

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

**MEMBERS OF THE GOVERNING BOARD**

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

**DISTRICT ADMINISTRATION**

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

<b>School</b>	<b>CALPADS</b>	<b>1/2/2019</b>	<b>2/5/2019</b>
Sheridan Elementary (K-5)	56	57	55
First Street Elementary (K-5)	439	433	433
Carlin C. Coppin Elementary (K-5)	444	452	450
Creskide Oaks Elementary (K-5)	589	602	612
Twelve Bridges Elementary (K-5)	644	646	647
Foskett Ranch Elementary (K-5)	412	417	417
Lincoln Crossing Elementary (K-5)	666	676	673
Glen Edwards Middle School (6-8)	869	872	870
Twelve Bridges Middle School (6-8)	796	796	801
Lincoln High School (9-12)	2,004	2,024	2,015
Phoenix High School (10-12)	100	83	84
SDC Program (18-22)	14	14	11
<b>TOTAL</b>	<b>7033</b>	<b>7,072</b>	<b>7,068</b>

**SDC Pre-School**

Foskett Ranch	41
First Street/LIP	52
Carlin C. Coppin	27

**Parent Education**

Continuing Educ. Classes	19
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**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

**March 5, 2019**

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

## AGENDA

**2018-2019 Goals & Objectives (G & O) for the Management Team:** Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

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

### 6:00 P.M. START

1. **CALL TO ORDER** – WPUSD District Office/City Hall Bldg. – 3<sup>rd</sup> Floor Conference Room
2. **COMMUNICATION FROM THE PUBLIC**

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters on the agenda. The Board is not allowed to take action on any item, which is not on the agenda except as authorized by Government Code Section 54954.2. Request forms for this purpose are located at the entrance to the Meeting Room. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

### 6:05 P.M.

3. **CLOSED SESSION** – WPUSD District Office – 4<sup>th</sup> Floor Overlook Room
  - 3.1 **CONFERENCE WITH LABOR NEGOTIATOR**  
Bargaining groups: WPTA & CSEA Negotiations  
Agency Negotiators:  
~Scott Leaman, Superintendent  
~Gabe Simon, Assistant Superintendent of Personnel Services  
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations  
~Kerry Callahan, Assistant Superintendent of Educational Services
  - 3.2 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION** -  
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF  
15-514477
  - 3.3 **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
New High School Property APN: 329-020-041, APN: 329-020-043, APN 329-  
020-019
  - 3.4 **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
    - a. Student Discipline – Violation of Stipulated Expulsion Student #18-19-D
    - b. Student Discipline – Stipulation Expulsion Student #18-19-F
  - 3.5 **PERSONNEL**  
Public Employee Employment/Discipline/Dismissal/Release –

## Regular Meeting of the Board of Trustees

March 5, 2019

### Agenda

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- a. Resolution No. 18/19.25 Authorizing the Non Re-Election of Certificated Probationary Employees
- b. Employee Discipline/Dismissal/Release - Employee #CL 18/19.1

### 7:00 P.M.

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

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

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

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators:

~Scott Leaman, Superintendent

~Gabe Simon, Assistant Superintendent of Personnel Services

~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

~Kerry Callahan, Assistant Superintendent of Educational Services

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

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

##### 4.3 **Page 11 - CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

New High School Property APN: 329-020-041, APN: 329-020-043, APN 329-020-019

##### 4.4 **Page 12-13 - STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**

a. Student Discipline – Violation of Stipulated Expulsion Student #18-19-D

b. Student Discipline – Stipulation Expulsion Student #18-19-F

##### 4.5 **Page 14-15 - PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release –

a. Resolution No. 18/19.25 Authorizing the Non Re-Election of Certificated Probationary Employees

b. Employee Discipline/Dismissal/Release - Employee #CL 18/19.1

*Roll call vote:*

#### 5. **Page 17-74 - 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 Certified Personnel Report

5.2 Classified Personnel Report

5.3 Approval of Minutes for: February 5 & 19, 2019

5.4 Approval of Warrants

5.5 Ratification of Contract with Balfour and WPUSD/Lincoln Crossing Elementary

## Regular Meeting of the Board of Trustees

March 5, 2019

### Agenda

- 5.6 Ratification of Contract with Explorit Science Center and WPUSD/Glen Edwards Middle School
- 5.7 Ratification of Agreement with Excel Photographers and WPUSD/Carlin C. Coppin Elementary
- 5.8 Ratification of Contract with CORE Districts
- 5.9 Requests for school-sponsored trips involving out-of-state, out-of-country, and/or overnight travel
- 5.10 Student Discipline – Violation of Stipulated Expulsion Student #18-19-D
- 5.11 Student Discipline – Stipulated Expulsion Student #18-19-F

*Roll call vote:*

### 6. COMMUNICATION FROM THE PUBLIC

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### 7. REPORTS & COMMUNICATION

- Lincoln High School Student Advisory – Lindsey Ridgway
- Western Placer Teacher's Association – Tim Allen
- Western Placer Classified Employee Association – Gus Nevarez
- Superintendent - Scott Leaman

### 8. ♦ ACTION ♦ DISCUSSION ♦ INFORMATION

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

#### 8.1 Discussion/ Page 76 – RENEWAL OF JOHN ADAMS ACADEMY LINCOLN –

Action **Leaman** (18-19 G & O Component I, II, III, IV, V)

- John Adams Academy Lincoln has submitted their charter renewal. An analysis was presented to the Board on February 19, 2019 and is attached.

#### 8.2 Action Page 81 – APPROVE RESOLUTION NO. 18/19.26 AUTHORIZING THE REDUCTION IN CERTIFICATED STAFF DUE TO ELIMINATION OF PARTICULAR KINDS OF SERVICE -

**Kilpatrick** (18-19 G & O Component I, II, III, IV, V)

- Pursuant with the California Education Code sections 44949 and 44955, the Code requires action by the governing Board if the services of certificated staff are to be reduced or eliminated in order to permit the layoff of certificated employees.

*Roll call vote:*

#### 8.3 Discussion/ Page 85 – NAMING OF FACILITY – Leaman (18-19 G & O Component I, II, III, IV, V)

Action

- The Board is considering modification of the current Facility Naming Board Policy. After discussion at the last Board meeting, additional changes were made. These changes were sent to interested parties for input.

## Regular Meeting of the Board of Trustees

March 5, 2019

### Agenda

**8.4 Discussion/ Action** *Page 89 – CSBA DELEGATE ASSEMBLY ELECTIONS – Leaman (18-19 G & O Component I, II, III, IV, V)*

- The Board of Trustees will discuss submitting an election ballot for subregion 40D Representative to the CSBA Delegate Assembly. The ballot must be submitted by March 15, 2019.

**8.5 Action** *Page 95 – ADOPTION OF REVISED/NEW EXHIBITS/ POLICIES/ REGULATIONS – Leaman (18-19 G & O Component I, II, III, IV, V)*

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

- BP/AR 0450 – Comprehensive Safety Plan
- BP/AR 0460 – Local Control and Accountability Plan
- AR 1220 – Citizen Advisory Committees
- AR 331.1 – Uniform Public Construction Cost Accounting Procedures
- AR 3543 – Transportation Safety and Emergencies
- AR 5113 – Absences and Excuses
- BP 6170.1 – Transitional Kindergarten
- BP 7310 – Naming of Facility

## 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

## 10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➤ **March 19, 2019 7:00 P.M.**, Regular Meeting of the Board of Trustees – Twelve Bridges Elementary School, 2450 Eastridge Drive, Lincoln

## 11. ADJOURNMENT

#### Accommodating Those Individuals with Special Needs:

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

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

# Western Placer Unified School District

## **CLOSED SESSION AGENDA**

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

Date: Tuesday, March 5, 2019

Time: 6:05 P.M.

1. LICENSE/PERMIT DETERMINATION
2. SECURITY MATTERS
3. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
4. **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**
5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
6. LIABILITY CLAIMS
7. THREAT TO PUBLIC SERVICES OR FACILITIES
8. **PERSONNEL**
  - \* PUBLIC EMPLOYEE APPOINTMENT
  - \* PUBLIC EMPLOYEE EMPLOYMENT
  - \* PUBLIC EMPLOYEE PERFORMANCE EVALUATION
  - \* **PUBLIC EMPLOYEE EMPLOYMENT/DISCIPLINE/DISMISSAL/RELEASE**
  - \* COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE
9. **CONFERENCE WITH LABOR NEGOTIATOR**
10. **STUDENTS**
  - \* **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
  - \* **STUDENT PRIVATE PLACEMENT**
  - \* INTERDISTRICT ATTENDANCE APPEAL
  - \* STUDENT ASSESSMENT INSTRUMENTS
  - \* STUDENT RETENTION APPEAL, Pursuant to BP 5123
  - \* DISCLOSURE OF CONFIDENTIAL STUDENT RECORD INFORMATION

1. **LICENSE/PERMIT DETERMINATION**
  - A. Specify the number of license or permit applications.
2. **SECURITY MATTERS**
  - A. Specify law enforcement agency
  - B. Title of Officer
3. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
  - A. Property: specify the street address, or if no street address the parcel number or unique other reference to the property under negotiation.
  - B. Negotiating parties: specify the name of the negotiating party, not the agent who directly or through an agent will negotiate with the agency's agent.
  - C. Under negotiations: specify whether the instructions to the negotiator will concern price, terms of payment or both.

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



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

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

**DISTRICT GLOBAL GOALS**

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

**SUBJECT:**

Bargaining Groups:

WPTA & CSEA Negotiations

Agency Negotiators:

Scott Leaman, Superintendent

Gabe Simon, Assistant Superintendent  
of Personnel Services

Audrey Kilpatrick, Assistant Superintendent  
Business and Operations

Kerry Callahan, Assistant Superintendent of  
Educational Services

**AGENDA ITEM AREA:**

Disclosure of action taken in  
closed session

**REQUESTED BY:**

Scott Leaman  
Superintendent

**ENCLOSURES:**

No

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

March 5, 2019

**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,  
Assistant Superintendent of Educational Services

**ENCLOSURES:**

No

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

March 5, 2019

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

**SUBJECT:**

CONFERENCE WITH REAL PROPERTY  
NEGOTIATORS

**AGENDA ITEM AREA:**

Closed Session

**REQUESTED BY:**

Scott Leaman, Superintendent

**ENCLOSURES:**

No

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Board of Trustee will disclose any action taken in closed session in regard Real Property (Parcel: 329-020-043, 329-020-041 & 329-020-019)

**RECOMMENDATION:**

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

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

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

**DISTRICT GLOBAL GOALS**

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**SUBJECT:**

Student Discipline  
Violation of Stipulated Expulsion Student:  
Student #18-19-D

**AGENDA ITEM AREA:**

Closed Session

**REQUESTED BY:**

Chuck Whitecotton  
District Hearing Officer

**ENCLOSURES:**

No

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Board of Trustees will take action under consent to approve the Violation of Stipulated Expulsion of Student #18-19-D.

**RECOMMENDATION:**

The Administration recommends the Board of Trustees take action on the Violation of Stipulated Expulsion of Student #18-19-D.

wp/rk/factform

**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:**

Student Discipline  
Stipulated Expulsion  
Student #18-19-F

**AGENDA ITEM AREA:**

Closed Session

**REQUESTED BY:**

Chuck Whitecotton  
District Hearing Officer

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Board of Trustees will take action under consent to approve the Stipulated Expulsion of Student #18-19-F

**RECOMMENDATION:**

The Administration recommends the Board of Trustees approve the Stipulated Expulsion of Student #18-19-F.

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

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

**DISTRICT GLOBAL GOALS**

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

**SUBJECT:**

Employee Discipline/Dismissal/Release  
Approve Closed Session Resolution No. 18/19.25  
Authorizing the Non Re-Election of Certificated  
Probationary Employees

**AGENDA ITEM AREA:**

Closed Session

**REQUESTED BY:**

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

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

General

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

Yes

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**BACKGROUND:**

Pursuant with Education Code 44929.21 the District can exercise its right to terminate the employment of Probationary Certificated Employees at the end of the 2018-2019 school year by providing notice to the employees of the non re-election prior to March 15, 2019.

**RECOMMENDATION:**

Administration recommends the Board of Trustees approve Closed Session Resolution No. 18/19.25 authorizing the Non Re-Election of Certificated Probationary Employees. Disclose action taken in closed session.

**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:**

Public Employee Discipline/Dismissal/Release

**AGENDA ITEM AREA:**

Closed Session

**REQUESTED BY:**

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

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

General Fund

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

Yes (Closed Session)

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**BACKGROUND:**

The Board of Trustees will disclose any action taken in closed session in regard to Employee #CL 18/19.1 Discipline/Dismissal/Release

**RECOMMENDATION:**

Administration recommends the Board of Trustees disclose action taken in closed session in regard to Employee #CL 18/19.1 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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**SUBJECT:**

Certificated Personnel Report

**AGENDA ITEM AREA:**

Consent Agenda

**REQUESTED BY:**

Gabriel Simon   
Assistant Superintendent of Personnel Services

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

General Fund/Categorical

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

Yes

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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**

**March 5, 2019**

**CERTIFICATED/MANAGEMENT**

**NEW HIRES:** None

**REQUEST FOR LEAVE OF ABSENCE (SHARED CONTRACTS):** None

**RESIGNATIONS:**

1. Name: Andrew Leshnick  
Position: Elementary 4<sup>th</sup> grade Teacher  
FTE: 1.0  
Effective: June 8, 2019  
Site: Foscett Ranch Elementary School

**RETIREMENTS:**

1. Name: Lori Harris  
Position: HS Math Teacher  
FTE: 1.0  
Effective: June 8, 2019  
Site: Lincoln High School
2. Name: Cathy Garcia  
Position: HS Math Teacher  
FTE: 1.0  
Effective: June 8, 2019  
Site: Lincoln High School

**CLASSIFICATION CHANGE:**

1. Name: Krista Hochstatter  
Position: Temporary Elementary Teacher  
Reclassification: From Temporary to Probationary One (Certificated Teacher)  
FTE: 1.0  
Effective: March 5, 2019  
Site: First Street Elementary School

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

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

**DISTRICT GLOBAL GOALS**

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

**SUBJECT:**

Classified Personnel Report

**AGENDA ITEM AREA:**

Consent Agenda

**REQUESTED BY:**

Gabriel Simon *GS*  
Assistant Superintendent of Personnel Services

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

General Fund/Categorical

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

Yes

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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**

**March 5, 2019**

**CLASSIFIED/MANAGEMENT**

**NEW HIRES:**

- |    |   |                     |
|----|---|---------------------|
| 1. | Name: Rebecca J Cain                        | Effective: 3/1/19   |
|    | Position: Paraprofessional Phys. Hlth. Care | Site: TBE           |
|    | Salary: CSEA, Range 17, Step A              | New                 |
|    | Hours: 5.66 hours/5 days a week             |                     |
|    | Days: 10 Months/Year                        |                     |
|    |   |                     |
| 2. | Name: Santa Socorro Ferguson                | Effective: 3/6/2019 |
|    | Position: Library Technician                | Site: LHS           |
|    | Salary: CSEA, Range 19, Step B              | Replacement         |
|    | Hours: 3 hours/5 days a week                |                     |
|    | Days: 10 Months/Year                        |                     |

**TRANSFER/PROMOTION:**

- |    |  |                      |
|----|--|----------------------|
| 1. | Name: Shannon Johnson                      | Effective: 2/25/2019 |
|    | Position: Paraprofessional Phys. Hlth Care | Site: LHS            |
|    | Salary: CSEA, Range 17, Step E             | Replacement          |
|    | Hours: 6.1 hours/5 days a week             |                      |
|    | Days: 10 Months/Year                       |                      |

**RESIGNATIONS:** - None

**RETIREMENTS:**

- |    |                     |                      |
|----|---------------------|----------------------|
| 1. | Name: Kerry Beltram | Effective: 6/28/2019 |
|    | Position: Custodian | Site: PHS            |

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

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

**DISTRICT GLOBAL GOALS**

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

**SUBJECT:**

Approval of Minutes:

- February 5 & 19, 2019 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:**

March 5, 2019

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

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

- February 5 & 19, 2019 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

**February 5, 2019**

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

## MINUTES

**2018-2019 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:**

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

### **Board Members Absent:**

Paul Long, Vice President

### **Others Present:**

Scott Leaman, Superintendent  
Kerry Callahan, Assistant Superintendent of Personnel Services  
Audrey Kilpatrick, Assistant Superintendent of Business & Operations  
Gabe Simon, Assistant Superintendent of Personnel Services  
Mike Adell, Director of Facilities  
Rosemary Knutson, Secretary to the Superintendent  
Lindsey Ridgway, Student Advisory  
Kathryn Palmer, Lincoln News Messenger

### **6:00 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

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

3. **CLOSED SESSION** – WPUSD District Office – 4<sup>th</sup> Floor Overlook Room
  - 3.1 **CONFERENCE WITH LABOR NEGOTIATOR**  
Bargaining groups: WPTA & CSEA Negotiations  
Agency Negotiators:
    - ~Scott Leaman, Superintendent
    - ~Gabe Simon, Assistant Superintendent of Personnel Services
    - ~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
    - ~Kerry Callahan, Assistant Superintendent of Educational Services

February 5, 2019

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- 
- 3.2 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION -**  
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF  
15-514477
  - 3.3 **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
New High School Property APN: 329-020-041, APN: 329-020-043
  - 3.4 **LIABILITY CLAIMS**  
Claim (D. Miramontz 01/14/19) Pursuant to Government Codes 910 & 910.2
  - 3.5 **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
    - a. Student Discipline – Violation of Stipulated Expulsion Student #17-18-E
    - b. Student Discipline – Violation of Stipulated Expulsion Student #18-19-B
  - 3.6 **PERSONNEL**  
Public Employee Employment/Discipline/Dismissal/Release – Resolution No.  
18/19.22 Authorizing the Release of Temporary Certificated Employees

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 10 - CONFERENCE WITH LABOR NEGOTIATOR**  
Bargaining groups: WPTA & CSEA Negotiations  
Agency Negotiators:  
~Scott Leaman, Superintendent  
~Gabe Simon, Assistant Superintendent of Personnel Services  
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations  
~Kerry Callahan, Assistant Superintendent of Educational Services  
  
No action taken
  - 4.2 **Page 11 - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-  
15-514477  
  
No action taken
  - 4.3 **Page 12 - CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
New High School Property APN: 329-020-041, APN: 329-020-043  
  
No action taken
  - 4.4 **Page 13 - LIABILITY CLAIMS**  
Claim (D. Miramontz 01/14/19) Pursuant to Government Codes 910 & 910.2

Mrs. Wyatt reported the board took action in closed session to deny the claim.

**4.5 Page 14-15 - STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**

- a. Student Discipline – Violation of Stipulated Expulsion Student #17-18-E
- b. Student Discipline – Violation of Stipulated Expulsion Student #18-19-B

No action taken

**4.6 Page 16 - PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release – Resolution No. 18/19.22 Authorizing the Release of Temporary Certificated Employees

Mrs. Wyatt reported the board unanimously approved in closed session Resolution No. 18/19.22 Authorizing the Release of Temporary Certificated Employees at the end of the 2018-2019 school year and authorizing the district administration to serve required notices pursuant to Education Code section 44954.

