptop	Dispose	Technology
HP ProBook 450 g1	2CE41223NZ	Laptop	Dispose	Technology
HP ProBook 450 g2	CND51618W5	Laptop	Dispose	Technology
HP ProBook 470 g3	5CD62495J3	Laptop	Dispose	Technology
HP ProBook 4730s	CNU1410316	Laptop	Dispose	Technology
HP ProBook 4530s	CNU1385F4K	Laptop	Dispose	Technology
HP ProBook 4730s	CNU1405NDF	Laptop	Dispose	Technology
HP ProBook 450 g1	2CE41223NM	Laptop	Dispose	Technology
HP EliteBook 8460p	CNU245BH1C	Laptop	Dispose	Technology
HP Chromebook 14 G1	5CD4293XL7	Chromebook	Dispose	Technology
HP EliteBook 8460p	CNU2320RPC	Laptop	Dispose	Technology
HP ProBook 4540	2CE3061CLN	Laptop	Dispose	Technology
HP ProBook 4540	2CE31028HM	Laptop	Dispose	Technology
HP ProBook 4530	CNU22717JJ	Laptop	Dispose	Technology
HP ProBook 4530	CNU1292RDN	Laptop	Dispose	Technology
HP ProBook 4530	2CE31028J9	Laptop	Dispose	Technology
HP ProBook 4530	CNU2151KVB	Laptop	Dispose	Technology
Dell Latitude D630	GYR5GF1	Laptop	Dispose	Technology
hp DI360 g5	USE740NH1Z		Dispose	Technology
HP dl360 g5	use740nh21		Dispose	Technology

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Dell Power Edge 1920	C900TF1		Dispose	Technology
	F900TF1		Dispose	Technology
DELL POWER EDGE R420	2DCWX12		Dispose	Technology
POWER EDGE 2950	44QZ9G1		Dispose	Technology
HP PRO LIANT DL360 D5	mxq814a19f		Dispose	Technology
	use740nh1x		Dispose	Technology
DELL POWER EDGE 1920	F6VHWD1		Dispose	Technology
DELL POWER EDGE 1920	6900TF1		Dispose	Technology
HP Deskjet 6980	MY6297R2X304Q6		Dispose	Technology
Dell Power Edge R710	2L4CJQ1		Dispose	Technology
HP PRO LIANT DL370 G6	use223600f		Dispose	Technology
HARD DRIVE ARRAY	C69ZRK1		Dispose	Technology
DELL 1950	7900TF1		Dispose	Technology
DELL POWER EDGE R710	3DCJVH1		Dispose	Technology
DELL POWER EDGE 2950	3JZJYH1		Dispose	Technology
DELL POWER EDGE 2950	4JZJYH1		Dispose	Technology
DELL POWER EDGE R710	3DBMVH1		Dispose	Technology
HP OFFICEJET 8210	cn695ct03w0678		Dispose	Technology
	cn0u47957161862ggb8p		Dispose	Technology
	cn0u072n6418095j205u		Dispose	Technology
SAMSUNG MONITOR	yc6qh9lb401727h		Dispose	Technology
HP PROCURVE 7102DL	us525tr113		Dispose	Technology
HP PROCURVE 5304XL	sg809jk2fc		Dispose	Technology
HP PROCURVE 5304XL	sg402jk01s		Dispose	Technology
HP PROCURVE 2610-24	cn917zt2z5		Dispose	Technology
	cn921zu0jv		Dispose	Technology
RAITIAN T1700	af32400003		Dispose	Technology
CISCO ATA	68-2137-08		Dispose	Technology
RARITAN DKX2-108	hkg3a00041		Dispose	Technology
HP PROCURVE 7203DL	us520ts038		Dispose	Technology
Dell E2213Hb	CN-0V8JY2-74261-5JRL		Dispose	Technology
HP LP1965	RA373ACNN64909JR	Monitor	Dispose	Technology
HP LP1966	RA373ACNN804231N	Monitor	Dispose	Technology
HP Deskjet6980	my64p7r1hk	Printer	Dispose	Technology
HP Color LasetJet Pro MFP M477fdw	vnbbkct3xr	Printer	Dispose	Technology
HP Compaq Elite 6000	MXL0250S2W		Dispose	Technology
HP Compaq Elite 6000	MXL0250RX7		Dispose	Technology
HP Compaq Elite 6000	MXL0250S15		Dispose	Technology
HP Compaq Elite 6000	MXL0250S32		Dispose	Technology
HP Compaq Elite 6000	MXL0250RZS		Dispose	Technology
HP Compaq Elite 6000	MXL0250RZS		Dispose	Technology