**5. Page 18-159 - CONSENT AGENDA**

- 5.1 Certificated Personnel Report
- 5.2 Classified Personnel Report
- 5.3 Approval of Minutes for: January 15, 2019
- 5.4 Approval of Warrants
- 5.5 Ratification of Contract with the Catta Verdera Country Club and WPUSD
- 5.6 Ratification of Contract with Morgan Creek Golf Club and WPUSD – Lincoln High School Golf Team
- 5.7 Ratification of Contract with Turkey Creek Golf Club and WPUSD – Lincoln High School Golf Team
- 5.8 Ratification of Agreement with Excel Photographers and WPUSD – TBE
- 5.9 Agreement for Audit Services with Crowe, LLP
- 5.10 Ratify Agreement for Financial Statements and Performance Audit of Measures A & N General Obligation Bonds – Crowe, LLP
- 5.11 Ratification of contract with Propel Fundraising and WPUSD – Glen Edwards Middle School Band
- 5.12 Ratification of Contract with All West Coachlines – Transportation Services to Sonoma State Historic Park for First Street School
- 5.13 Ratification of Contract with Best Western Plus and Holiday Inn Express Hotels and Lincoln High School
- 5.14 Report of Disclosure Requirements for Quarterly Reports of Investments
- 5.15 Ratification of Contract with TNT Fireworks and WPUSD – Twelve Bridges Middle School Music Program
- 5.16 Ratification of Contract with INTELLIVOL and WPUSD – Lincoln High School
- 5.17 Out of State Travel for Professional Development – Préparate: Educating Latinos for the Future of America-Conference 2019 in San Antonio, TX
- 5.18 Student Discipline - Violation of Stipulated Expulsion Student No. 17-18-E
- 5.19 Student Discipline - Violation of Stipulated Expulsion Student No. 18-19-B



February 5, 2019

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Motion by Mr. Haley, seconded by Mr. Carras and passed with a roll call vote to approve the consent agenda with a minor correction to the minutes. (*Ayes: Haley, Wyatt, Carras, Armitage No: None*)

**6. COMMUNICATION FROM THE PUBLIC**

No communication from the public

**7. REPORTS & COMMUNICATION**

➤ Lincoln High School Student Advisory, Lindsey Ridgway reported the following:

- Spring sports are starting
- Winter Sports are wrapping up, there was some delay due to weather
- New Program put on by the Soroptimist Club starts tomorrow
- Science Expo is next month, club members will be visiting elementary schools to promote the Science Expo
- Homecoming went well, Rally was cancelled
- Skills USA, 6 students made it to state and will compete in April
- NHS went on a trip to San Francisco
- Prom will be March 16<sup>th</sup> in Sacramento

➤ Western Placer Teacher's Association, Tim Allen came from a great meeting with members from the local leadership from surrounding districts. Just started negotiations today, very excited.

➤ Western Placer Classified Employee Association, Gus Nevarez had no report

➤ Superintendent, Scott Leaman reported the following:

- Attended a Special Education workshop last night at the Seavey Center
- John Adams is present tonight to begin the renewal process
- Started negotiations this week with both WPTA and CSEA, forecasting positive news by the end of the year
- Attended the 2 x 2 meeting with the City Council Members
- Meeting with developers around additional Villages coming into and be annexed into the city. This includes a small plot of land between Village 5 and Lincoln Crossing. We are negotiating a mitigation agreement as we have with other developers. We'll have more information in the near future.
- All Facilities projects are on time, with the high school opening in 2021, and elementary in 2020, GEMS building open in the fall, phase II open 2020
- Attended Freshmen Showcase, highlighted on the Cadet Program
- Only 4 schools were nominated for Distinguished School in Placer County, and we have one of them in our district, which is Twelve Bridges Middle School. They will continue to complete the process for Distinguished School.

**8. ♦ ACTION ♦ DISCUSSION ♦ INFORMATION****8.1 Information Page 161 – GOVERNOR'S 2019-20 STATE BUDGET PROPOSALS**

**Kilpatrick** (18-19 G & O Component I, II, III, IV, V)

- On January 10, 2019 Governor Newsom released his proposals for the 2019-20 State Budget. A detailed update will be provided to the Board at the meeting.

Audrey Kilpatrick presented a detailed update on the Governor's Proposal for the 2019/20 State Budget. She touched on the following:

- Initial Thoughts
- General Fund Spending and Reserves
- Newsome's Twist on Brown Fiscal Legacy
- Education Proposal – Overview
- Increases on LCFF Funding
- Stand-Alone Categorical Programs
- Other Key Budget Issues and Programs:
  - *CalSTRS Relief for School Employers*
  - *Projected Employer Contribution Rates*
  - *Special Education*
  - *School Facilities*
  - *Career Technical Education*
  - *What's Next:*
    - *State Level*
      - *January through May:*
        - ~ *Budget Subcommittees review*
        - ~ *LAO issues detailed review of Governor's plan – expect support for spending restraint and slightly higher revenue forecast*
      - *May Revision*
      - *On-time budget by June 15th*
    - *District Level –*
      - *Second Interim Report – March 15<sup>th</sup>*
      - *District Attendance Report (P-2) – April 2019*
      - *2018-19 Actual P-2 ADA may drive change in 2019-20 Projected ADA*
      - *2019-20 Budget Adoption June 18<sup>th</sup>*

This is information only

**8.2 Information/****Page 162 – SPANISH IMMERSION PROGRAM– Callahan (18-19 G & Discussion O Component I, II, III, IV, V)**

- In November 2016, California voters approved Proposition 58, also known as the California Education for a Global Economy (CA Ed.G.E.) Initiative.

Kerry Callahan presented information on the Spanish Immersion Program. Based on Prop 58, is there an interest on immersion programs? She shared responses from the survey that was sent out to parents. Is this something that we would like to do? There has been interest from parents, looking at something different than the regular cookie cutter schools. The interest is astounding. After some discussion, the board was interested in the program. It was the consensus of the board to move forward. A parent information night will be set up.

8.3 Action **Page 172 – SUNSHINE FOR NEGOTIATIONS REGARDING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN WESTERN PLACER UNIFIED SCHOOL DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA CHAPTER #741) – Simon** (18-19 G & O Component I, II, III, IV, V)

●Pursuant to Government Code section 3547, all proposals of the recognized employee groups and of the District must be presented at a public meeting of the District.

Gabe Simon presented the Sunshine Agreement for approval. Motion by Mr. Haley, seconded by Mrs. Wyatt and passed by a 4-0 (*Ayes: Armitage, Carras, Haley, Wyatt No: None*) vote to approve the Sunshine for Negotiations regarding the Collective Bargaining Agreement between Western Placer Unified School District and California School Employees Association (CSEA Chapter #741)

8.4 Information/ **Page 175 – RENEWAL OF JOHN ADAMS ACADEMY LINCOLN – Leaman** (18-19 G & O Component I, II, III, IV, V)  
Discussion

●John Adams Academy Lincoln has submitted their charter renewal.

Mr. Leaman touched on the renewal process of John Adams Charter, which was last approved 5 years ago. Tonight they will have an opportunity to give an overview to the board. At the February 19<sup>th</sup> board meeting the district will complete their analysis, which includes the following documents: legal; program; and financial analysis. At the March 5<sup>th</sup> meeting the board will be asked to take action. He introduced Norman Gonzalez from the John Adams Academy. He shared the excitement of working with administration on the renewal process. He shared how they were able to open last year. This is their second year and enrollment is up, as well as some grades with a waiting list, and they have great parent associations. He presented a slide show, which included:

- Who Do We Serve?
- Demographics – 2017-18 Total Enrollment
- Demographics – 2018-19 Incoming Kindergarten Enrollment
- Demographics – Race/Ethnicity & Special Populations
- 2018 CAASPP Data - (presented by Heather Brown-Headmaster)
- ELA Assessments Indicators
- Math Assessments Indicators
- 4<sup>th</sup> – 6<sup>th</sup> Grade LCAP Survey Data
- LCAP Parent Survey Data
- Facilities – (Building Plans & Location, Presented by Joseph Vincent)
- Projected Enrollment – Scenario 1
- Projected Enrollment – Scenario 2
- Budget – Scenario 1
- Budget – Scenario 2
- Goals of John Adams Academy:
  - Empathetic, Caring, Servant Leaders

- 
- *Scholars Identify and Pursue the **Good, the True and the Beautiful***
  - *John Adams Academy Scholars Have the Skills Necessary to Thrive in Any Endeavor They Choose*

**Dr. Dean Foreman**, founder of John Adams Academy. He touched on what a great addition John Adams Academy is to our community. Feels John Adams has brought choice to the community on education. He shared their mission and vision of John Adams is restoring Americans Heritage, by developing servant leaders who are keepers and defenders of the principals of freedom for which our founding fathers pledged their lives, fortunes and secret honor. The first core value begins with "Appreciation of our National Heritage" and the 10 core value ends with "Self-Governance Personal Responsibility and Accountability" which he considers an education of Liberal Arts. He thanked the board for their time.

Several parents spoke on behalf of John Adams Academy, and shared their personal stories of what this charter school provides for their families.

**Kim Buys** has her daughter attending John Adams, started last year, moved from Galt just to go attend John Adams. It is amazing. The Singapore math is incredible. She is learning so much. She gets so much. Even the Dean helps her with Math homework. The parent volunteering is wonderful. Everything they stand for, core values, their morals, their teachers are incredible. That's what drew her to the school. The school is so amazing and it has done so much for her daughter. Wants her daughter to be interested in school, and this has really worked for her.

**Christian Baldree** has lived in Lincoln for 10 years and has two scholars at John Adams. His son has some learning disabilities, he just wanted to share with you from someone who has observed the process, care and assistance his son has received at John Adams. It has been transformative for his these last 18 months, his son has really flourished. As a parent he is grateful to John Adams, they have delivered on their promise. He recommends Paul Carras to take half of a morning and visit John Adams and just observe them doing the Pledge of Allegiance. The teachers bring with them so much passion. John Adams is a wonderful place, I hope you vote to continue the charter.

**Samantha Chan** shared she has to scholar at John Adams, and would like to read a letter her daughter wrote. Previously attended Western Placer, when she started First grade, it got difficult sending her to school, her daughter was very timid. When they heard about John Adams, and it being a smaller school they enrolled her, and she has now flourished, she now enjoys school. This small school experience has been great, even the parent meetings are great. John Adams has been amazing for her family. She then shared a short letter from her daughter.

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**Jared Kirchgatter** thanked the board for accepting the Charter in Lincoln. Got their students enrolled John Adams in Roseville. Enroll both students when they open up in Lincoln. Their children are flourishing at John Adams, the academics are excelling. They really enjoy the school, and are happy to see John Adams Charter grow.

**Caiden Farmer** is a student at John Adams. His sibling were enrolled at John Adams. Originally he was enrolled at Glen Edwards, but felt it was not the right environment for him. He later enrolled at John Adams, the flag ceremony was amazing, along with the 10 core values. All the kids have been super nice and has not had any conflicts. He has learned so much, and likes it better. Likes the uniforms, it makes everyone equal. Likes the Singapore Math, likes the teachers, best he has ever had and they really inspire you. He feels better at John Adams Charter.

**8.5 Discussion** *Page 176 – NAMING OF FACILITY – Leaman (18-19 G & O Component I, II, III, IV, V)*

•The Board is considering modification of the current Facility Naming Board Policy. The Superintendent analyzed surrounding districts policies and enclosed a draft policy for discussion.

Mr. Leaman presented the Naming of Facility policy for discussion. There was some discussion and changes to the policy. Mr. Leaman will rewrite and bring back for approval.

**8.6 Action** *Page 180 - ADOPTION OF REVISED/NEW EXHIBITS/ POLICIES/ REGULATIONS – Leaman (18-19 G & O Component I, II, III, IV, V)*

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

- BP/AR 0420 – School Plans/Site Councils
- AR 4200 – Classified Personnel
- AR 5131.41 – Use of Seclusion and Restraint
- BP/AR 5141.52 – Suicide Prevention
- BP/AR 5144.1 – Suspension and Expulsion/Due Process
- BB 9322 – Agenda/Meeting Materials
- BB 9324 – Minutes and Recordings

Motion by Mr. Haley, seconded by Mr. Carras and passed by a 4-0 (*Ayes: Armitage, Carras, Haley, Wyatt No: None*) vote to approve revised and new polices and presented.

**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

February 5, 2019

Minutes

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**

**Mr. Haley** enjoyed the 2 x 2 meeting with the City Council

**Mrs. Wyatt** attended a Student Wellness committee meeting, there will be a Health Fair in May. Attended a Nevada Union League wrestling meet. Will be changing the Interact Key Club from LHS to GEMS

**Mr. Carras** appreciated the report from John Adams

**Mr. Armitage** attended 2 x 2 City Council meeting, and attended the Special Education Workshop last night.

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

The President will establish the following meeting(s):

➤ **February 19, 2019 7:00 P.M.**, Regular Meeting of the Board of Trustees –  
Foskett Ranch Elementary School, 1561 Joiner Parkway, Lincoln

**11. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:55 p.m.

\_\_\_\_\_  
Damian Armitage, President

\_\_\_\_\_  
Kris Wyatt, Clerk

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

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

**Adopted:**

**Ayes:**

**Noes:**

**Absent:**

**Accommodating Those Individuals with Special Needs:**

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

# Western Placer Unified School District

Regular Meeting of the Board of Trustees

**February 19, 2019**

Foskett Ranch Elementary School – Multi-Purpose Room  
1561 Joiner Parkway, Lincoln, CA 95648

## MINUTES

**2018-2019 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, Vice President  
Brian Haley, Member  
Paul Carras, Member

### **Board Members Absent:**

Damian Armitage, President  
Kris Wyatt, Clerk

### **Others Present:**

Scott Leaman, Superintendent  
Kerry Callahan, Assistant Superintendent of Personnel Services  
Audrey Kilpatrick, Assistant Superintendent of Business & Operations  
Gabe Simon, Assistant Superintendent of Personnel Services  
Mike Adell, Director of Facilities  
Rosemary Knutson, Secretary to the Superintendent  
Kelly Castillo, Principal  
Lindsey Ridgway, Student Advisory  
Brody Fernandez, Lincoln News Messenger

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

1. **CALL TO ORDER** – Foskett Ranch Elementary School – Multi-Purpose Room
2. **COMMUNICATION FROM THE PUBLIC**  
There was no communication from the public.

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

3. **CLOSED SESSION** – Foskett Ranch Elementary School – Office Conference Room
  - 3.1 **CONFERENCE WITH LABOR NEGOTIATOR**  
Bargaining groups: WPTA & CSEA Negotiations  
Agency Negotiators:
    - ~Scott Leaman, Superintendent
    - ~Gabe Simon, Assistant Superintendent of Personnel Services
    - ~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
    - ~Kerry Callahan, Assistant Superintendent of Educational Services

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- 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 CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
New High School Property APN: 329-020-041, APN: 329-020-043,  
APN 329-020-019
- 3.4 STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**  
Student Discipline – Stipulated Expulsion Student #18-19-E
- 3.5 PERSONNEL**  
Public Employee Employment/Discipline/Dismissal/Release – Resolution No.  
18/19.23 Authorizing the Release of Temporary Certificated Employees

7:00 P.M.

- 4. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE** – Foskett Ranch  
Elementary School - Multi-Purpose Room  
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:
- 4.1 Page 10 - CONFERENCE WITH LABOR NEGOTIATOR**  
Bargaining groups: WPTA & CSEA Negotiations  
Agency Negotiators:  
  
~Scott Leaman, Superintendent  
~Gabe Simon, Assistant Superintendent of Personnel Services  
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations  
~Kerry Callahan, Assistant Superintendent of Educational Services  
  
No action taken
- 4.2 Page 11 - CONFERENCE WITH 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 12 - CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
New High School Property APN: 329-020-041, APN: 329-020-043,  
APN 329-020-019  
  
No action taken
- 4.4 Page 13 -STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**  
Student Discipline – Stipulated Expulsion Student #18-19-E  
  
No action taken



**4.5 Page 14 - PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release – Resolution No. 18/19.23 Authorizing the Release of Temporary Certificated Employees

Mr. Haley reported the board unanimously approved in closed session Resolution No. 18/19.23 Authorizing the Release of Temporary Certificated Employees at the end of the 2018-19 school year, and authorizing the district administration to serve required notices pursuant to Education Code section 44954.

**5. Page 16 - SPECIAL ORDER OF BUSINESS**

School Being Featured: Foskett Ranch Elementary School

Mr. Leaman introduced Mrs. Castillo, Principal. She introduced her staff who were present at the meeting. She also shared a PowerPoint presentation introducing Wide Focus on writing, reviewing the process on Professional development in grade levels and shared writing samples of different grade levels. She also talked about the Math rubric which is used for writing.

**6. Page 19-208 - CONSENT AGENDA**

- 6.1 Certificated Personnel Report
- 6.2 Classified Personnel Report
- 6.3 CARS/Consolidated Application (winter release)
- 6.4 Ratification of Contract with Linmoore Fencing and WPUSD – Foskett Ranch
- 6.5 Ratification of Contract with Propel Fundraising and WPUSD – Glen Edwards
- 6.6 Disposal of Surplus Items – E Waste
- 6.7 Ratification of Contract with Debbie Brown Photography and WPUSD – LHS
- 6.8 Ratification of Agreement between Brandman University and the WPUSD
- 6.9 Approve 2017-2018 School Accountability Report Cards (SARCs) Published in 2018-2019
- 6.10 Ratification of Agreement for Project Inspector Services with Walter May for the Scott Leaman Elementary School Project and Twelve Bridges High School Project
- 6.11 Ratification of Agreement for Construction Contract Inspection Services with John Millen for the Glen Edwards Middle School Additions and Modernization Phase I and Phase II Projects
- 6.12 Ratification of Agreement for Special Inspection and Construction Materials Testing Services with Wallace Kuhl & Associates for the Scott Leaman Elementary School Project
- 6.13 Ratification of Agreement for Materials Testing and Special Inspections with Blackburn Consulting for the Twelve Bridges High School Project
- 6.14 Ratification of Streambed Alteration Agreement with California Department of Fish and Wildlife for the Twelve Bridges High School Project
- 6.15 Ratification of Agreement for Environmental Services Regarding Twelve Bridges High School Project Permit Compliance with ECORP Consulting, Inc.
- 6.16 Student Discipline Stipulated Expulsion Student #18-19-E
- 6.17 Comprehensive School Safety Plans for District School Sites – Located on [www.wpusd.k12.ca.us](http://www.wpusd.k12.ca.us) click here to view: Elementary and Secondary

Motion by Mr. Carras, seconded by Mr. Haley and passed by a 3-0 (*Ayes: Haley, Carras, Long No: None*) roll call vote to approve consent agenda as presented.

7. **COMMUNICATION FROM THE PUBLIC**

No communication from the public

8. **REPORTS & COMMUNICATION**

➤ Lincoln High School Student Advisory, Lindsey Ridgway reported the following:

- Sports playoff going on right now
- Boys basketball playoff
- Girls soccer playoffs
- Wrestler, Lucas Cook made it to State
- Prom is March 16<sup>th</sup>
- Six LHS students competed for the Lincoln Lions Student Speaker Contest
- Science Expo is going to Paradise to share the Science Expo

➤ Western Placer Teacher's Association, Tim Allen no report

➤ Western Placer Classified Employee Association, Jim Houck was not present

➤ Superintendent, Scott Leaman reported on the following:

- Attended the girls basketball playoffs, girls went undefeated
- Presenting at Leadership Lincoln along with John Adams
- Flint was present for guarantee with the Twelve Bridges High school
- Gabe and Audrey have met with all principals regarding staffing
- Working on the Appreciation breakfast
- Met Foskett staff to discuss with extended Kindergarten
- Ground breaking possibly March 5<sup>th</sup>. Mike Adell has put up signage at the new high school property.

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

9.1 Action

**Page 210 – APPROVAL OF GUARANTEED MAXIMUM PRICE FOR LEASE LEASEBACK AGREEMENTS WITH FLINT BUILDERS, INC., FOR THE TWELVE BRIDGES HIGH SCHOOL PROJECT – Adell (18-19 G & O Component I, II, III, IV, V)**

• In January 2018, the Board approved the selection of Flint Builders, Inc., for Lease Leaseback services for the Twelve Bridges High School Project.

Mike Adell presented the Guaranteed Maximum Price for Lease Leaseback Agreement for approval. This is one of the bond projects, it's been a long time in the making for the community. Flint Builders has been working closely with architects. Eight six million dollars maximum price for the new high school. Should start pushing dirt March 1<sup>st</sup>. Any changes orders will need to come to the board for approval. Motion by Carras, seconded by Haley and passed by a 3-0 (*Ayes: Carras, Haley, Long No: None*) vote to approve the Guaranteed Maximum Price for Lease Leaseback Agreements with Flint Builders, Inc. for the Twelve Bridges High School.

**9.2 Action**      **Page 231 – APPROVE PLAN FOR USE OF LOW PERFORMING STUDENT BLOCK GRANT FUNDS – Callahan** *(18-19 G & O Component I, II, III, IV, V)*

•The Low-Performing Student Block Grant (LPSBG) allocates \$300 million for LEAs, including county offices of education (COEs), school district, and charter schools (both directly and locally funded) for the benefit of identified student during fiscal year (FY) 2018-19.

Kerry Callahan is presenting Student Block Grant for approval. She gave kudos to Kelly Castillo for the writing program she presented. Motion by Mr. Carras, seconded by Mr. Haley and passed by a 3-0 (*Ayes: Carras, Haley, Long No: None*) vote to approve the plan for the Low Performing Student Block Grant Funds.

**9.3 Action**      **Page 234 – APPROVE RESOLUTION NO. 18/19.24 AUTHORIZING THE REDUCTION IN CERTIFICATED STAFF DUE TO ELIMINATION OF PARTICULAR KINDS OF SERVICE – Simon** *(18-19 G & O Component I, II, III, IV, V)*

•Pursuant with Education Code sections 44949 and 44955, the California Education Code requires action by the governing Board if the services of certificated staff are to be reduced or eliminated in order to permit the layoff of certificated employees.

Gabe Simon presented Resolution for approval. Motion by Mr. Haley, seconded by Mr. Carras and passed by a 3-0 (*Ayes: Carras, Haley, Long No: None*) roll call vote to approve Resolution No. 18/19.24 authorizing the Reduction in Certificated Staff due to Elimination of Particular Kinds of Service.

**9.4 Information/ Discussion**      **Page 238 – RENEWAL OF JOHN ADAMS ACADEMY LINCOLN – Leaman** *(18-19 G & O Component I, II, III, IV, V)*

•Johns Adams Academy Lincoln has submitted their charter renewal. An analysis will be presented to the Board. On March 5, 2019, the Board will be asked to take action.

Mr. Leaman will present John Adams Renewal for discussion. Mr. Leaman presented an analysis, Norman Gonzalez, Heather Brown were present for any questions from the board. Mr. Leaman touched on the analysis, and reviewed the following areas.

- *Finance*
- *Legal*
- *Program*
- *Special Education*
- *Health & Safety*

Mr. Leaman would like to continue test scores discussions. There have been good discussions with John Adams and would like to continue a good

relationship. They are going through strains of growth. John Adams is looking at breaking ground this fall, and opening 2020.

**9.5 Discussion**     **Page 239 –NAMING OF FACILITY – Leaman** (18-19 G & O Component I, II, III, IV, V)

•The Board is considering modification of the current Facility Naming Board Policy. After discussion at the last Board meeting, additional changes were made.

Mr. Leaman presented the revised policy for further discussion. Another step was added to the policy. Mr. Leaman recommended we send the revised policy to CSEA and WPTA for review and bring back for approval.

**9.6 Action**     **Page 243 –EXTENSION OF CONTRACT AND APPOINTMENT OF DEPUTY SUPERINTENDENT – Leaman** (18-19 G & O Component I, II, III, IV, V)

•Based on a performance evaluation by the Superintendent, the following contract extension is being forwarded to the Board: Kerry Callahan, Assistant Superintendent of Education Services. In addition, the Superintendent is recommending a title change from Assistant Superintendent of Educational Services to Deputy Superintendent, Educational Services for Ms. Callahan.

Mr. Leaman presented contract for extension approval. To 2021, with title change. Motion by Mr. Carras, seconded by Mr. Haley and passed by a 3-0 (*Ayes: Carras, Haley, Long No: None*) vote to approve extension of contract and appointment of Deputy Superintendent for Ms. Callahan.

**9.7 Action**     **Page 244 - ADOPTION OF REVISED/NEW EXHIBITS/ POLICIES/ REGULATIONS – Leaman** (18-19 G & O Component I, II, III, IV, V)

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

- BP/AR 5144 – Discipline
- BP 5146 – Married/Pregnant/Parenting Students
- AR 6173.2 – Education of Children of Military Families
- BP/AR 6175 – Migrant Education Program
- AR 6183 – Home and Hospital Instruction

Motion by Mr. Carras, seconded by Mr. Haley and passed by a 3-0 (*Ayes: Carras, Haley, Long No: None*) vote to approve adoption of revised/new Policies, Exhibits and Regulations.

**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**

**Mr. Haley** shared he attended the Library meeting, the committee is excited about the new high school, and requested an explanatory picture display of the new high school.

**Mr. Carras** had no report

**Mr. Long** shared with Mike Adell that Pinole Valley High School is currently being built for 3 hundred and 20 million dollars, and someone donated 100 million dollars.

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

The President will establish the following meeting(s):

➤ **March 5, 2019** 7:00 P.M., Regular Meeting of the Board of Trustees – District Office/City Hall Bldg., 3<sup>rd</sup> Floor Conference Room

➤ **March 19, 2019** 7:00 P.M., Regular Meeting of the Board of Trustees – Twelve Bridges Elementary School, 2450 Eastridge Drive, Lincoln

**12. ADJOURNMENT**

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

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Paul Long, Vice President

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Brian Haley, Acting Clerk

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Scott Leaman, Superintendent

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Rosemary Knutson, Secretary to the Superintendent

**Adopted:**

**Ayes:**

**Noes:**

**Absent:**

**Accommodating Those Individuals with Special Needs:**

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

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

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

**DISTRICT GLOBAL GOALS**

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

**SUBJECT:**

Approval of Warrants

**AGENDA ITEM AREA:**

Consent Agenda

**REQUESTED BY:**

Audrey Kilpatrick  
Assistant Superintendent of  
Business and Operations

**ENCLOSURES:**

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

**DEPARTMENT:**

Business Services

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

N/A

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**BACKGROUND:**

The Board of Trustees will consider approval of warrants paid since the February 5, 2019 board meeting.

**RECOMMENDATION:**

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

## Checks Dated 02/22/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85669679	02/22/2019	Milovanovich, Casey E	01-5200		284.59
85669680	02/22/2019	BANK OF AMERICA #4333	01-4300	48.00	
			01-5200	2,364.52	2,412.52
85669681	02/22/2019	HILTON HOTEL - LONG BEACH	01-5200		12,684.96
85669682	02/22/2019	MEDICAB	01-5800		2,898.25
85669683	02/22/2019	MEDICAL BILLING TECHNOLOGIES	01-5800		41.35
85669684	02/22/2019	U.S. BANK NATIONAL ASSOCIATION	01-4300	1,842.77	
		U.S. BANCORP PURCHASING CARD			
			01-5200	10,017.51	
			01-5600	3,387.38	
			01-5800	674.50	
			13-4300	10.00	
			13-4380	103.02	
			13-4710	88.37	16,123.55
85669685	02/22/2019	CULTURE SHOCK YOGURT	13-4710		180.00
85669686	02/22/2019	GOLD STAR FOODS, INC	13-4710		10,485.82
85669687	02/22/2019	PRODUCERS DAIRY FOODS, INC.	13-4710		3,016.07
85669688	02/22/2019	PROPACIFIC FRESH	13-4380	101.79	
			13-4710	1,761.19	1,862.98
85669689	02/22/2019	UNIFIRST CORPORATION	13-5800		357.02
85669690	02/22/2019	SAMSON BRAVO	13-8634		31.35
85669691	02/22/2019	Beltram, Kerry W	01-5200		16.24
85669692	02/22/2019	Sisney, Courtney A	01-4300		195.67
85669693	02/22/2019	C & S TELECOMMUNICATIONS INC	01-5600		115.00
85669694	02/22/2019	CITY OF LINCOLN	01-5540	6,785.47	
			01-5550	3,885.64	
			01-5570	9,932.88	20,603.99
85669695	02/22/2019	CLIMATE CONTROL INC	01-5800		2,240.50
85669696	02/22/2019	DECKER EQUIPMENT	01-4300		238.95
85669697	02/22/2019	DIVERSIFIED POWER CORPORATION	01-5800		6,261.22
85669698	02/22/2019	ELLIOTT HOMES INC.	21-6112		229,500.00
85669699	02/22/2019	FLINT BUILDERS, INC.	21-6200		77,670.17
85669700	02/22/2019	HD SUPPLY FACILITIES MAINTENANCE, LTD.	01-4300		56.83
85669701	02/22/2019	HOLT OF CALIFORNIA	01-4365		4.53
85669702	02/22/2019	HUNT & SONS INC	01-4365		331.52
85669703	02/22/2019	LOWE'S	01-4300		1,414.97
85669704	02/22/2019	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-5800		1,062.50
85669705	02/22/2019	PACIFIC GAS & ELECTRIC CO	01-5510	57,018.25	
			01-5530	10,327.10	67,345.35
85669706	02/22/2019	PURCHASE POWER	01-4300		4,040.00
85669707	02/22/2019	ROEBBELEN CONTRACTING INC	21-6270		44,296.17
85669708	02/22/2019	SHARP ARCHITECTURE, INC.	21-5800		6,720.00
85669709	02/22/2019	SIERRA OFFICE SUPPLIES &	01-4300	745.68	
			21-4300	47.44	

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

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**Checks Dated 02/22/2019**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85669709	02/22/2019	SIERRA OFFICE SUPPLIES &	25-4300	41.25	834.37
85669710	02/22/2019	STINEMAN'S FARM SUPPLY	01-4300		115.85
85669711	02/22/2019	TAG / AMS INC	01-5800		319.00
85669712	02/22/2019	WESTERN PLACER WASTE	01-5540		363.98
85669713	02/22/2019	WILCO SUPPLY	01-5600		776.00
Total Number of Checks			35		<u>514,901.27</u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	25	140,491.61
13	Cafeteria Fund	7	16,134.63
21	Building Fund #1	5	358,233.78
25	Capital Facilities Fund	1	41.25
Total Number of Checks		35	514,901.27
Less Unpaid Tax Liability			.00
Net (Check Amount)			<u>514,901.27</u>

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

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## Checks Dated 02/15/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85668528	02/15/2019	Freymond, Jenifer C	01-4300		196.60
85668529	02/15/2019	Hoppe, Nancy M	01-5200		179.31
85668530	02/15/2019	Rafferty, Kellie L	01-4300		21.45
85668531	02/15/2019	Saul, Jada L	01-4300		63.60
85668532	02/15/2019	ALL METALS SUPPLY INC	01-4300		430.65
85668533	02/15/2019	BARNES & NOBLE BOOKSTORES	01-4300		136.87
85668534	02/15/2019	BEST BUY FOR BUSINESS	01-4300		619.67
85668535	02/15/2019	CDI COMPUTER DEALERS INC.	01-4300	8,182.31	
			01-4400	1,318.09	9,500.40
85668536	02/15/2019	DATA CONTROL INC.	01-4400	613.46	
			Unpaid Tax	35.46-	578.00
85668537	02/15/2019	DEMCO MEDIA	01-4300		63.42
85668538	02/15/2019	EXPLORIT SCIENCE CENTER	01-5800		967.44
85668539	02/15/2019	FOLLETT SCHOOL SOLUTIONS, INC.	01-4300		160.99
85668540	02/15/2019	LINCOLN HIGH SCHOOL	01-5800		288.00
85668541	02/15/2019	LINCOLN HIGH SCHOOL	01-5800		81.00
85668542	02/15/2019	OFFICE DEPOT	01-4300		133.79
85668543	02/15/2019	PCOE - PLACER CO OFFICE OF ED	01-5200		275.00
85668544	02/15/2019	PRINT TO MAIL	01-4400		3,869.76
85668545	02/15/2019	REALLY GOOD STUFF	01-4300		23.03
85668546	02/15/2019	SEQUOIA WHOLESALE FLORIST	01-4300		216.65
85668547	02/15/2019	TEACHERS PAY TEACHERS DEPT. 6759	01-4300	26.59	
			Unpaid Tax	1.60-	24.99
85668548	02/15/2019	USA LANYARDS.COM UNIVERSAL MERCANTILE EXCHANGE	01-4300		158.78
85668549	02/15/2019	WOODWIND & BRASSWIND	01-4300		337.76
85668550	02/15/2019	CROWN DISTRIBUTING INC.	13-4380		2,795.03
85668551	02/15/2019	CULTURE SHOCK YOGURT	13-4710		180.00
85668552	02/15/2019	DANIELSEN COMPANY	13-4380	104.09	
			13-4710	2,777.31	
			Unpaid Tax	6.34-	2,875.06
85668553	02/15/2019	GOLD STAR FOODS, INC	13-4710		12,135.69
85668554	02/15/2019	ORIENTAL TRADING COMPANY INC	01-4300	2,097.62	
			Unpaid Tax	129.70-	1,967.92
85668555	02/15/2019	PRODUCERS DAIRY FOODS, INC.	13-4710		2,999.06
85668556	02/15/2019	PROPACIFIC FRESH	13-4380	67.86	
			13-4710	1,217.08	1,284.94
85668557	02/15/2019	SCHOOL SPECIALTY INC	01-4300		358.92
85668558	02/15/2019	UNIFIRST CORPORATION	13-5800		178.51
85668559	02/15/2019	Zinzun, Rhianon R	01-5200		17.40
85668560	02/15/2019	APPROVED SAFE & LOCK	01-4300	58.04	
			01-5600	54.00	112.04
85668561	02/15/2019	AT&T	01-5560		4,294.30
85668562	02/15/2019	BIDWELL WATER	01-4300		160.00
85668563	02/15/2019	CDW GOVERNMENT INC	01-4300	355.63	

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## Checks Dated 02/15/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85668563	02/15/2019	CDW GOVERNMENT INC	01-5800	2,611.00	2,966.63
85668564	02/15/2019	CRITERION CONSTRUCTION PROFESSIONALS, INC.	25-5800		900.00
85668565	02/15/2019	DAWSON OIL COMPANY	01-4345	10.46	
			01-4350	5,195.05	5,205.51
85668566	02/15/2019	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		1,698.65
85668567	02/15/2019	E-FILLIATE INC	01-4300		130.57
85668568	02/15/2019	GCR TIRES & SERVICE	01-4360		42.49
85668569	02/15/2019	GEARY PACIFIC SUPPLY	01-4300		156.13
85668570	02/15/2019	GRAINGER	01-4300		244.06
85668571	02/15/2019	HILLYARD / SACRAMENTO	01-4300		471.38
85668572	02/15/2019	HMC GROUP	21-6210		105,437.06
85668573	02/15/2019	INDUSTRIAL PLUMBING SUPPLY	01-4300		19.32
85668574	02/15/2019	MWG MESTMAKER & ASSOCIATES	01-3901		136.60
85668575	02/15/2019	PACIFIC GAS & ELECTRIC CO	01-5510		1,117.59
85668576	02/15/2019	PCOE - PLACER CO OFFICE OF ED	01-5200		125.00
85668577	02/15/2019	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		509.43
85668578	02/15/2019	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		745.84
85668579	02/15/2019	RIEBES AUTO PARTS	01-4365		854.55
85668580	02/15/2019	SIERRA BUILDING SYSTEMS INC	01-5600		1,325.00
85668581	02/15/2019	SIERRA OFFICE SUPPLIES &	01-4300		11.98
85668582	02/15/2019	SUTTER MEDICAL FOUNDATION	01-5800		994.00
85668583	02/15/2019	SWRCB/STATE WATER RESOURCES	21-5800		568.00
85668584	02/15/2019	SWRCB/STATE WATER RESOURCES	21-5800		736.00
85668585	02/15/2019	TOTAL COMPENSATION SYS INC	01-5800		1,800.00
85668586	02/15/2019	WARREN CONSULT ENGINEERS INC	21-6140		2,500.00
85668587	02/15/2019	WAXIE'S SANITARY SUPPLY	01-4300		1,031.77
85668588	02/15/2019	WHEST KOAST PLUMBING	01-5600		16,905.00
85668589	02/15/2019	ZIEGELMANN'S REFRIGERATION	01-5600		539.31
85668590	02/15/2019	Gonzalez, Maria A	01-5200		197.20
85668591	02/15/2019	Hackbarth, Sandra B	01-5200		68.23
85668592	02/15/2019	Leehane, Kathleen M	01-5200		126.15
85668593	02/15/2019	Lillie, Tracey N	01-5200		28.94
85668594	02/15/2019	Martelle, Jina S	11-5200		58.28
85668595	02/15/2019	Petttersen, Amy L	01-4300		34.49
85668596	02/15/2019	Sommer, Tammy J	01-5200		16.59
85668597	02/15/2019	AMBER ABRAMS	01-5800		708.18
85668598	02/15/2019	BRIGHT START THERAPIES INC	01-5800		1,450.00
85668599	02/15/2019	CABE	01-4300		43.44
85668600	02/15/2019	CAPITOL PUBLIC FINANCE GROUP	21-5800	1,462.50	
			25-5800	3,920.00	5,382.50

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**Checks Dated 02/15/2019**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85668601	02/15/2019	CDW GOVERNMENT INC	01-4300		102.68
85668602	02/15/2019	CPI - CRISIS PREVENTION INSTITUTE	01-5200		3,249.00
85668603	02/15/2019	LEARNING SOLUTIONS INC	01-5800		3,872.68
85668604	02/15/2019	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		168.00
85668605	02/15/2019	MEDICAL BILLING TECHNOLOGIES	01-5800		386.45
85668606	02/15/2019	ODYSSEY LEARNING CENTER, INC.	01-5800		12,295.20
85668607	02/15/2019	PLACER COUNTY TRANSIT	01-5800		206.25
85668608	02/15/2019	PLACER LEARNING CENTER	01-5800		44,800.29
85668609	02/15/2019	SACRAMENTO THEATRICAL LIGHTING	01-4400		13,404.45
85668610	02/15/2019	SAFEWAY INC	01-4300		218.97
85668611	02/15/2019	SCHOOL STEPS, INC.	01-5800		24,062.50
85668612	02/15/2019	SIERRA FOOTHILLS ACADEMY	01-5800		43,687.23
85668613	02/15/2019	SPECIALIZED EDUC OF CA, INC. DBA SIERRA SCHOOLS	01-5800		14,822.27
85668614	02/15/2019	SUMMIT PROFESSIONAL EDUCATION	01-5200		229.99
Total Number of Checks			87		<u><u>364,477.86</u></u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	73	226,614.49
11	Adult Education Fund	1	58.28
13	Cafeteria Fund	7	22,454.63
21	Building Fund #1	5	110,703.56
25	Capital Facilities Fund	2	4,820.00
Total Number of Checks		87	364,650.96
Less Unpaid Tax Liability			173.10-
Net (Check Amount)			<u><u>364,477.86</u></u>

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

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## Checks Dated 02/08/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85667251	02/08/2019	CROWN DISTRIBUTING INC.	13-4380		1,935.60
85667252	02/08/2019	CULTURE SHOCK YOGURT	13-4710		420.00
85667253	02/08/2019	DANIELSEN COMPANY	13-4380	10.30	
			13-4710	1,392.95	1,403.25
85667254	02/08/2019	GOLD STAR FOODS, INC	13-4710		9,941.98
85667255	02/08/2019	PRODUCERS DAIRY FOODS, INC.	13-4710		5,329.97
85667256	02/08/2019	PROPACIFIC FRESH	13-4380	67.87	
			13-4710	2,653.42	2,721.29
85667257	02/08/2019	UNIFIRST CORPORATION	13-5800		178.51
85667258	02/08/2019	Fury, Lori J	01-5200		118.15
85667259	02/08/2019	Jocoy, Clelia	01-5800		225.42
85667260	02/08/2019	Karuzas, Susannah L	01-5200		202.71
85667261	02/08/2019	ACADEMIC THERAPY PUBLICATIONS	01-4300		188.76
85667262	02/08/2019	COAST TO COAST COMPUTER PRODUCTS	01-4300		371.05
85667263	02/08/2019	DANIKA LYNN DAVIS	01-5800		205.57
85667264	02/08/2019	DISCOVERY OFFICE SYSTEMS	01-4300		9.72
85667265	02/08/2019	ENTERPRISE RENT A CAR	01-5200		308.33
85667266	02/08/2019	JABBERGYM INC.	01-5800		6,080.00
85667267	02/08/2019	MEDICAB	01-5800		5,347.00
85667268	02/08/2019	MEDICAL BILLING TECHNOLOGIES	01-5800		367.25
85667269	02/08/2019	NORA DAVIS	01-5800		552.16
85667270	02/08/2019	PCOE - PLACER CO OFFICE OF ED	01-5800		30,300.00
85667271	02/08/2019	PEARSON ASSESSMENTS ORDERING DEPARTMENT	01-4300		163.56
85667272	02/08/2019	SARAH J. JOINER	01-5800		295.80
85667273	02/08/2019	WIESER EDUCATIONAL MISSION PUBLICATIONS	01-4100		2,137.36
85667274	02/08/2019	WORKABILITY REGION 4, INC. CENTER HIGH SCHOOL - S.PACHECO	01-5200		200.00
85667275	02/08/2019	ADD SOME CLASS	01-4300		160.23
85667276	02/08/2019	ADVANCED INTEGRATED PEST	01-5800		1,296.00
85667277	02/08/2019	CDW GOVERNMENT INC	01-4300		3,523.70
85667278	02/08/2019	CLIMATE CONTROL INC	01-5800		799.00
85667279	02/08/2019	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		318.70
85667280	02/08/2019	DISCOVERY OFFICE SYSTEMS	01-5600		72.94
85667281	02/08/2019	GOLD COUNTRY MEDIA PUBLICATIONS	01-5800		457.47
85667282	02/08/2019	GRAINGER .	01-4300		296.54
85667283	02/08/2019	HILLYARD / SACRAMENTO	01-4300		837.98
85667284	02/08/2019	HORIZON	01-4300		1,344.63
85667285	02/08/2019	LANDMARK CONSTRUCTION	21-6270		688,556.05
85667286	02/08/2019	NAVIA BENEFIT SOLUTIONS	01-5800		137.50
85667287	02/08/2019	PACIFIC GAS & ELECTRIC CO	01-5530		2,060.86