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HP Compaq Elite 6000	MXL0250S32		Dispose	Technology
HP Compaq Elite 6000	MXL0250S3Z		Dispose	Technology
HP Compaq Elite 6000	MXL0250S1X		Dispose	Technology
Dell Optiplex 790	5XYF6V1		Dispose	Technology
Dell Optiplex 9020	3GYLZ12		Dispose	Technology
Dell Optiplex 7010	33CLTW1		Dispose	Technology
Dell Optiplex 9020	DX7DH02		Dispose	Technology
Dell Optiplex 7010	57FSBY1		Dispose	Technology
Dell Optiplex 9020	BV4XGS1		Dispose	Technology
Dell Optiplex 790	BV7TGS1		Dispose	Technology
Dell Optiplex 7010	57FPBY1		Dispose	Technology
Dell Optiplex 9020	4767X12		Dispose	Technology
Dell Optiplex 790	5JK96V1		Dispose	Technology
Dell Optiplex 7010	C43DQ02		Dispose	Technology
Dell Optiplex 790	BV9SGS1		Dispose	Technology
Dell Optiplex 790	BVBSGS1		Dispose	Technology
Dell Optiplex 9020	64K0Q22		Dispose	Technology
Dell Optiplex 9020	64LZP22		Dispose	Technology
Dell Optiplex 9020	47P7X12		Dispose	Technology
Dell Optiplex 9020	47G9X12		Dispose	Technology
Dell Optiplex 790	BTNSGS1		Dispose	Technology
HP Compaq 6000 Pro SFF	mxl0250s10		Dispose	Technology
HP Compaq 6000 Pro SFF	mxl0250s4j		Dispose	Technology
HP Compaq 6000 Pro SFF	mxl1021rts		Dispose	Technology
HP Compaq 6000 Pro SFF	mxl1021rtt		Dispose	Technology
HP Compaq 6000 Pro SFF	mxl0250s1l		Dispose	Technology
Dell Optiplex 9020	23P1Z12		Dispose	Technology
HP Chromebook 14 G4	5CD6362V1Q		Dispose	Technology
Dell E156FPf	CN-0Y9998072872-636-0WHT	Monitor	Dispose	Technology
Dell E156FPf	CN-0Y9998072872-636-25DT	Monitor	Dispose	Technology
Dell E2213Hb	CN-0V8JY2-74261-2BC-5JTL	Monitor	Dispose	Technology
Kyocera Ecosys FS-1370DN	Q651926715	Printer	Dispose	Technology
LadiBug Doc Cam	d21c04162		Dispose	Technology
Dell E156FPc	CN-0KC026-6418064S-0YES	Monitor	Dispose	Technology
HP LE1711	CNC018P6V3	Monitor	Dispose	Technology
Dell E176FPb	CN-0T9998-46633-64C-80YU	Monitor	Dispose	Technology
Sharp 13VT-H100	513202	TV/VCR	Dispose	Technology
Kenwood KPS-15(K)	KPS-15-1224-0490	Power Supply/Radio	Dispose	Technology
Canon Pro 9000 MK2	QC2-9410-DB01-03	Printer	Dispose	Technology
HP PhotoSmart 4500	CN92BH10HT	Printer	Dispose	Technology
HP OfficeJet 7510	CN73N4R0MT	Printer	Dispose	Technology
Dell Latitude D630	CN-0ku184-12961-7b6b8a6	Laptop	Dispose	Technology

## Surplus Items

Dell Latitude D630	CN-0ku184-12961-76k6897	Laptop	Dispose	Technology
Dell Latitude D630	CN-0ku184-12961-81p2218	Laptop	Dispose	Technology
Dell Latitude D630	CN-0ku184-12961-82nc932	Laptop	Dispose	Technology
Kyocera Ecosys FS-1370DN	Q650704239	Printer	Dispose	Technology
Dell 1720 DN	cn-0dk795-73190-87q1496	Printer	Dispose	Technology
HP Chromebook 14 G4	5cd6190vpt	Chromebook	Dispose	Technology
HP LaserJet P2035n	cnl1f35013	Printer	Dispose	Technology
HP LaserJet 1320	vnb3c22346	Printer	Dispose	Technology
Coby LEDTV2326	1052019-0000389	TV / Monitor	Dispose	Technology
HP Compaq LE1711	CNC018P5Q4	Monitor	Dispose	Technology
Chromebook 14 G4	5CD6362W90	Chromebook	Dispose	Technology