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Checks Dated 02/08/2019					
Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85667288	02/08/2019	PCOE - PLACER CO OFFICE OF ED	01-5800		10,000.00
85667289	02/08/2019	QUALITY SOUND SYSTEMS	01-4400	3,537.33	
			01-5600	3,300.00	6,837.33
85667290	02/08/2019	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-4300	1,579.66	
			01-5600	838.70	2,418.36
85667291	02/08/2019	SHARP ARCHITECTURE, INC.	21-5800		6,720.00
85667292	02/08/2019	SIERRA OFFICE SUPPLIES &	01-4300		92.50
85667293	02/08/2019	SUPPLYWORKS	01-4300		1,133.87
85667294	02/08/2019	UNIFIRST CORPORATION	01-5800		2,525.35
85667295	02/08/2019	WALLACE-KUHL & ASSOCIATES	21-6170		1,331.25
85667296	02/08/2019	WAXIE'S SANITARY SUPPLY	01-4300		273.81
85667297	02/08/2019	Doherty, Kari M	01-5200		212.91
85667298	02/08/2019	Hood, Cindy J	01-5200		14.17
85667299	02/08/2019	Medina, Albert A	01-5800		90.00
85667300	02/08/2019	Middleton, William R	01-5200		615.16
85667301	02/08/2019	Penders, Reno P	01-4300		136.00
85667302	02/08/2019	Pierce II, Robert L	01-4300		126.77
85667303	02/08/2019	Seacrist, Scott L	01-4300		45.36
85667304	02/08/2019	Williams, Katarzyna	01-4300		25.72
85667305	02/08/2019	BURKETT'S OFFICE	01-4300		2,284.93
85667306	02/08/2019	CADA	01-5200		35.00
85667307	02/08/2019	CDW GOVERNMENT INC	01-4300	3,520.22	
			01-4400	787.90	4,308.12
85667308	02/08/2019	CHEVRON	01-4300		162.50
85667309	02/08/2019	EMPIRE MINE STATE HISTORIC PK	01-5800		80.00
85667310	02/08/2019	ENTERPRISE RENT A CAR	01-5800		806.08
85667311	02/08/2019	FLINN SCIENTIFIC INC	01-4300		41.49
85667312	02/08/2019	FLORA FRESH, INC.	01-4300		77.22
85667313	02/08/2019	FLORAL RESOURCES SACRAMENTO	01-4300		12.87
85667314	02/08/2019	FOLLETT SCHOOL SOLUTIONS, INC.	01-4300		7,068.45
85667315	02/08/2019	FULL COMPASS SYSTEMS	01-4300	21.87	
			Unpaid Tax	.87-	21.00
85667316	02/08/2019	HAWKINS OFFICIATING SERVICE	01-5800		140.00
85667317	02/08/2019	HEINEMANN	01-4300		39.63
85667318	02/08/2019	IMAX THEATER	01-5800		432.00
85667319	02/08/2019	IMAX THEATER	01-5800		370.50
85667320	02/08/2019	IMAX THEATER	01-5800		179.00
85667321	02/08/2019	J.W. PEPPER & SON INC	01-4300		478.07
85667322	02/08/2019	LAMINATION DEPOT	01-4300		337.69
85667323	02/08/2019	LINCOLN HIGH SCHOOL	01-5800		72.00
85667324	02/08/2019	MJB WELDING SUPPLY, INC.	01-4300		64.17
85667325	02/08/2019	OFFICE DEPOT	01-4300		169.50
85667326	02/08/2019	ORIENTAL TRADING COMPANY INC	01-4300	122.01	
			Unpaid Tax	7.58-	114.43

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**Checks Dated 02/08/2019**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85667327	02/08/2019	PACIFIC ENVIRONMENTAL	01-5800		1,000.00
85667328	02/08/2019	PITNEY BOWES INC	01-5600		1,020.99
85667329	02/08/2019	PIZZA GUYS	01-4300		42.14
85667330	02/08/2019	REAL INSPIRATION, INC.	01-5800		1,500.00
85667331	02/08/2019	RELATIONSHIPWARE LLC	01-4300	282.73	
			Unpaid Tax	17.94-	264.79
85667332	02/08/2019	RIEBES AUTO PARTS	01-4300		121.32
85667333	02/08/2019	RISO PRODUCTS OF SAC INC	01-4300		364.30
85667334	02/08/2019	SACRAMENTO THEATRE CO	01-5800		945.00
85667335	02/08/2019	SIERRA HAY & FEED	01-4300	206.09	
			01-4400	3,103.49	3,309.58
85667336	02/08/2019	STAPLES BUSINESS ADVANTAGE	01-4300		4,475.95
85667337	02/08/2019	VIKING SHRED LLC	01-5600		47.99
85667338	02/08/2019	WEST MUSIC	01-4300	360.36	
			Unpaid Tax	24.36-	336.00
85667339	02/08/2019	Kimik Nishimura	01-5800		500.00
<b>Total Number of Checks</b>			<b>89</b>		<b>832,686.31</b>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	79	114,199.16
13	Cafeteria Fund	7	21,930.60
21	Building Fund #1	3	696,607.30
<b>Total Number of Checks</b>		<b>89</b>	<b>832,737.06</b>
<b>Less Unpaid Tax Liability</b>			<b>50.75-</b>
<b>Net (Check Amount)</b>			<b>832,686.31</b>

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

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## Checks Dated 02/01/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85665978	02/01/2019	Monica De La Torre	01-5821		25.00
85665979	02/01/2019	Debra A. Freid	01-5200		305.38
85665980	02/01/2019	ADVANCED INTEGRATED PEST	01-5800		1,226.00
85665981	02/01/2019	BIDWELL WATER	01-4300		55.00
85665982	02/01/2019	CDW GOVERNMENT INC	01-4300	1,990.24	
			01-5800	1,500.00	3,490.24
85665983	02/01/2019	CITY OF LINCOLN	01-5540	6,785.47	
			01-5550	4,121.80	
			01-5570	10,148.55	21,055.82
85665984	02/01/2019	CITY OF LINCOLN / PG&E REIMB	01-5510		2,143.41
85665985	02/01/2019	CITY OF LINCOLN/NON UTILITY	01-5500		10,146.71
85665986	02/01/2019	CLIMATE CONTROL INC	01-5800		1,942.50
85665987	02/01/2019	DECKER EQUIPMENT	01-4300		148.38
85665988	02/01/2019	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		132.84
85665989	02/01/2019	EXCELCHEM ENVIRONMENTAL LAB	01-5800		218.00
85665990	02/01/2019	GCR TIRES & SERVICE	01-4360		1,688.76
85665991	02/01/2019	GRAINGER .	01-4300		61.52
85665992	02/01/2019	HILLYARD / SACRAMENTO	01-4300		695.63
85665993	02/01/2019	HOME DEPOT CREDIT SERVICES	01-4300		562.15
85665994	02/01/2019	HORIZON	01-4300		130.24
85665995	02/01/2019	INDUSTRIAL PLUMBING SUPPLY	01-4300		89.14
85665996	02/01/2019	KINGSLEY BOGARD THOMPSON LLP	01-5810		3,541.29
85665997	02/01/2019	L & H AIRCO	01-5600		243.60
85665998	02/01/2019	NCM - NATIONAL CINEMEDIA LLC	01-5801		884.00
85665999	02/01/2019	NOR-CAL ROOFING INC	01-5600		510.00
85666000	02/01/2019	PACIFIC GAS & ELECTRIC CO	01-5510	23,213.66	
			01-5530	9,760.66	32,974.32
85666001	02/01/2019	PLURALSIGHT, LLC	01-5200		3,143.00
85666002	02/01/2019	PPG PAINTS ARCHITECTURAL FINISHES, INC.	01-4300		73.68
85666003	02/01/2019	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		136.55
85666004	02/01/2019	ROEBBELEN CONTRACTING INC	21-6270		11,328.92
85666005	02/01/2019	SERVICENTER RADIATOR WORKS	01-4365		225.23
85666006	02/01/2019	SIERRA BUILDING SYSTEMS INC	01-4300	300.00	
			01-5600	3,020.68	3,320.68
85666007	02/01/2019	STEWART TITLE OF PLACER	21-5800		1,200.00
85666008	02/01/2019	SUPPLYWORKS	01-4300		532.98
85666009	02/01/2019	VALLEY POWER SYSTEM INC	01-5600		7,189.65
85666010	02/01/2019	VERIZON WIRELESS	01-5560	1,711.61	
			21-5560	118.17	1,829.78
85666011	02/01/2019	WAVE BUSINESS WAVE BROADBAND-ROCKLIN	01-5560		5,175.15
85666012	02/01/2019	WAXIE'S SANITARY SUPPLY	01-4300		3,791.77
85666013	02/01/2019	Mona H. Bass	01-4300		42.99

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## Checks Dated 02/01/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85666014	02/01/2019	Jennifer A. Chandler	01-4300		25.00
85666015	02/01/2019	Jenifer C. Freymond	01-5200		107.96
85666016	02/01/2019	Jason R. Noonan	01-4300		119.00
85666017	02/01/2019	Julie M. Van Zile	01-5800		160.00
85666018	02/01/2019	Katarzyna Williams	01-4300		51.44
85666019	02/01/2019	CDW GOVERNMENT INC	01-4300	723.84	
			01-5800	92.35	816.19
85666020	02/01/2019	COAST TO COAST COMPUTER PRODUCTS	01-4300		446.11
85666021	02/01/2019	DISCOVERY OFFICE SYSTEMS	01-5800		25.63
85666022	02/01/2019	ENTERPRISE RENT A CAR	01-5800		488.17
85666023	02/01/2019	FLORA FRESH, INC.	01-4300		342.94
85666024	02/01/2019	FOLLETT SCHOOL SOLUTIONS, INC.	01-4300		108.78
85666025	02/01/2019	FOLSOM CITY ZOO	01-5800		442.00
85666026	02/01/2019	J.W. PEPPER & SON INC	01-4300		272.44
85666027	02/01/2019	JOCELYN MITCHELMORE	01-5200		1,850.00
85666028	02/01/2019	LAKE SHORE LEARNING MATERIALS	01-4300		512.03
85666029	02/01/2019	LEARNING FOR LIVING, INC	01-5200		2,097.00
85666030	02/01/2019	LOVE AND LOGIC INSTITUTE, INC	01-5200		109.00
85666031	02/01/2019	MJB WELDING SUPPLY, INC.	01-4300		96.75
85666032	02/01/2019	MONTY MULLER - DBA MULLER SPORTS	01-5800		120.00
85666033	02/01/2019	NORTH STATE SCREENPRINT & ATHLETIC	01-4300		4,381.09
85666034	02/01/2019	OFFICE DEPOT	01-4300		155.93
85666035	02/01/2019	PCOE - PLACER CO OFFICE OF ED	01-5200		125.00
85666036	02/01/2019	PIZZA GUYS	01-4300		219.50
85666037	02/01/2019	PLACER AREA READING COUNCIL	01-5200		130.00
85666038	02/01/2019	POLAR EDUCATION SOLUTIONS	01-4300		2,880.00
85666039	02/01/2019	QUENCH USA, INC	01-5600		105.10
85666040	02/01/2019	ROSEVILLE THEATER ARTS ACADEMY	01-5800		468.00
85666041	02/01/2019	SCHOOL SPECIALTY INC	01-4300		439.10
85666042	02/01/2019	STEVAN GERARD GIVENS	01-6400		6,964.00
85666043	02/01/2019	TEACHERS PAY TEACHERS DEPT. 6759	01-4300	127.37	
			Unpaid Tax	8.41-	118.96
85666044	02/01/2019	U.S. SCHOOL SUPPLY	01-4300	38.25	
			Unpaid Tax	2.05-	36.20
85666045	02/01/2019	UDL IMPLEMENTATION & RESEARCH NETWORK, INC.	01-5200		275.00
85666046	02/01/2019	VENTURA EDUCATIONAL SYSTEM	01-4300		319.17
85666047	02/01/2019	AZOLLA FARM	13-4710		189.00
85666048	02/01/2019	CROWN DISTRIBUTING INC.	13-4380		3,612.49
85666049	02/01/2019	CULTURE SHOCK YOGURT	13-4710		480.00
85666050	02/01/2019	DANIELSEN COMPANY	13-4380	161.45	
			13-4710	2,914.84	

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## Checks Dated 02/01/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85666050			Unpaid Tax	10.55-	3,065.74
85666051	02/01/2019	GOLD STAR FOODS, INC	13-4710		7,246.10
85666052	02/01/2019	HIGHLAND ORCHARD LLC	13-4710		1,044.00
85666053	02/01/2019	PRODUCERS DAIRY FOODS, INC.	13-4710		2,616.79
85666054	02/01/2019	PROPACIFIC FRESH	13-4380	33.93	
			13-4710	1,927.26	1,961.19
85666055	02/01/2019	UNIFIRST CORPORATION	13-5800		178.51
85666056	02/01/2019	WPUSD PETTY CASH FUND	01-4300	109.00	
			01-5200	60.00	
			01-5800	76.50	
			01-8675	20.00	
			13-8634	32.00	297.50
85666057	02/01/2019	ELIZABETH MACDONALD	01-8675		117.60
85666058	02/01/2019	Amanda Y. Gee	01-5200		255.72
85666059	02/01/2019	Kelley D. Gordon	01-5200		107.30
85666060	02/01/2019	APPLE INC.	01-4300		110.00
85666061	02/01/2019	BRIGHT START THERAPIES INC	01-5800		1,740.00
85666062	02/01/2019	COAST TO COAST COMPUTER PRODUCTS	01-4300		221.95
85666063	02/01/2019	LAKESHORE LEARNING MATERIALS	01-4300		150.31
85666064	02/01/2019	Loomis Union School Dist	01-4100		204.00
85666065	02/01/2019	MEDICAL BILLING TECHNOLOGIES	01-5800		36.10
85666066	02/01/2019	OREGON LAMINATIONS COMPANY	01-4300		46.78
85666067	02/01/2019	PEARSON ASSESSMENTS ORDERING DEPARTMENT	01-4300		11,546.46
85666068	02/01/2019	SACRAMENTO CO OFFICE OF ED.	01-5200		375.00
85666069	02/01/2019	SIG EMPLOYEE BENEFITS TRUST	76-9558		725,774.66
85666070	02/01/2019	WELLNESS TOGETHER	01-5800		18,360.00
Total Number of Checks			93		924,805.00

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	81	165,967.89
13	Cafeteria Fund	10	20,436.37
21	Building Fund #1	3	12,647.09
76	Payroll Fund	1	725,774.66
Total Number of Checks		93	924,826.01
Less Unpaid Tax Liability			21.01-
Net (Check Amount)			924,805.00

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## Checks Dated 01/25/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85664862	01/25/2019	AZOLLA FARM	13-4710		288.00
85664863	01/25/2019	CROWN DISTRIBUTING INC.	13-4380		805.04
85664864	01/25/2019	CULTURE SHOCK YOGURT	13-4710		180.00
85664865	01/25/2019	GOLD STAR FOODS, INC	13-4710		9,712.11
85664866	01/25/2019	PROPACIFIC FRESH	13-4380	101.80	
			13-4710	2,279.99	2,381.79
85664867	01/25/2019	UNIFIRST CORPORATION	13-5800		178.51
85664868	01/25/2019	Amy L. Cress	01-5200		224.71
85664869	01/25/2019	BRIGHT START THERAPIES INC	01-5800		543.75
85664870	01/25/2019	CAPITOL PUBLIC FINANCE GROUP	25-5800		1,560.00
85664871	01/25/2019	CDW GOVERNMENT INC	01-4300		1,351.52
85664872	01/25/2019	COAST TO COAST COMPUTER PRODUCTS	01-4300		439.65
85664873	01/25/2019	DISCOVERY OFFICE SYSTEMS	01-4300		14.98
85664874	01/25/2019	JOYLABZ LLC	01-4100		6,856.27
85664875	01/25/2019	LOZANO SMITH LLP	01-5810		2,208.50
85664876	01/25/2019	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		275.00
85664877	01/25/2019	MEDICAB	01-5800		3,198.50
85664878	01/25/2019	MEDICAL BILLING TECHNOLOGIES	01-5800		114.90
85664879	01/25/2019	NANCY ALEXANDER-STORM	01-5800		1,708.00
85664880	01/25/2019	NASCO MODESTO	01-4300		17.98
85664881	01/25/2019	ODYSSEY LEARNING CENTER, INC.	01-5800		10,016.16
85664882	01/25/2019	PEARSON ASSESSMENTS ORDERING DEPARTMENT	01-4300		84.81
85664883	01/25/2019	POINT QUEST PEDIATRIC THERAPIES, LLC	01-5800		6,398.00
85664884	01/25/2019	Michelle V. Harris	01-5800		260.00
85664885	01/25/2019	49ER WATER SERVICES	01-5800		390.00
85664886	01/25/2019	ADD SOME CLASS	25-5800		1,922.50
85664887	01/25/2019	AERIAL LIFT SERVICE CO INC	01-5600		4,269.93
85664888	01/25/2019	AIR FILTER SUPPLY INC	01-4300		12,185.45
85664889	01/25/2019	BOYLE FUTURE TECHNOLOGY	01-4345		182.35
85664890	01/25/2019	C & S TELECOMMUNICATIONS INC	01-4300	492.18	
			01-5600	703.64	1,195.82
85664891	01/25/2019	C.A.S.H COALITION FOR ADEQUATE SCHOOL HOUSING	25-5200		2,614.00
85664892	01/25/2019	CDW GOVERNMENT INC	01-4300		1,855.38
85664893	01/25/2019	DEPARTMENT OF GENERAL SERVICES	25-6220		6,884.43
85664894	01/25/2019	GEARY PACIFIC SUPPLY	01-4300		40.85
85664895	01/25/2019	GRAINGER .	01-4300		523.95
85664896	01/25/2019	HILLYARD / SACRAMENTO	01-4300		488.05
85664897	01/25/2019	L&M RENTAL FENCE INC	01-5460		3,437.70
85664898	01/25/2019	LOZANO SMITH LLP	01-5810	551.50	
			21-5810	59.00	
			25-5810	4,884.00	5,494.50

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

ESCAPE ONLINE

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## Checks Dated 01/25/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85664899	01/25/2019	NORCAL IMAGING SYSTEMS	01-5800		2,748.00
85664900	01/25/2019	OMG DIVERSIFIED DOOR & LOCK	01-4300		150.84
85664901	01/25/2019	PACIFIC GAS & ELECTRIC CO	01-5510	56,038.64	
			01-5530	11,713.68	67,752.32
85664902	01/25/2019	PLACER COUNTY AIR POLLUTION	01-5800		5,521.69
85664903	01/25/2019	RAINFORTH GRAU ARCHITECTS	21-6210		201,272.90
85664904	01/25/2019	RSD - REFRIGERATION SUPPLIES	01-4300		286.24
85664905	01/25/2019	SHARP ARCHITECTURE, INC.	21-5800		4,480.00
85664906	01/25/2019	SIERRA OFFICE SUPPLIES &	01-4300		70.74
85664907	01/25/2019	SWRCB/STATE WATER RESOURCES	01-5800		1,400.00
85664908	01/25/2019	SWRCB/STATE WATER RESOURCES	21-5800		484.00
85664909	01/25/2019	TAG / AMS INC	01-5800		175.00
85664910	01/25/2019	WALKER'S OFFICE SUPPLIES	01-4300		299.76
85664911	01/25/2019	WAXIE'S SANITARY SUPPLY	01-4300		1,892.28
85664912	01/25/2019	WEST INTERACTIVE SERVICES CORP	01-5800		10,500.00
85664913	01/25/2019	WHITSNACKS HEALTHY VENDING	01-4300		627.12
85664914	01/25/2019	ZEP SALES & SERVICE	01-4300		93.43
85664915	01/25/2019	Annie Z. Brothers	01-4300		121.50
85664916	01/25/2019	Lana M. Parr	01-4300		20.50
85664917	01/25/2019	Marcie M. Petersen	01-5200		17.35
85664918	01/25/2019	Adam P. Salinger	01-4300		48.63
85664919	01/25/2019	AMERIGAS PROPANE LP	01-4300		60.34
85664920	01/25/2019	CDW GOVERNMENT INC	01-4300	9,513.87	
			01-4400	2,963.66	12,477.53
85664921	01/25/2019	CURRICULUM ASSOCIATES INC.	01-4100		121.51
85664922	01/25/2019	DISCOVERY OFFICE SYSTEMS	01-5600		163.41
85664923	01/25/2019	EATON INTERPRETING SVCS INC	01-5800		105.00
85664924	01/25/2019	FOLLETT SCHOOL SOLUTIONS, INC.	01-4300		530.91
85664925	01/25/2019	INKJET SUPERSTORE.COM	01-4300		62.61
85664926	01/25/2019	JOYLABZ LLC	01-4300		769.03
85664927	01/25/2019	KUTA SOFTWARE LLC	01-4300	761.97	
			Unpaid Tax	50.97-	711.00
85664928	01/25/2019	LAKESHORE LEARNING MATERIALS	01-4300		23.07
85664929	01/25/2019	LEARNING FOR LIVING, INC	01-5200		2,097.00
85664930	01/25/2019	NASCO MODESTO	01-4300		1,127.39
85664931	01/25/2019	NOODLE TOOLS, INC.	01-5800		430.00
85664932	01/25/2019	OFFICE DEPOT	01-4300		111.84
85664933	01/25/2019	PCOE - PLACER CO OFFICE OF ED	01-5200		500.00
85664934	01/25/2019	POSTMASTER / TBMS	01-4300		500.00
85664935	01/25/2019	RISO PRODUCTS OF SAC INC	01-4300		314.75
85664936	01/25/2019	SACRAMENTO THEATRICAL LIGHTING	01-4300		91.38
85664937	01/25/2019	SCHOOL SPECIALTY INC	01-4300		313.44

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

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ONLINE

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**Checks Dated 01/25/2019**

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85664938	01/25/2019	SELWAY MACHINE TOOLS	01-5800		325.00
85664939	01/25/2019	STAPLES BUSINESS ADVANTAGE	01-4300	1,752.44	
			25-4300	40.28	1,792.72
85664940	01/25/2019	TEACHERS PAY TEACHERS DEPT. 6759	01-4300	58.76	
			Unpaid Tax	3.77-	54.99
85664941	01/25/2019	WAVE Cable TV	01-5800		20.82
85664942	01/25/2019	BANK OF AMERICA #4333	01-4300	1,269.21	
			01-5200	4,860.76	
			01-5800	2.08	6,132.05
85664943	01/25/2019	CAPITOL PUBLIC FINANCE GROUP	01-5800		3,500.00
Total Number of Checks			82		<u>420,601.18</u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	69	182,909.36
13	Cafeteria Fund	6	13,545.45
21	Building Fund #1	4	206,295.90
25	Capital Facilities Fund	6	17,905.21
Total Number of Checks		82	420,655.92
Less Unpaid Tax Liability			54.74-
Net (Check Amount)			<u>420,601.18</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  
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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:**

Ratification of Contract with Balfour  
and WPUSD/ Lincoln Crossing Elementary School

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Audrey Kilpatrick   
Asst. Supt. – Business & Operations

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Business Services

**FINANCIAL INPUT/SOURCE:**

Student Donations

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

No

**BACKGROUND:**

The attached contract is for services with Balfour and Lincoln Crossing Elementary School. The services include printing of 465 yearbooks for the 2019/2020 school year. The total cost of services is \$4,998.75 which will be paid in Three installments throughout the school year. It will be paid with student donations.

**RECOMMENDATION:**

Administration recommends that the Board ratify the contract agreement between Balfour and WPUSD/Lincoln Crossing Elementary School.

# balfour

Balfour is hereby authorized as the official publisher of the publication described below.

Prod. Year 2020	Production Line Spectra	Cover Soft	Date 1/17/19	Cust# 24115
School Lincoln Crossing Elementary Sch		Address 635 Groveland Lane		Phone
City Lincoln	State CA	Zip 95648	eMail Address daswanson@wpusd.org	Check here to receive email news & tips from Balfour <input checked="" type="checkbox"/>
Contact Dayna Swanson			Title Adviser	
Copies 465	Pages 40	Size 8	Delivery Season Spring	Cust Type Elementary school

Copy Preparation: StudioWorks

465 copies 40 pages	
Paper: 80# Gloss	
Cover: Soft	Lamination: Gloss
Full Color, School Design or Balfour High Design Cover with one proof	
Custom school design with gloss lamination	
Endsheets/Stock:	
1st Deposit: 30% of Total Est. Price	Due: November 16
2nd Deposit: 45% of Total Est. Price	Due: March 15
Final Deposit: 25% of Total Est. Price	Due: Upon Receipt
Send to: Taylor Publishing Company PO Box 911514 Dallas, TX 75391-1514	
Total Estimated Price: \$ 4,998.75 Shipping & Tax included	

The completed books will be shipped on a standard delivery schedule after the final copy shipment is received. Standard delivery schedules vary with product line. Failure to meet deadline requirements or to return proofs within the designated time will result in adjustments to the delivery schedule (ask your representative for other exceptions.) The company will make every effort to return submitted photographs and artwork, however the company assumes no responsibility for their loss or damage. The company exercises no editorial control over the content of the book, and under Texas Law no responsibility for its content.


This contract is contingent upon Government regulations, strikes, fire, or acts of Providence. Prices shown are estimates based on the contract specification. Changes in specification can affect the final billing price. The Total Estimate Price shown above is based upon the Company's current price list, which in turn is based upon current material, labor and other cost. To compensate for cost increases that will be incurred by the Company in the event of the delay in the production schedule, the following shall apply: If final copy is received by the Company after December 31 of the production Year, the total price shall increase by and amount equal to 5 percent of the Total Estimate Price. Prices are contingent on the Company's ability to obtain materials at a reasonable price. Should our suppliers increase their prices by an unexpected amount, the Company may be required to adjust prices accordingly. The Company will notify the Customer prior to manufacture of any such price adjustment.

Applicable sales taxes will be added to the final invoice unless the Customer furnishes evidence of tax-exempt status. The Customer agrees to pay the final invoice within 30 days of the invoice date or pay a late payment fee of 1 1/2% per month of the unpaid balance. Costs associated with collections, including reasonable attorney fees and court costs if it becomes necessary to place this account for collection, will be borne by the Customer. By the authorized signature below, Customer hereby waives notice of acceptance, default and exemption. Pursuant to V.T.C.A., Government Code §2270.002, the Company affirms that it does not boycott Israel and will not boycott Israel during the term of this contract. The print Trade Customer of the Printing Industry of America, Inc. are incorporated into the terms of this Contract, except as specifically otherwise stated herein, and are reprinted on the back of the contract. This contract is subject to acceptance by Taylor Publishing Company d/b/a Balfour in Dallas, Texas, and will be governed by the laws of the State of Texas.

\*\*CONTRACT CONTINGENT ON SALES REPRESENTATIVE:

David Barnes

I (we) have read, understand and accept the terms and conditions of the Contract. I further stipulate that I am an authorized representative of the customer named herein and, as such, am authorized to sign their Contract.

Signature 	Please Print Name Carrie Carlson	Title Director of adviser Business
Signature (optional)	Please Print Name	Is a P.O. required? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no P.O. #
Sales Representative David Barnes	Rep # 937901	LD Quo# Var# Accepted at Taylor

# 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:**

Ratification of Contract with Explorit Science Center and WPUUSD/Glen Edwards Middle School

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Audrey Kilpatrick  
Asst. Supt. Business and Operations

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Business Services

**FINANCIAL INPUT/SOURCE:**

GEMS School Site Funds

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

No

**BACKGROUND:**

The attached service contract provides Glen Edwards Middle School with a "Science in Your World" program on the evening of March 20, 2019. The contract will be paid for with school site funds.

**RECOMMENDATION:**

Administration recommends that the Board ratify the contract agreement between Explorit Science Center and WPUUSD/Glen Edwards Middle School.



Explorit Science Center  
PO Box 1288  
Davis, CA 95617-1288

# Science in Your World

## SERVICE CONTRACT

Dec 19, 2018

Reservation no.: 35570

Afton Stolesen  
Glen Edwards Middle School  
204 L St.

Date: Wed, March 20, 2019

Time: 5-7

Lincoln, CA 95648

Fee: \$832.50 plus \$.99/round-trip mile

Please inform Explorit if billing name and/or address is different than above.

Thank you for reserving *Explorit Science Center's Science in Your World* program. We look forward to working with you on creating a successful program. Please read, sign, and return the contract below. Failure to return this contract may result in cancellation of the program.

### AS HOST FOR THE SCIENCE IN YOUR WORLD PROGRAM, WE AGREE TO:

- ☐ Provide contact information for the site coordinator and to arrange and promote the event.
- ☐ Read the confirmation packet included with this agreement.
- ☐ Provide a single large multi-purpose room (with water source and electrical outlets) for the event.
- ☐ Set up 15 large cafeteria style tables (or a suitable alternative) 3.5 hours prior to the start of the event.
- ☐ Make the room available to *Explorit* staff for set-up 3.5 hours prior to the start of the event.
- ☐ Arrange for school staff or a volunteer to greet *Explorit* staff, help unload the equipment and set-up the exhibits for approximately thirty minutes.
- ☐ Ensure that no food or drinks are consumed in the room during the event.
- ☐ Provide at least 15 adult or high school volunteers to assist during the event.  
Volunteers should arrive at least 1/2 hour prior to event and plan to stay 1/2 hour after the event.

### WE UNDERSTAND THAT:

- ☐ Full fees will be charged for events cancelled after **2/27/2019**.
- ☐ An invoice is sent separately by email. Payment is due ~~within 15 business days of the date of the invoice.~~ on the day of the event. cc
- ☐ Overdue payments will result in 1.5% interest charge per month.
- ☐ Failure to comply with this contract may result in surcharge, program modification, or program cancellation.

School administrator's signature

1/16/19

Date

THIS CONTRACT MUST BE SIGNED AND RETURNED TO EXPLORIT BY **1/9/2019**.

Mail to: Explorit Science Center, P.O. Box 1288, Davis, CA 95617-1288.

Please keep a copy for your records.



# 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>	
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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 Agreement with Excel Photographers and WPUSD/Carlin C Coppin Elementary School

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Audrey Kilpatrick   
Asst. Supt Business and Operations

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Business Services

**FINANCIAL INPUT/SOURCE:**

Parent Donations

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

No

**BACKGROUND:**

The attached agreement is for services with Excel Photographers and Carlin C Coppin Elementary School for the 2019-20 student photographs. The services include fall, make-up and spring student picture services. The cost of these services will be paid with Parent Donations.

**RECOMMENDATION:**

Administration recommends that the Board ratify the contract agreement between Excel Photographers and WPUSD/Carlin C Coppin Elementary School.

**Excel**  
Photographers  
Phone (916) 565-1620  
Fax (916) 565-1664

## Photography agreement with Excel

### Photographers and

Carlin C. Coppin

School address: 150 East Twelfth Street District Western Placer  
City: Lincoln CA, Zip 95648  
Phone: (916) 645-6390 Fax: (916) 645-6363 EXT. \_\_\_\_\_  
Administrator: Shamryn Collier  
Office staff: Teresa Avlar, Loris Deschamps, Marci Peterson  
Primary contact: ☒ Office staff \_\_\_\_\_ Principal \_\_\_\_\_ Both \_\_\_\_\_ Other \_\_\_\_\_  
Enrollment: 500 Preschool or other programs on site: YES  
School database software: PowerSchool Start time: 8:15 AM @ 8am

**It is mutually agreed that Excel Photographers will be the school photographer for the 2019/2020 school year.**

Fall picture day will be: Tue., Sept. 10th, 2019

Make up day picture day will be: Tue., Oct. 22nd, 2019

Spring picture day will be: Tue., Apr. 7th, 2020

Promotion picture day will be: same as Spring

Fall pictures will be offered for sale on a prepay basis in VB style

Spring pictures will be offered for sale on a prepay basis in VB style

Picture sales will be handled by payment envelopes, with internet and phone ordering available.

Pictures will be delivered within 20 school days from date taken.

In the Fall Excel will produce Composite style class picture → standing

In the Spring Excel will produce N/A style class pictures

In the Spring Excel may produce a yearbook for the school at a \_\_\_\_\_ discount from our list prices. A contract to produce a yearbook will be separate from this agreement.

As consideration for allowing Excel Photographers to be the sole provider of photographic services, Excel will provide the referenced list of service item from page two of this agreement.

Additional considerations: \_\_\_\_\_

School representative: Carlin C. Coppin Date 12/17/18

Excel representative: Chad Date 12/17/18

Primary customer service contact will be Shayna @ excelphotographers.com

Primary yearbook contact for this school is Erika @ excelphotographers.com

Additional contacts: \_\_\_\_\_

# 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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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 CORE Districts

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Kerry Callahan   
Deputy Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Educational Services

**FINANCIAL INPUT/SOURCE:**

N/A PCOE to pay

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

No

**BACKGROUND:**

The attached contract is for services from CORE Districts for Western Placer Unified School District to participate in measurement, analytics, reporting and research based upon CORE's school quality improvement indicator system. CORE will collect and utilize longitudinal administrative data specific to the School Quality Improvement index indicators and provide reporting to School District leaders and practitioners in order to support continuous improvement in K-12 education. The CORE Districts services are being provided for all Placer County Districts and paid for through a contract with Placer County Office of Education (PCOE).

**RECOMMENDATION:**

Administration recommends that the Board ratify the contract agreement between CORE Districts and Western Placer Unified School District.

## **ATTACHMENT B – Data Use Agreement**

### **AGREEMENT FOR CONFIDENTIAL DATA EXCHANGE BETWEEN SCHOOL DISTRICT AND CORE DISTRICTS**

This Data Use and Confidentiality Agreement (“Data Use Agreement”) between School District (as identified and signed in the joinder, Attachment E), and CORE Districts (referred to as CORE) with subcontractors Education Analytics (hereinafter referred to as EA), VersiFit Technologies LLC (hereinafter referred to as VFT), and Panorama Education (hereinafter referred to as PE), as well as with the CORE Research Partner at Policy Analysis for California Education (hereinafter referred to as PACE). Together, EA, VFT and PE are referred to as the “CORE Measurement Sub-Contractors” below. PACE is referred to as the “CORE Research Partner.” This Data Use Agreement describes the means to be used by the CORE Measurement Sub-Contractors and CORE Research Partner to ensure the confidentiality and security and terms of use for information and data exchanged between School District, the CORE Measurement Sub-Contractors, and the CORE Research Partner for the purposes stated below. Within the scope of this agreement, confidential data may be exchanged between and amongst School District, the CORE Measurement Sub-Contractors, and the CORE Research Partner.

#### **I. GENERAL TERMS**

##### **A. PURPOSE**

The CORE Measurement Sub-Contractors have entered into service and measurement/analytical support partnerships with the CORE Districts (hereinafter, CORE). PACE<sup>1</sup> has a continued research support partnership with the CORE Districts. CORE is a non-profit organization comprised of member California school districts. The purpose of this Agreement is to assist School District, a member of the CORE Data Collaborative, to participate in measurement, analytics, reporting and research based upon CORE’s school quality improvement indicator system. The CORE Measurement Sub-Contractors will collect and utilize longitudinal administrative data specific to the School Quality Improvement Index Indicators and including related indicators in order to provide reporting to School District leaders and practitioners. Further, the CORE Research Partner will collect and archive longitudinal administrative data from the CORE data system to conduct policy analyses for School District leaders, School District practitioners and the public in order to support the continuous improvement in K-12 education. Public policy and other research questions to be addressed using the CORE Data Archive managed by our CORE

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<sup>1</sup> Policy Analysis for California Education (PACE) is an independent, non-partisan research center based at Stanford University, in partnership with the University of Southern California and the University of California – Davis. Founded in 1983, PACE seeks to define and sustain a long-term strategy for comprehensive policy reform and continuous improvement in performance at all levels of California’s education system, from early childhood to postsecondary education and training. PACE bridges the gap between research and policy, working with scholars from leading universities and research institutes in California and beyond and with state and local policymakers to increase the impact of academic research on educational policy in California. PACE works with a network of approximately 50 policy scholars from all of the leading research universities in California, both public and private.

Research Partner will be developed in collaboration with participating CORE Data Collaborative districts and representatives of CORE.

#### **B. NATURE OF DATA**

To further the achievement of the above stated purposes, School District will provide the CORE Measurement Sub-Contractors, and, in some cases, the CORE Research Partner with data extracts from the School District data systems to include data elements, identified in Attachment C, necessary to produce and report the measures involved in CORE's school quality improvement data system, and to engage in meaningful analytics and research.

School District may also provide the CORE Measurement Sub-Contractors and/or CORE Research Partner with any additional items required to answer research questions defined by School District alone or with other CORE participants.

School District warrants that it has the authority to provide such data to the CORE Measurement Sub-Contractors and to the CORE Research Partner under the terms of this Agreement, and that School District will not be in breach of any law or representations to any person by providing such information to CORE Measurement Sub-Contractors and/or the CORE Research Partner.

These data extracts will include historical information wherever possible. Additional data elements may be provided at the discretion of School District.

The CORE Measurement Sub-Contractors and/or CORE Research Partner may collect data that contain confidential information, the disclosure of which is restricted by a provision of law. Some examples of "confidential information" include, but are not limited to, "personal information" about individuals as defined in California Civil Code Section 1798.3 of the Information Practices Act and "personal information" about students as defined by the Code of Federal Regulations CFR Title 34 Volume 1 Part 99.3.

#### **C. TRANSFER OF DATA**

School District and the CORE Measurement Sub-Contractors and CORE Research Partner shall use a secure electronic means and schedule for transferring confidential information. School District will create data extracts according to specifications provided by CORE. Extracts will be updated using a mutually agreed upon schedule (generally through annual submission the summer). Generally, data will be transferred by School District or their Partnering Education Agency to CORE's Measurement Sub-Contractors. For research and policy analysis purposes, such data or analyzed versions of such data may be transferred between and amongst CORE Sub-Contractors and CORE Research Partner as named in this Data Use Agreement; this agreement also covers the transfer of data from School District directly to the CORE Research Partner.

#### **D. PERIOD OF AGREEMENT**

This Agreement shall be effective from the signing of this agreement through June 30, 2020, unless terminated earlier by either party pursuant to Section F.

#### **E. CORE DISTRICTS RESPONSIBILITIES**

CORE agrees to the following confidentiality statements:

1. CORE acknowledges that these data are confidential data and proprietary to School District, and

agree to protect such information from unauthorized disclosures and comply with all applicable confidentiality laws which may include but is not limited to, the Health Insurance Portability and Accountability Act (HIPAA), the California Education Code and the Family Education Rights and Privacy Act (FERPA) as set forth in this agreement. The CORE Measurement Sub-Contractors and the CORE Research Partner are responsible for complying with all applicable District, Local, State and Federal confidentiality laws and regulations.

2. The CORE Measurement Sub-Contractors and CORE Research Partner will use appropriate safeguards to prevent the use or disclosure of the information other than as provided by this data use Agreement.
3. The CORE Measurement Sub-Contractors and CORE Research Partner shall (a) instruct all staff with access to confidential information about the requirements for handling confidential information (b) provide all staff with access to confidential information statements of organizational policies and procedures for the protection of human subjects and data confidentiality and (c) notify staff of the sanctions against unauthorized disclosure or use of confidential and private information. Other than as provided herein, no confidential data will be released by the CORE Measurement Sub-Contractors and CORE Research Partner.
4. The CORE Measurement Sub-Contractors and CORE Research Partner shall not assign this Agreement or any portion thereof to a third party without the prior written consent of School District, and any attempted assignment without such prior written consent in violation of this Section shall automatically terminate this Agreement. For clarification purposes, members of the PACE network who have signed a separate affiliated researcher agreement with PACE are not considered a third party.
5. The CORE Measurement Sub-Contractors and CORE Research Partner will use any information which could potentially allow the identification of any individual only for the purpose of creating the data sets using aggregate data and analyzing the data. The CORE Measurement Sub-Contractors and CORE Research Partner will not use or further disclose the information accessed or received other than as permitted by this Data Use Agreement or as otherwise required by law.
6. The CORE Measurement Sub-Contractors and CORE Research Partner will publically report only aggregate data and will not publicly report any individual data, nor will data be reported in a manner that permits indirect identification of any individual. At the direction of School District, the CORE Measurement Sub-Contractors and CORE Research Partner may provide School District leaders and practitioners secure, private access to School District student level data in alignment with School District's permission and security policies and procedures. This paragraph will survive the termination of this Agreement.
7. The CORE Measurement Sub-Contractors and CORE Research Partner will not contact the individuals included in the data sets without written consent from School District.
8. The CORE Measurement Sub-Contractors and CORE Research Partner agree to obtain written approval from School District prior to engaging any additional subcontractors or research partners to perform any services requiring access to any individually identifiable information. Notwithstanding the foregoing, the parties agree that CORE Research Partner may engage additional

members of the PACE network who have signed a separate affiliated researcher agreement with PACE to perform research services. PACE affiliated researchers will only utilize student data that is stripped of official state and district identifiers, and researchers will access data housed on a Stanford secure folder with restricted access.

9. The CORE Measurement Sub-Contractors and CORE Research Partner shall not re-disclose any individual-level data with or without identifying information to any other requesting individuals, agencies, or organizations without prior written authorization by School District.
10. The CORE Measurement Sub-Contractors and CORE Research Partner shall use the data only for the purpose stated above. These data shall not be used for personal gain or profit.
11. The CORE Measurement Sub-Contractors and CORE Research Partner shall keep all information furnished by School District in a space physically and electronically secure from unauthorized access. Information and data shall be stored and processed in a way that unauthorized persons cannot retrieve nor alter the information by means of a computer, remote terminal, or other means. No data will be stored unencrypted on laptop computers or other portable computing devices or media, e.g., flash drives, etc.
12. The CORE Measurement Sub-Contractors and CORE Research Partner shall permit examination and on-site inspections by School District upon reasonable advance notice for the purpose of ascertaining whether the terms of this Agreement are being met.

#### **F. TERMINATION**

1. This Agreement may be terminated as follows, after notification via the United States Postal Service (certified mail or registered mail) or recognized overnight delivery service (e.g., UPS, DHL or FedEx):
  - a. By CORE or School District immediately in the event of a material breach of this Agreement by the other party.
  - b. By CORE or School District upon 30 days notice to the other party.
  - c. By CORE Research Partner or Measurement Subcontractors upon 30 days notices to CORE Districts.
2. Upon ninety (90) days written notice from School District, the CORE Measurement Sub-Contractors and CORE Research Partner shall delete all confidential and/or sensitive information promptly so that it is no longer accessible for analysis and exists only on a temporary back-up server that is encrypted. The CORE Measurement Sub-Contractors and CORE Research Partner shall also securely destroy all physical media (e.g., data on CDs or USB drives) containing confidential and/or sensitive information utilizing a mutually approved method of confidential destruction, which may include shredding, burning, or certified/witnessed destruction for physical materials and verified erasure of magnetic media using approved methods of electronic file destruction. In the absence of such notice, the CORE Measurement Sub-Contractors and CORE Research Partner may continue to use such data for research, education or related purposes; or to meet CORE public reporting requirements.

#### **G. PARTY LIABILITY; LIMITATION OF DAMAGES**

1. The parties agree to defend, indemnify, and hold each other harmless from and against any loss, claim, or damage arising from the negligent acts or omission of their own officers, employees, students or agents in the performance of their duties under this Agreement.
2. EXCEPT FOR CLAIMS BASED ON WILLFUL MISCONDUCT, NEITHER PARTY, THEIR TRUSTEES, DIRECTORS, OFFICERS, EMPLOYEES, STUDENTS AND AFFILIATES SHALL BE LIABLE FOR PUNITIVE OR EXEMPLARY DAMAGES OF THE OTHER PARTY.

#### **H. DISPUTES**

In the event of a dispute among the parties to this Agreement regarding the provisions of this Agreement, any party may, by written notice to the other parties, call for mediation of the dispute before a mediator to be agreed upon by the parties. If the dispute is not resolved by mediation within 30 days of such notice, then any party may proceed to exercise all rights and remedies available under applicable law and this Agreement.

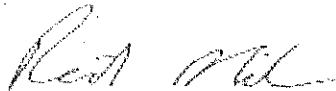
#### **I. GENERAL UNDERSTANDING**

1. This Agreement contains the entire understanding of the parties and may only be amended in writing signed by the parties. This Agreement may be executed in two or more counterparts, each of which will be deemed an original and all of which taken together will be deemed to be one and the same document. The parties may sign and deliver this Agreement by facsimile or using other electronic means (including digital signatures). Copies of this Agreement shall be treated as originals.
2. This Agreement constitutes the full and complete agreement between the parties, and supersedes all prior written and oral agreements, commitments or understandings with respect thereto.
3. This Agreement shall be governed by and construed under the laws of the State of California. Venue for any proceeding relating to enforcement of this Agreement shall be in the California state courts located in Sacramento County, California.
4. Any waiver by a party of a violation of any provision of this Agreement shall not bar any action for subsequent violations of the Agreement.



**I. Signatures**

**Signed:**  
**CORE DISTRICTS**



**Rick Miller, Executive Director**

May 17, 2016

**Date**

**PACE**  
**Board of Trustees of the Leland Stanford**  
**Junior University**

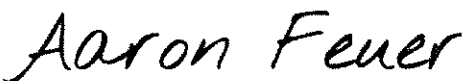


**Nicole Pobuta | Contract & Grant Officer**  
**May 13, 2016**

May 13, 2016

**Date**

**PANORAMA EDUCATION**



**Aaron Feuer, CEO**

05 / 16 / 2016

**Date**

**EDUCATION ANALYTICS**



**Andrew Rice, VP Research & Operations**

5/13/16

**Date**

**VERSANT TECHNOLOGIES**



**Jonathan Bissenbach, COO**

5-16-2016

**Date**

**ATTACHMENT C:**  
**SPECIFIC DATA ELEMENTS REPORTS THAT MAY BE INCLUDED IN THE CORE DATA COLLABORATIVE**

Attachment C - SPECIFIC DATA ELEMENTS THAT MAY BE INCLUDED IN THE CORE DATA COLLABORATIVE (UPDATED 5.12.16)		
Item Element(s) Applies to all states (grades K-12 unless noted otherwise)	Variables to include (Subject to adjustment)	Additional Notes
Standardized Tests [student level data]		
SBAC Summatives all grades (3-11) & Subjects (ELA & Math)	Student ID, CDS code (14 digits), grade level, subject, subject/sub-component (if available), score, performance band, etc.	Key Indicator
SBAC and/or other interim/benchmark assessments	Student ID, CDS code (14 digits), grade level, subject, subject/sub-component (if available), score, performance band, etc.	Additional Indicator
CELDT information	Student ID, CDS code (14 digits), grade level, subject, subject/sub-component (if available), score, performance band, etc.	Key/additional Indicator
Other standardized test results (e.g., AP, IB, SAT, ACT)	Student ID, CDS code (14 digits), grade level, subject, subject/sub-component (if available), score, performance band, etc.	Additional Indicator
Student Characteristics [student level data]		
Student demographics	Student district ID, Student state ID, gender, grade level, race/ethnicity, free/reduced lunch status, mother education attainment, father education attainment, first U.S. school entry date	Key Indicator
District entry date	Student ID, district entry date	Key Indicator
Special Education flag	Student ID, special education flag (Yes or no)	Key Indicator
English Language information	Student ID, EL status (EL or RFEF), date identified as EL, date reclassified as RFEF	Key Indicator
Foster care flag	Student ID, foster care flag (yes or no)	Key Indicator

Attachment C - SPECIFIC DATA ELEMENTS THAT MAY BE INCLUDED IN THE CORE DATA COLLABORATIVE (UPDATED 5.12.16)			
Variable Name (e.g., <i>Days enrolled</i> )	Variable Description (e.g., <i>Number of days enrolled</i> )	Variables to Include (Subject to Approval)	Additional Notes
Enrollment, Attendance and Discipline (student level data; for each school of attendance)			
Days enrolled		Student ID, CDS code (14 digits), total days enrolled	Key Indicator
Days present (alternative: Days absent)		Student ID, CDS code (14 digits), total days present (alternative: total days absent)	Key Indicator
School entry and leave date		Student ID, CDS code (14 digits), entry date, leave date	Key Indicator
Total number of out of school suspensions (alternatively, each suspension per student is listed in a separate row)		Student ID, CDS code (14 digits), suspension count	Key Indicator
Expulsion flag		Student ID, CDS code (14 digits), expulsion flag (yes or no)	Key Indicator
Course Information, Graduation Information, Program Information and Staff Information			
Course information		Student ID, CDS code (14 digits), semester (e.g., fall or spring), department (subject area), name of course, Calpad course code, district course code, credits earned, course marks, flag for required 8th grade courses, potentially flags for other course identifiers (e.g., AP, IB, concurrent enrollment, career pathway information), and teacher-student-course linkage information	Key/additional indicator
Staff information		Role, years of experience, demographics (race/ethnicity, gender), education/certification, staff ID	Additional Indicator
Program information		Program participation, program dosage, program performance	Additional Indicator
Unweighted end of the year GPA (based only on fall and spring semesters) for 6th to 12th grades		Student ID, CDS code (14 digits), unweighted end of year GPA	Key/additional indicator
High school graduation flag		Student ID, CDS code (14 digits), graduation indicator	Additional Indicator
Students in graduation cohort		Student ID, CDS code (14 digits), cohort year	Additional Indicator

Attachment C - SPECIFIC DATA ELEMENTS THAT MAY BE INCLUDED IN THE CORE DATA COLLABORATIVE (UPDATED 5.12.16)		
State Element(s) Applies to all students (grades K-12 unless noted otherwise)	Variables to include (Subject to Adjustment)	Additional Notes
<b>School Information</b>		
School level data	School name, CDS code (14 digits), district code, grades served, school level, SIG status and year, charter status, type of school (credit recovery programs, independent study schools, schools for students with severe disabilities, schools for expelled students, and early childhood education programs)	
<b>College Going Information</b>		
College going data	Examples include college application data, college persistence data, college completion data	Additional Indicator

## Attachment E

### Joinder Agreement – Western Placer Unified School District and CORE Districts Data Use Agreement

This Joinder Agreement (hereinafter referred to as "Joinder") is effective as of February 20, 2019 by and among the undersigned Western Placer Unified School District (hereinafter referred to as WPUSD), whose address is listed on the signature page hereto, and the parties to that certain Data Use and Confidentiality Agreement dated May 2016 ("the Data Use Agreement")

WPUSD hereby agrees that upon execution of this Joinder, WPUSD shall be bound by all of the terms and conditions of the Data Use Agreement and shall be deemed a party to such Data Use Agreement in all respects.

This Joinder, together with the Data Use Agreement, represents the entire agreement and understanding between the parties with respect to its subject matter. The Joinder, together with the Data Use Agreement, supersedes all prior or contemporaneous discussions, representations, or agreement, whether written or oral, of the parties regarding this subject matter.

As the data in this Data Use Agreement is part of a collective project for the Placer County Office of Education, data will be collected and organized first by the Placer County Office of Education and then provided to the parties named in the Data Use Agreement.

WPUSD

Signature: Kerry Callahan

Name: Kerry Callahan

Title: Deputy Superintendent, Educational Services

Address: 600 Sixth Street, Suite 400

Lincoln, CA 95648

Phone: (916) 645-6350

Email: kcallahan@wpusd.org

# 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:**

Requests for school-sponsored trips involving out-of-state, out-of-country, and/or overnight travel

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Kerry Callahan   
Assistant Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Educational Services

**FINANCIAL INPUT/SOURCE:**

Student Fees/Student Fundraisers

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

Per Board Policy 6153, the Board of Trustees recognizes that school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band activities, or other extra-curricular or co-curricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study.

Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other school-sponsored trips shall be approved in advance by the principal.

Students will not be excluded due to inability to pay.

Information regarding the overnight field trips for which approval is being sought is as follows.

## 2018-2019 Overnight Field Trips

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### School Site:

<b>FIELD TRIP:</b>	Drama Club Lock-in Sleep-over
<b>BRIEF DESCRIPTION:</b> (citing educational purpose)	Cast Party/Team Building for LHS Drama Club. Movies, Snacks, Sleeping
<b>DATES:</b>	4/12-4/13 (8pm – 8am)
<b>LOCATION(S):</b>	LHS Theater
<b>LODGING ACCOMMODATIONS:</b>	Sleeping bags, etc.
<b>PERSON(S) COORDINATING:</b>	Hank Florence
<b>STUDENTS PARTICIPATING:</b>	LHS Drama Club Members
<b>FUNDING SOURCE:</b>	Drama Club Funds



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

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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:**

Student Discipline  
Violation of Stipulated Expulsion Student:  
Student #18-19-D

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Chuck Whitecotton  
District Hearing Officer

**ENCLOSURES:**

No

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Board of Trustees will take action to approve the Violation of Stipulated Expulsion of Student #18-19-D.

**RECOMMENDATION:**

The Administration recommends the Board of Trustees take action to approve the Violation of Stipulated Expulsion of Student #18-19-D.

wp/rk/factform

**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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3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

**SUBJECT:**

Student Discipline  
Stipulated Expulsion  
Student #18-19-F

**AGENDA ITEM AREA:**

Consent

**REQUESTED BY:**

Chuck Whitecotton  
District Hearing Officer

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Board of Trustees will take action under consent to approve the Stipulated Expulsion of Student #18-19-F

**RECOMMENDATION:**

The Administration recommends the Board of Trustees approve the Stipulated Expulsion of Student 18-19-F.

**INFORMATION**

**DISCUSSION**

**ACTION**

**ITEMS**

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

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

**DISTRICT GLOBAL GOALS**

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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:**

Renewal of John Adams Academy Lincoln

**AGENDA ITEM AREA:**

Discussion/Action

**REQUESTED BY:**

Scott Leaman, Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Superintendent

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

No

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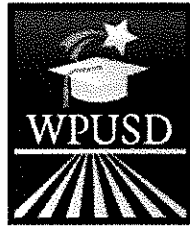
**BACKGROUND:**

John Adams Academy Lincoln has submitted their charter renewal. An analysis was presented to the Board on February 19, 2019 and is attached. The documents submitted to the District are available online at

<http://www.wpusd.org/documents/SCHOOL%20BOARD/School%20Board%20Folder/Archive%2019/John%20Adams%20Academy%20Lincoln.pdf>.

**RECOMMENDATION:**

Administration recommends approval of the renewal with the addition of an annual achievement and CAASP score report presented by John Adams Academy Lincoln to the WPUSD Board .



## WESTERN PLACER UNIFIED SCHOOL DISTRICT

### *John Adams Charter Renewal Analysis*

Presented to the Western Placer Unified School District Board  
Scott Leaman, Superintendent

February 19, 2019

#### Background

The Western Placer Unified School District (WPUSD) Board of Trustees approved John Adams Academy Lincoln (JAAL) as a charter school on June 6, 2014 for a five-year term. The school has submitted a renewal application to the District.

#### \*Renewal Application Timeline

December 21, 2018	Receipt of Renewal Document
February 5, 2019	Presentation of Renewal to the WPUSD Board of Trustees
February 19, 2019	Presentation of Renewal Analysis by the District
March 5, 2019	Board Action

#### Renewal Approval and Denial

Renewal approval would result in a five-year extension. Renewal documents submitted to the District are assessed based on the criteria outlined under “Analysis Overview.”

To deny a renewal petition, the review team must make written factual findings supporting a failure to meet one of the required academic performance criteria and/or (2) specific facts to support one or more of the same grounds for denial of the initial petition.

1. The charter school presents an unsound educational program for the pupils to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition (based, in part, on review of past performance of charter school’s academics, finances, and operations, along with future plans for improvement, if any).
3. The petition does not contain the required affirmations.

4. The petition does not contain reasonably comprehensive descriptions of all 16 elements required to be included in a petition, and/or new requirements of law since charter was first approved or last renewed.
5. The petition does not include evidence that the charter school met one of the 4 required academic performance criteria:
  - a. Attained its API growth target in the prior year or in two of the last three years, or in the aggregate for the prior three years.
  - b. Ranked in deciles 4 to 10, inclusive, on the API in the prior year or in two of the last three years.
  - c. Ranked in deciles 4 to 10, inclusive, on the API for a demographically comparable school in the prior year or in two of the last three years.
  - d. The District has determined that the academic performance of the charter school is at least equal to the academic performance of the public schools that the charter school pupils would otherwise have been required to attend, as well as the academic performance of the schools in the school district in which the charter school is located, taking into account the composition of the pupil population that is served at the charter school. This determination shall be based upon all of the following: a) documented and clear and convincing data; b) pupil achievement data from assessments, including, but not limited to, the Standardized Testing and Reporting Program for demographically similar pupil populations in the comparison schools; and c) information submitted by the charter school.

If WPUSD denies the renewal, JAAL has the right to appeal to the Placer County Board of Education. If the Placer County Board of Education denies the renewal, JAAL has the right to appeal to the California State Board of Education.

JAAL currently operates a school site inside WPUSD boundaries and has plans to open a permanent site in the future. If JAAL is sponsored by the District, the District's ongoing relationship can continue through the oversight process. If another entity sponsors the charter this relationship will be lost.

### Analysis Overview

The analysis of the JAAL renewal will focus on the areas of finance, legal, program, and health and safety. Both internal and external staff assisted in the completion of this analysis.

### Finance

The financial analysis was completed by Audrey Kilpatrick, Assistant Superintendent of Business and Operations. She has determined the petitioners are demonstrably likely to successfully implement the program set forth in the renewal based on the school's finances and operations, along with future plans for improvement.

### Legal

Michelle Cannon, Attorney with Lozano Smith, completed the legal review. She has determined the document contains all legal requirements.

### Program

Scott Leaman, Superintendent, and Kerry Callahan, Assistant Superintendent of Educational Services, completed the program analysis. Data based on the California Assessment of Student Performance and Progress (CAASPP) will be submitted to the Board. This data was used to assess, *the academic performance of the charter school should be at least equal to the academic performance of the public schools that the charter school pupils would otherwise have been required to attend, as well as the academic performance of the schools in the school district in which the charter school is located, taking into account the composition of the pupil population that is served at the charter school.* a) *This determination shall be based upon all of the following: a) documented and clear and convincing data; b) pupil achievement data from assessments, including, but not limited to, the Standardized Testing and Reporting Program for demographically similar pupil populations in the comparison schools; and c) information submitted by the charter school.* Based on CAASPP data alone, the general academic achievement of JAAL is below WPUSD. The law also requires the district to consider information submitted by the charter. Using this further review, the JAAL submitted data and other information could amend this finding.

WPUSD met representatives from JAAL on Wednesday, February 13, 2019, to address the academic achievement data. The John Adams Academies serve a different population demographically than they did when they first opening in Roseville. JAAL is a new school location for the John Adams Academies and the school analyzed the academic achievement of new students. It was determined these students may be negatively affecting the achievement on CAASPP. JAAL also shared data showing academic growth for students in continued attendance at the school. JAAL has also implemented a new math curriculum, which could lead to a decrease in academic achievement. WPUSD informed JAAL that this situation is not unlike other school districts, but the small number of students at JAAL could be unproportionally affect assessment data. It should be noted a casual observation of CAASPP data from the John Adams Academy in Roseville shows similar achievement to JAAL. This information may be anecdotal, but it led to an indepth discussion of the core academic program and intervention solutions in place at JAAL.

JAAL acknowledged and confirmed the data presented by the District and the need to continue and strengthen academic interventions. In addition, JAAL is committed to working with WPUSD to strengthen the school's curriculum guides and intervention program.

This program assessment led to an addition to the final suggested recommendation located at the end of this document.

An area of interest for the WPUSD Board is the identification of special needs students and academic program support. A listing of special education students by program was submitted to the District. The document shows JAAL is serving nineteen special education students which is 8.5% of their student population. In addition, there are three pending IEP's based on assessment results. If the three students with pending IEP's are identified, JAAL will be serving 10% of their population.

The table below indicates the number of students identified by eligibility:

<b>Eligibility</b>	<b>Number of Students</b>
Specific Learning Disability	8
Speech	7
Other Health Impaired	3
Autism	1

Included in JAAL's renewal application is a description of special education services (renewal application page 57).

#### Health and Safety

Gabe Simon, Assistant Superintendent of Personnel, completed the Health and Safety review. He has determined the document contains all legal requirements.

#### Analysis Results

JAAL has clearly met the requirements for renewal in the areas of finance, legal, and health and safety. While the program requirements appear not to be met, further insight can support reasons for their results. During communication with JAAL, they appear strongly committed to focus on their curriculum support and intervention. These efforts should lead to improved test scores.

#### Suggested Recommendation

Based on the renewal document analysis, discussions with JAAL representatives, and desire to continue a relationship with a school located within WPUSD boundaries, the following suggested recommendation is being discussed.

The District recommends approval of the John Adams Academy Lincoln renewal with the addition of an annual report to the WPUSD Board of Trustees outlining JAAL program improvements and comparison of CAASPP data to WPUSD.

\*Timelines were based on mutual agreement



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

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3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

**SUBJECT:**

Approve Resolution No. 18/19.26  
Authorizing the Reduction in Certificated Staff due to  
Elimination of Particular Kinds of Service

**AGENDA ITEM AREA:**

Action

**REQUESTED BY:**

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

*GS*

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Personnel

**FINANCIAL INPUT/SOURCE:**

General Fund

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

Yes

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**BACKGROUND:**

Pursuant with the California Education Code sections 44949 and 44955, the Code requires action by the governing Board if the services of certificated staff are to be reduced or eliminated in order to permit the layoff of certificated employees.

**RECOMMENDATION:**

Administration recommends the Board of Trustees approve Resolution No. 18/19.26 authorizing the elimination of a 1.0 FTE Art certificated teaching position.

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Resolution 18/19.26

Reduction in Certificated Staff Due  
to Elimination of Particular  
Kinds of Service

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WHEREAS, Sections 44949 and 44955 of the California Education Code require action by the governing board if the services of certificated staff are to be reduced or eliminated in order to permit the layoff of certificated employees.

NOW, THEREFORE, BE IT RESOLVED by the Board that:

1. The services set forth in Exhibit "A" shall be reduced or eliminated at the close of the 2018-2019 school year for the 2019/2020 school year (Certificated Employee, Resolution 18/19.26).
2. The Board has considered anticipated certificated employee attrition (resignation, retirements, non-reelections, temporary teacher releases, etc.). Nevertheless, it is still necessary to terminate certificated full-time equivalent positions as referenced in Exhibit "A."
3. It will be necessary to retain the services of certificated employees, regardless of seniority, who possess qualifications and competencies needed in the projected educational program for the 2019/2020 school year which are not possessed by more senior employees thereby subject to layoff. This includes, but is not limited to, the following qualifications and competencies:
  - CLAD, BCLAD or equivalent
  - Number of valid credentials
4. The Superintendent, or designee, is authorized and directed to send notice(s) of recommendation of non-reemployment pursuant to Sections 44949 and 44955 of the California Education Code to any employee whose services shall be terminated by virtue of this Resolution.

THIS RESOLUTION was passed and adopted by the Board at a regular meeting held on the 5<sup>th</sup> day of March 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Signed and approved by me after its passage.

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President - Board of Trustees

ATTEST:

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Clerk - Board of Trustees

**PARTICULAR KINDS OF SERVICES (PKS) TO BE REDUCED  
OR ELIMINATED  
AT CLOSE OF 2018/2019 SCHOOL YEAR**

[illegible]

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

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

**SUBJECT:**

Naming of Facility

**AGENDA ITEM AREA:**

Discussion/Action

**REQUESTED BY:**

Scott Leaman, Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Superintendent

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

The Board is considering modification of the current Facility Naming Board Policy. After discussion at the last Board meeting, additional changes were made. These changes were sent to interested parties for input.

**RECOMMENDATION:**

Administration recommends adoption of the naming policy.

## **NAMING OF FACILITY**

The Governing Board shall name district schools and other district-owned or leased buildings, grounds, and facilities in recognition of:

1. Individuals, living or deceased, and entities that have made outstanding contributions, including financial contributions, to the school community
2. Individuals, living or deceased, who have made contributions of statewide, national, or worldwide significance
3. The geographic area in which the school or building is located

### ***Name Suggestion Collection***

The Board encourages community participation in the process of selecting names. **Suggested names will be collected from the public through any appropriate method determined by the Board. The Board shall review all name suggestions for the Board's final consideration.**

### ***Name Suggestions Submitted to the Board***

**All name suggestions will be submitted to the Board to allow for initial public input.**

### **Process and Name Selection**

**Selection of a name is the prerogative of the Board. The Board will select one of the processes below to select the name:**

**The Board discusses and considers all community submitted names and selects a name.**

- a. **The Superintendent makes a recommendation to the Board based on the names submitted from the community.**
- b. **The Superintendent makes a recommendation to the Board based on the names submitted from the community.**
- c. **An ad hoc committee is formed to aid in recommending a name. The committee shall include district staff, parents, students and the community. The committee shall be responsible for receiving and screening name suggestions, and submitting recommendations.**
- d. ~~**Another process the Board selects.**~~

## **NAMING OF FACILITY (continued)**

### ***Final Name Adoption***

**Before adopting any proposed name, the Board shall hold a public hearing at which members of the public will be given an opportunity to provide input.**

*(cf. 9320 – Meetings and Notices)*

*(cf. 1220 – Citizen Advisory Committees)*

### ***Renaming of Facilities***

**The renaming of existing schools or major facilities shall occur only under extraordinary circumstances and after thorough study.**

Any name adopted for any new school shall not be so similar to the name of any existing district school as to result in confusion to members of the community.

~~Before adopting any proposed name, the Board shall hold a public hearing at which members of the public will be given an opportunity to provide input.~~

~~*(cf. 9320 – Meetings and Notices)*~~

When naming or renaming a district school, building, or facility, the Board may specify the duration for which the name shall be in effect.

### **Memorials**

Upon request, the Board shall consider planting commemorative trees, erecting monuments, or dedicating buildings, parts of buildings, athletic fields, gardens, or other district facilities, in memory of deceased students, staff members, community members, and benefactors of the district.

### **Naming Rights**

The Board may grant to any person or entity the right to name any district building or facility. In doing so, the Board shall enter into a written agreement which shall:

1. Specify the benefits to the district from entering into the agreement
2. State the roles and responsibilities of the parties to the agreement, including whether or not the Board shall retain the power to approve any proposed name
3. Provide details related to the naming right granted, including the building, grounds, or facility involved and the duration for which the name shall be in effect

**NAMING OF FACILITY** (continued)

4. Prohibit any message, image, or other depiction that advocates or endorses the use of drugs, tobacco, or alcohol, encourages unlawful discrimination against any person or group, or promotes the use of violence or the violation of any law or district policy

*(cf. 0410 - Nondiscrimination in District Programs/Activities)*

*(cf. 1325 - Advertising/Promotions)*

*(cf. 3290 - Gifts, Grants and Bequests)*

5. Reserve the authority to terminate the naming right if it determines that the grantee, subsequent to receiving the naming right, has engaged in any of the prohibited acts stated in item #4 above or other criminal or unlawful acts that might bring the district into disrepute

*Legal Reference:*

EDUCATION CODE

*35160 Authority of governing boards*

Policy

adopted: September 4, 2007

revised: September 16, 2014

revised: May 15, 2018

revised: March 5, 2019

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

Lincoln, California



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

<b>MISSION STATEMENT:</b> Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.	
<b>DISTRICT GLOBAL GOALS</b>	
<ol style="list-style-type: none"><li>1. Develop and continually upgrade a well-articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students</li><li>2. Foster a safe, caring environment where individual differences are valued and respected.</li><li>3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.</li><li>4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.</li><li>5. Promote student health and nutrition in order to enhance readiness for learning.</li></ol>	

**SUBJECT:**  
CSBA Delegate Assembly Elections

**AGENDA ITEM AREA:**  
Discussion/Action

**REQUESTED BY:**  
Scott Leaman  
Superintendent

**ENCLOSURES:**  
Yes

**DEPARTMENT:**  
Administration

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

**MEETING DATE:**  
March 5, 2019

**ROLL CALL REQUIRED:**  
No

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**BACKGROUND:**

The Board of Trustees will discuss submitting an election ballot for subregion 4-D Representative to the CSBA Delegate Assembly. The ballot must be submitted by March 15, 2019.

**ADMINISTRATION RECOMMENDATION:**

Administration recommends the Board of Trustees review.



***REQUIRES BOARD ACTION***

**Due: Fri. Mar. 15 return ballot in enclosed envelope**

January 31, 2019

**MEMORANDUM**

To: All Board Presidents and Superintendents — CSBA Member Boards – **SUBREGION 4-D**  
From: Emma Turner, CSBA President  
Re: 2019 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Fri. March 15**

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Enclosed is the ballot material for election to CSBA's Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper), the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume, which will be on the reverse side of the biographical sketch form. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned. It must be postmarked by the U.S. Post Office on or before Friday, March 15, 2019. No exceptions.**

Your Board may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot).

If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2019 – March 31, 2021. The next meeting of the Delegate Assembly takes place on Saturday, May 18 and Sunday, May 19 at the Hyatt Regency in Sacramento. The names of all Delegates will be available on CSBA's website no later than Monday, April 1. Please do not hesitate to contact CSBA's Executive Office at (800) 266-3382 should you have any questions.

Encs: Ballot on red paper and watermarked "copy" of ballot on white paper  
List of all current Delegates on reverse side of ballot (red paper and white paper)  
Candidate(s)' required Biographical Sketch Forms and resumes, if provided  
CSBA-addressed envelope to send back ballots

**REQUIRES BOARD ACTION**

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **FRIDAY, MARCH 15, 2019**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.  
*A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2019 DELEGATE ASSEMBLY BALLOT  
SUBREGION 4-D  
(Nevada, Placer, Sierra Counties)

Number of vacancies: 2 (Vote for no more than 2 candidates)

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*Delegates will serve two-year terms beginning April 1, 2019 - March 31, 2021*

*\*denotes incumbent*

☐

Julann Brown (Auburn Un. ESD)\*

☐

Alisa Fong (Roseville City SD)

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*Provision for Write-in Candidate Name*

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*School District*

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*Signature of Superintendent or Board Clerk*

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*Title*

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*School District Name*

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*Date of Board Action*

*See reverse side for list of all current Delegates in your Region.*

## **REGION 4 – 8 Delegates (8 elected)**

**Director: Paige Stauss (Roseville Joint Union HSD)**

**Below is a list of all the current Delegates with expired terms from this Region.**

### **Subregion 4-A (Glenn, Tehama)**

Rod Thompson (Red Bluff Jt. Union HSD), term expires 2020

### **Subregion 4-B (Butte)**

Vacant, term expires 2019

### **Subregion 4-C (Colusa, Sutter, Yuba)**

Jim Flurry (Marysville Joint USD), term expires 2020

Silvia Vaca (Williams USD), term expires 2019

### **Subregion 4-D (Nevada, Placer, Sierra)**

Julann Brown (Auburn Union ESD), term expires 2019

Renee Nash (Eureka Union SD), term expires 2020

Vacant, term expires 2019

### **County Delegate:**

June McJunkin (Sutter COE), term expires 2020

<b><u>Counties</u></b>
------------------------

Glenn, Tehama (Subregion A)

Butte (Subregion B)

Colusa, Sutter, Yuba (Subregion C)

Nevada, Placer, Sierra (Subregion D)

## 2019 Delegate Assembly Candidate Biographical Sketch Form

**DUE: Monday, January 7, 2019 – no late submissions accepted**

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: \_\_\_\_\_

Date: 12/19/2018

Name: Julann Brown

CSBA Region & subregion #: 4-D

District or COE: Auburn union Elementary district

Years on board: 4

Profession: Accounting Manager

Contact Number (please v ☒ Cell ☐ Home ☐ Bus.): 530-308-3859

\*Primary E-mail: bjulann@gmail.com

(\* Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate? ☒ Yes ☐ No | If yes, year you became Delegate: 2016

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. (Character count limit: 700)**

As a Board Trustee, I work collaboratively with fellow Board members and strive to reach an understanding of all views for the sake of unity in setting a vision for our District and ensuring that District leadership has the support, skills and resources to move that vision forward. I approach new challenges as opportunities to learn. I have proudly served as a Delegate for Region 4-D since the Fall of 2016. My experience as a Delegate has expanded my knowledge and deepened my understanding of the challenges facing Public Education in California and has solidified my passion for advocacy on behalf of all students in California. It is my desire to continue to serve as a Delegate.

**Please describe your activities and involvement on your local board, community, and/or CSBA. (Character count limit: 700)**

In my first term as a Board Trustee, we have dealt with multiple leaderships changes, continued declining enrollment, deteriorating facilities, shifts in the LCAP process as well as ongoing budget constraints. During this term I served one year as Board President, participated on the Facilities Master Plan Committee and served on the PCSBA Executive Committee. I attended all 4 CSBA AECs as well as the 2 Leadership Institutes. I actively participated in the Delegate Assembly information gathering sessions and shared the perspective of small school districts on important issues such as school safety and pensions costs. I have worked with our CSBA Pacer and participated Legislative Action Day.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it? (Character count limit: 700)**

I think the biggest challenge facing governing boards is the funding crisis we face in California. We consistently rank near the bottom in our Per Pupil Funding. As the 5th largest economy in the world, we should be the leader when it comes to funding our schools and fully meeting the needs of our students. We need Full and Fair funding in order to hire, train and support high quality teachers and staff, modernize and maintain our facilities and foster innovation. As an aggregate of local elected officials, the CSBA has tremendous potential to shape education policy and advocate for the children of California.

E-mail: [nominations@csba.org](mailto:nominations@csba.org), or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.

## 2019 Delegate Assembly Candidate Biographical Sketch Form

**DUE: Monday, January 7, 2019 – no late submissions accepted**

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

*Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.*

Signature:  Date: 1/25/2019

Name: Alisa Fong CSBA Region & subregion #: 4-D  
District or COE: Roseville City School District Years on board: 2  
Profession: Parent/Attorney Contact Number (please ☒ Cell ☐ Home ☐ Bus.): (916)300-4385  
\*Primary E-mail: afong@rcsdk8.org  
(\*Communications from CSBA will be sent to primary email)  
Are you an incumbent Delegate? ☐ Yes ☒ No | If yes, year you became Delegate: \_\_\_\_\_

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I am interested in becoming a Delegate to provide a voice for my district and community in statewide education policy, and to be a part of improving the educational experience for all California students. As a parent of school-aged children I have spent the last decade actively involved in local education. As an attorney and former Deputy General Counsel for the League of California Cities, I appreciate the value, resources, and advocacy a statewide organization can provide to it's members, and the role members play in setting, advancing, and communicating the priorities of the organization.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I was elected in 2016 to fill the remaining 2 years of a vacant seat, and was appointed to serve a 4 year term in 2018. I served as Board President in 2017-2018, and currently serve as Board Clerk. I am on the Board's Inter-governmental Relations Committee, and am a Board member of the Roseville City School District Foundation. I am the Past Parent Teacher Club (PTC) President of Cooley Middle and Diamond Creek Elementary School, and the Past Parent Representative of Diamond Creek Elementary School Site Council. I am currently pursuing a Masters in Governance.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

The biggest challenge I see facing governing boards is managing and balancing the programs, supports, infrastructure, and resources available to them in an unstable fiscal environment with increasing costs, while striving to provide the highest quality educational experience for students. CSBA can help address this challenge by continuing to advocate for additional and stable education funding on par with the top states in the country, the release of voter approved school bond funds to help governing boards grow to meet the needs of their communities, and educating legislators on the urgency of investing in public education now for the future success of our students and our economy.

E-mail: [nominations@csba.org](mailto:nominations@csba.org), or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.

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

<b>MISSION STATEMENT:</b> Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.	
<b>DISTRICT GLOBAL GOALS</b>	
<ol style="list-style-type: none"><li>1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students</li><li>2. Foster a safe, caring environment where individual differences are valued and respected.</li><li>3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.</li><li>4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.</li><li>5. Promote student health and nutrition in order to enhance readiness for learning.</li></ol>	

**SUBJECT:**

Adoption of Revised/New  
Exhibits/Policies/Regulations

**AGENDA ITEM AREA:**

Action

**REQUESTED BY:**

Scott Leaman  
Superintendent

**ENCLOSURES:**

Yes

**DEPARTMENT:**

Administration

**FINANCIAL INPUT/SOURCE:**

N/A

**MEETING DATE:**

March 5, 2019

**ROLL CALL REQUIRED:**

No

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**BACKGROUND:**

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

- BP/AR 0450 – Comprehensive Safety Plan
- BP/AR 0460 – Local Control and Accountability Plan
- AR 1220 – Citizen Advisory Committees
- AR 3311.1 – Uniform Public Construction Cost Accounting Procedures
- AR 3543 – Transportation Safety and Emergencies
- AR 5113 – Absences and Excuses
- BP 6170.1 – Transitional Kindergarten
- BP 7310 – Naming of Facility

**RECOMMENDATION:**

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

# POLICY GUIDESHEET

October 2017/December 2018

Page 1 of 2

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

## **BP/AR 0450 - Comprehensive Safety Plan**

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 1747)** which requires the California Department of Education (CDE) to post a compliance checklist for developing the comprehensive safety plan and best practices related to reviewing and approving the plan, and requires districts to share their approved comprehensive safety plans with local law enforcement, the fire department, and other first responder entities. Regulation updated to reflect AB 1747, which adds requirements to consult with the fire department and other first responders in developing safety plans and to develop procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions.

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

(BP/AR revised)

Policy and regulation updated to reflect **NEW LAW (AB 2878)** which expands the state priority on parent involvement that must be addressed in the local control and accountability plan (LCAP) to include family engagement. Policy also reflects **NEW LAW (AB 1808)** which requires consultation on plan development with special education local plan administrator(s) and, by July 1, 2019, requires districts to develop a local control funding formula budget overview for parents/guardians in conjunction with the LCAP. Policy reflects **NEW LAW (AB 1840)** which requires the State Board of Education to expand the LCAP template by January 31, 2020 to include specified information. Section on "Technical Assistance/Intervention" updated to reflect AB 1808 which establishes a single statewide system of support for districts and schools, and AB 1840 which provides that a district receiving an emergency apportionment will be deemed to have been referred to the California Collaborative for Educational Excellence. Regulation updated to reflect AB 1840 which requires data in the LCAP to be reported in a manner consistent with the California School Dashboard and requires districts to post their LCAP prominently on the homepage of their web site. Section on "Annual Updates" deleted since the annual updates follow the same process and adhere to the same template as the initial LCAP.

## **AR 1220 - Citizen Advisory Committees**

(AR revised)

Regulation updated to clarify that the parent advisory committee and English learner parent advisory committee established to review and comment on the LCAP are not subject to Brown Act requirements, but must comply with other, less complex procedural requirements. Legal cites for school site councils revised pursuant to **NEW LAW (AB 716)**.

## **AR 3311.1 - Uniform Public Construction Cost Accounting Procedures**

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2249)** which revises the threshold amounts that determine the process that may be used to award contracts for public works. Regulation also revised to clarify requirements for informal bid notifications that must be sent to contractors and/or construction journals.

## **AR 3543 - Transportation Safety and Emergencies**

(AR revised)

Regulation updated to reflect **NEW LAW (AB 1798)** which requires that all school buses be equipped with passenger restraint systems by July 1, 2035. Regulation also reflects **NEW LAW (AB 1840)** which delays until March 1, 2019 the requirement that each school bus and student activity bus be equipped with a child safety alert system, and allows for a possible six-month extension for districts with an average daily attendance of 4,000 or less under specified conditions. Regulation adds the conditions under which a student activity bus is exempt from the requirement to install a child safety alert system.



**POLICY GUIDESHEET**  
October 2017/December 2018  
Page 2 of 2

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

**AR 5113 - Absences and Excuses**

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2289)** which (1) amends the definition of "immediate family" for the purpose of authorizing certain excused absences, (2) prohibits a district from requiring a physician's note for an absence by a parenting student to care for a sick child, and (3) clarifies that students may be excused from school, under specified conditions, for work in the entertainment or allied industry, participation with a nonprofit performing arts organization in a performance for a public school audience, or other reasons at the discretion of school administrators.

**BP 6170.1 - Transitional Kindergarten**

(BP revised)

Policy updated to reflect **NEW LAW (AB 99, 2017)** which permits districts to maintain transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites, provided that the length of the school day complies with legal requirements related to the minimum and maximum length of the school day.

**BP 7310 – Naming of Facility**

(BP revised)

Policy updated as to the recommendations of the Board. The Board felt modifications were needed in the process for Naming of a Facility.

## COMPREHENSIVE SAFETY PLAN

### Development and Review of *Comprehensive School Site Safety Plan*

~~In writing and developing the comprehensive school safety plan,~~ †The school site council shall consult with local law enforcement, **the local fire department, and other first responders in the writing and development of the comprehensive school safety plan.** **When practical, the school site council shall also consult with** as well as other school site councils and safety committees. ~~when practical.~~ (Education Code 32281, 32282)

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

The school site council may delegate the responsibility for developing a **comprehensive school safety plan** to a school safety planning committee. ~~This committee shall be composed of the following members:~~ (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

*(cf. 1220 – Citizen Advisory Committees)*

*(cf. 1400 – Relations Between Other Governmental Agencies and the Schools)*

Before adopting the comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the ~~school safety plan~~. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs

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

## **COMPREHENSIVE SAFETY PLAN (continued)**

4. A representative of each teacher organization at the school site

*(cf. 4140/4240 - Bargaining Units)*

5. A representative of the student body government

6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. ~~A representative of the local churches~~ **religious organizations**

2. Local civic leaders

3. Local business organizations

*(cf. 1700 - Relations between Private Industry and the Schools)*

### **Content of the Safety Plan**

The comprehensive safety plan shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

*(cf. 0500 – Accountability)*

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

The plan also shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety including all of the following (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-**11174.3**

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

2. Routine and emergency disaster procedures including, but not limited to:

- a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

## COMPREHENSIVE SAFETY PLAN (continued)

*(cf. 6159 - Individualized Education Program)*

- b. An earthquake emergency procedure system in accordance with Education Code 32282

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

- c. A procedure to allow a public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

*(cf. 1330 - Use of School Facilities)*

*(cf. 3516.1 - Fire Drills and Fires)*

*(cf. 3516.2 - Bomb Threats)*

*(cf. 3516.5 - Emergency Schedules)*

*(cf. 3543 - Transportation Safety and Emergencies)*

3. Policies pursuant to Education Code 48915(c) for students who commit an act listed in Education Code 48915(ca) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

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

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

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

*(cf. 4158/4258/4358 - Employee Security)*

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

*(cf. 5131.2 – Bullying)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 – Hate-Motivated Behavior)*

6. If the school has adopted a dress code prohibiting students from wearing “gang-related apparel,” pursuant to Education Code 35183, the provisions of that dress code and the definition of “gang-related apparel”

**COMPREHENSIVE SAFETY PLAN** (continued)

*(cf. 5132 - Dress and Grooming)*

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

*(cf. 5142 - Safety)*

8. A safe and orderly school environment conducive to learning

*(cf. 5137 - Positive School Climate)*

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

*(cf. 5144 - Discipline)*

- 10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions**

Among the strategies for providing a safe environment, the school safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

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

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying and hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

*(cf. 5131 - Conduct)*

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, and community service learning, and education related to the prevention of dating violence

*(cf. 6142.3 - Civic Education)*

*(cf. 6142.4 - Service Learning Community Service Classes)*

*(cf. 6142.8 - Comprehensive Health Education)*

**COMPREHENSIVE SAFETY PLAN (continued)**

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

*(cf. 1240 - Volunteer Assistance)*

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

*(cf. 6020 - Parent Involvement)*

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5131.63 - Steroids)*

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

*(cf. 1020 - Youth Services)*

7. District policy related to possession of firearms and ammunition on school grounds

*(cf. 3515.7 Firearms on School Grounds)*

8. Measures to prevent or minimize the influence of gangs on campus

*(cf. 5136 - Gangs)*

9. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime ~~Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing of campuses to outsiders, securing the campus~~

*(cf. 5116.1 Interdistrict Open Enrollment)*

10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

## **COMPREHENSIVE SAFETY PLAN (continued)**

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515 - Campus Security)*

*(cf. 3515.3 - District Police/Security Department)*

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 5112.5 - Open/Closed Campus)*

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*

11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:

- a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
- b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
- c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

12. Strategies for suicide prevention and intervention

*(cf. 5141.52 - Suicide Prevention)*

13. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

*(cf. 3515.2 - Disruptions)*

14. Crisis prevention and intervention strategies, which may include the following:

- a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

*(cf. 3515.5 - Sex Offender Notification)*

*(cf. 5131.4 - Student Disturbances)*

*(cf. 5131.41 - Use of Seclusion and Restraint)*

**COMPREHENSIVE SAFETY PLAN (continued)**

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offenders(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Board of Trustees members, parents/guardians, and the media

*(cf. 1112 - Media Relations)*  
*(cf. 9010 - Public Statements)*

- f. Development of a method for the reporting of violent incidents
- g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

- 15. Staff training in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

- 16. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

*(cf. 3510 - Green School Operations)*  
*(cf. 3513.3 - Tobacco-Free Schools)*  
*(cf. 3514 - Environmental Safety)*  
*(cf. 3514.1 - Hazardous Substances)*  
*(cf. 3514.2 - Integrated Pest Management)*

Regulation  
approved: November 17, 2009  
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revised: December 6, 2016  
revised: March 5, 2019

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



**COMPREHENSIVE SAFETY PLAN**

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 3515 - Campus Security)*  
*(cf. 3515.2 - Disruptions)*  
*(cf. 3515.3 - District Police/Security Department)*  
*(cf. 3515.7 – Firearms on School Grounds)*  
*(cf. 5131 - Conduct)*  
*(cf. 5131.2 – Bullying)*  
*(cf. 5131.4 - Student Disturbances)*  
~~*(cf. 5131.7 – Weapons and Dangerous Instruments)*~~  
*(cf. 5136 - Gangs)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 5138 - Conflict Resolution/Peer Mediation)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*

The school site council at each district school shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations (Education Code 32281, 32286).

*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 1220 - Citizen Advisory Committees)*

The school safety plan shall take into account the school's staffing, available resources and building design, as well as other factors unique to the site.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

*(cf. 0500 – Accountability)*  
*(cf. 9320 – Meetings and Notices)*

## **COMPREHENSIVE SAFETY PLAN (continued)**

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

### **Tactical Response Plan**

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

*(cf. 9321.1 - Closed Session Actions and Reports)*

### **Public Access to Safety Plan(s)**

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

*(cf. 1340 - Access to District Records)*

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

**The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)**

*Legal Reference: (see next page)*

**COMPREHENSIVE SAFETY PLAN (continued)***Legal Reference: (continued)*EDUCATION CODE

200-262.4 Prohibition of sex discrimination  
 32260-32262 Interagency School Safety Demonstration Act of 1985  
 32270 School safety cadre  
 32280-32289 School safety plans  
 32290 Safety devices  
 35147 School site councils and advisory committees  
 35183 School dress code; uniforms  
 35291 Rules  
 35291.5 School-adopted discipline rules  
~~35294.10-35294.15 School Safety and Violence Prevention Act~~  
**41020 Annual audits**  
~~41510-41514 School Safety Consolidated Competitive Grant Program~~  
 48900-48927 Suspension and expulsion  
 48950 Speech and other communication  
 49079 Notification to teacher; student act constituting grounds for suspension or expulsion  
 67381 Violent crime

GOVERNMENT CODE

**54957 Closed session meetings for threats to security**

PENAL CODE

422.55 Definition of hate crime  
 626.8 Disruptions  
 11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

11987-11987.7 School Community Violence Prevention Program requirements  
 11992-11993 Definition, persistently dangerous schools

UNITED STATES CODE, TITLE 20

~~11987-11987.7 School Community Violence Prevention Program requirements~~  
 7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

*Management Resources:*CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Safe Schools: Strategies for Governing Boards to Ensure Student Success, October 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*Management Resources: (continued on next page)*

## COMPREHENSIVE SAFETY PLAN (continued)

### *Management Resources: (continued)*

*Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007*

*U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS*

*Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004*

### WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ss/>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov/ViolencePrevention>

Federal Bureau of Investigation: <http://www.fbi.gov>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.nssc1.org>

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

U.S. Secret Service, National Threat Assessment Center: <http://www.secretservice.gov/ntacssi.shtml>

Policy  
adopted: November 17, 2009  
revised: December 2, 2014  
revised: December 6, 2016  
revised: March 5, 2019

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

**LOCAL CONTROL AND ACCOUNTABILITY PLAN**

***Goals and Actions Addressing State and Local Priorities*** ~~Content of the Plan~~

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

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

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

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*  
*(cf. 3517 - Facilities Inspection)*  
*(cf. 4112.2 - Certification)*  
*(cf. 4113 - Assignment)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

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

*(cf. 6011 - Academic Standards)*  
*(cf. 6174 - Education for English Language Learners)*

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

*(cf. 3553 - Free and Reduced Price Meals)*  
*(cf. 6020 - Parent Involvement)*  
*(cf. 6173.1 - Education for Foster Youth)*

**LOCAL CONTROL AND ACCOUNTABILITY PLAN**

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

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

*(cf. 0500 - Accountability)*

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6162.5 - Student Assessment)*

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

*(cf. 6178 - Career Technical Education)*

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

*(cf. 5113.1 - Chronic Absence and Truancy)*

*(cf. 5147 - Dropout Prevention)*

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

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

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

*(cf. 5137 - Positive School Climate)*

*(cf. 5144 - Discipline)*

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

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

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

*(cf. 6143 - Courses of Study)*

*Cf. 6159 – Individualized Education Program)*

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable
- 2. Any goals identified for any local priorities established by the Board.

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

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

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

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

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

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

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN**

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

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

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

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

### **Annual Updates**

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

- ~~1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above~~
- ~~2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment~~
- ~~3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above~~



## LOCAL CONTROL AND ACCOUNTABILITY PLAN

4. ~~A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient~~

### Availability of the Plan

The Superintendent or designee shall **prominently** post the LCAP, ~~and~~ any updates or revisions to the LCAP, **and the LCFF budget overview for parents/guardians on the homepage of** ~~on~~ the district's web site. (Education Code **52064.1**, 52065)

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

Regulation  
approved: December 17, 2013  
revised: January 19, 2016  
revised: February 6, 2018  
revised: March 5, 2019

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

**LOCAL CONTROL AND ACCOUNTABILITY PLAN**

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

*(cf. 0000 - Vision)*

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

*(cf. 0415 – Equity)*

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

*(cf. 3100 – Budget)*

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

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

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

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

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

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

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

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

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

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

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN**

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

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

**As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt and LCFF budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)**

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

### **Plan Development**

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

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

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

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

### Public Review and Input

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

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

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

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

*(cf. 5145.6 – Parental Notifications)*

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

**The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)**

*(cf. 0430 – Comprehensive Local Plan for Special Education)*

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

*(cf. 9320 - Meetings and Notices)*

### Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.

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

### Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the **district budget, and the budget overview for parent/guardians, the Board shall file the LCAP, the budget, and the budget overview annual update** with the County Superintendent of Schools. (Education Code **42127, 52064.1, 52070**)

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

**If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071)**

### Monitoring Progress

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

*(cf. 0500 - Accountability)*

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

### Technical Assistance/Intervention

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

1. ~~Assistance in the identification~~ **identifying** of district strengths and weaknesses in regard to state priorities ~~which includes the and review of performance data on the state and local indicators included in the Dashboard and other relevant local data, and in identifying~~ effective, evidence-based programs or practices that ~~address any areas of weakness. apply to the district's goals~~
2. ~~Assistance from an academic, programmatic, or fiscal expert, or team of academic experts, in identifying and implementing effective programs and practices that are designed to improve performance in any identified areas of weakness. or another~~ **The district may engage other service providers, but not limited to, other school districts, county offices of education, or charter schools, to provide such assistance. in the county in identifying and implementing effective programs to improve the outcomes for student subgroups**
3. ~~Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074~~

~~In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.~~

**In the event that the County Superintendent requires the district to receive technical assistance based on one or more numerically significant student subgroups meeting the criteria established pursuant Education Code 52064.5, the Board shall work with the County Superintendent, or another service provider at district expense, and shall provide the County Superintendent timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)**

**If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, 52074)**

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

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

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

### *Legal Reference:*

#### **EDUCATION CODE**

305-306 English language education

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

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

41020 Audits

#### **41320-41322 Emergency apportionments**

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Numerically significant student subgroups

#### **52059.5 Statewide system of support**

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 ~~Assessment of language development~~

64001 Single plan for student achievement

99300-99301 Early Assessment Program

#### **WELFARE AND INSTITUTIONS CODE**

300 Dependent child of the court

#### **CODE OF REGULATIONS, TITLE 5**

15494-15497.5 Local control and accountability plan and spending requirements

#### **UNITED STATES CODE, TITLE 20**

6312 Local educational agency plan

6826 Title III funds, local plans

*Management Resources: (see next page)*

## LOCAL CONTROL AND ACCOUNTABILITY PLAN

### *Management Resources:*

#### CSBA PUBLICATIONS

*The California School Dashboard and Small Districts, October 2018*

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

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

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California School Accounting Manual*

*California School Dashboard*

*Every Student Succeeds Act—Update #6, January 18, 2017*

*LCFF Frequently Asked Questions*

*Local Control and Accountability Plan and Annual Update (LCAP) Template*

*Family Engagement Framework: A Tool for California School Districts, 2014*

*California Career Technical Education Model Curriculum Standards, 2013*

*California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013*

*California Common Core State Standards: Mathematics, rev. 2013*

*California English Language Development Standards, 2012*

#### WEB SITES

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

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

California School Dashboard: <http://www.caschooldashboard.org>

Policy  
adopted: December 17, 2013  
revised: January 19, 2016  
revised: May 2, 2017  
revised: February 6, 2018  
revised: March 5, 2019

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



## CITIZEN ADVISORY COMMITTEES

### Committee Charge

When committees are appointed, committee members shall receive written information including but not limited to:

1. The committee members' names
2. The procedure to be used in the selection of the committee chairperson and other committee officers
3. The name(s) and contact information of staff member(s) assigned to support the work of the committee
4. The goals and specific charge(s) of the committee, including its topic(s) for study
5. The specific period of time that the committee is expected to serve
6. Legal requirements regarding meeting conduct and public notifications
7. Resources available to help the committee perform its tasks
8. Timelines for progress reports and/or final report
9. Relevant Board policies and administrative regulations

~~Members of advisory committees are not vicariously liable for injuries caused by the act or omission of the district or a committee and are not liable for injuries caused by an act or omission of a committee member acting within the scope of his/her role as a member of the committee. However, a member may be liable for injury caused by his/her own wrongful conduct. (Government Code 815.2, 820.9)~~

### Committees Subject to Brown Act Requirements

~~Any committee created by formal action of the Governing Board shall comply with Brown Act requirements pertaining to open meetings, notices, and public participation pursuant to Government Code 54950-54963, including,~~ **shall be complied with by any committee created by formal action of the Governing Board, including,** but not necessarily limited to, the following:

1. Advisory committees established pursuant to Education Code 56190-56194 related to special education

*(cf. 0430 - Comprehensive Local Plan for Special Education)*

## **CITIZEN ADVISORY COMMITTEES (continued)**

2. Advisory committee established pursuant to Education Code 8070 related to career technical education

*(cf. 6178 - Career Technical Education)*

3. Committee established to assist in development of a student wellness policy pursuant to 42 USC 1758b

*(cf. 5030 - Student Wellness)*

4. Committee established pursuant to Education Code 17387-17391 related to the use or disposition of excess real property

*(cf. 3280 - Sale, Lease, Rental of District-Owned Real Property)*

5. Citizens' oversight committee established to examine the expenditure of general obligation bond or school facilities improvement bond revenues passed with a 55 percent majority of the voters pursuant to Education Code 15278 and 15359.3

*(cf. 7213 - School Facilities Improvement Districts)*

*(cf. 7214 - General Obligation Bonds)*

*(cf. 9130 – Board Committees)*

*(cf. 9320 - Meetings and Notices)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

*(cf. 9321.1 - Closed Session Actions and Reports)*

*(cf. 9323 - Meeting Conduct)*

~~*(cf. 9130 – Board Committees)*~~

## **Committees Not Subject to Brown Act Requirements**

The following committees are exempted from the Brown Act but must conform with procedural meeting requirements established in Education Code 35147:

1. Parent advisory committee and English learner parent advisory committee established pursuant to Education Code 52063 to review and comment on the local control and accountability plan (LCAP) ~~and, if applicable, any advisory committee established pursuant to Education Code 52060 to consult with the district on LCAP development~~

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

12. School site councils established pursuant to Education Code ~~5285265000-65001~~ **5285265000-65001** and ~~64001~~ to develop and approve a single plan for student achievement

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

**CITIZEN ADVISORY COMMITTEES** (continued)

23. District or school advisory committees established pursuant to Education Code 52176 related to programs for English learners

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

34. School advisory committees established pursuant to Education Code 54425(b) related to compensatory education

*(cf. 6171 - Title I Programs)*

45. Any district advisory committee established pursuant to Education Code 54444.2 related to migrant education programs

*(cf. 6175 - Migrant Education Program)*

56. School committees established pursuant to Education Code 11503 related to parent involvement

*(cf. 6020 - Parent Involvement)*

Meetings of the above councils or committees shall be open to the public, and any member of the public shall have the opportunity to address the council or committee during the meeting on any item within its jurisdiction. Notice of the meeting shall be posted at the school site or other appropriate accessible location at least 72 hours before the meeting, specifying the date, time, and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon. (Education Code 35147)

The above councils or committees shall not take action on any item not listed on the agenda unless all members present unanimously find that there is a need to take immediate action and that this need came to the council's or committee's attention after the agenda was posted. In addition to addressing items on the agenda, members of the council, committee, or public may ask questions or make brief statements that do not have a significant effect on district students or employees or that can be resolved solely by providing information. (Education Code 35147)

**Any** Councils or committees violating the above procedural requirements must, at the demand of any person, reconsider the item at the next meeting, first allowing for public input on the item. (Education Code 35147)

Any materials provided to a school site council shall be made available to any member of the public upon request pursuant to the California Public Records Act, **Government Code 6250-6270** (Education Code 35147); ~~Government Code 6250-6270~~)

*(cf. 1340 - Access to District Records)*

**CITIZEN ADVISORY COMMITTEES** (continued)

***Committees Created by Superintendent***

Committees **which are** created by the Superintendent or designee to advise the administration, ~~and which do not report to the Board, and are not specified in Education Code 35147 shall~~ **are not be** subject to the requirements of the Brown Act or Education Code 34147.

*(cf. 2230 - Representative and Deliberative Groups)*

Regulation  
approved: September 4, 2007  
revised: October 6, 2015  
revised: March 5, 2019

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

**UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES**

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$60,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)
2. Contracts for public projects of \$200,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)
  - a. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain further information about the project, and states the time and place for the submission of bids. This notice shall be disseminated by mail, fax, or email to either or both of the following:
    - (1) All contractors on a list of qualified contractors maintained by the district for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due
    - (2) All construction trade journals identified pursuant to Public Contract Code 22036
  - b. The district shall review the informal bids that were submitted and award the contract, except that:
    - (1) If all bids received through the informal process are in excess of \$200,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at \$212,500 or less and the Board determines the district's cost estimate is reasonable.
    - (2) If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.
3. Public projects of more than \$200,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)
  - a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:

**UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES**  
(continued)

- (1) Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.
- (2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.

b. The district shall award the contract as follows:

- (1) The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.
- (2) At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.
- (3) If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract.

*(cf. 3311 - Bids)*

**TRANSPORTATION SAFETY AND EMERGENCIES**

**Cautionary Notice:** ~~AB 1610 (Ch. 724, Statutes of 2010) amended Government Code 17581.5 to relieve districts from the obligation to implement perform specified mandated activities when statutes whenever they are identified in the Budget Act as being ones for which state mandate does not provide reimbursement during is not provided for that fiscal year. The Budget Act of 2018 (SB 840, Ch. 29, Status of 2018) extends the suspension of these requirements through the 2018-19 fiscal year. As a result, certain provisions of the following administrative regulation related to transportations safety plans and safety instruction for students that reflect those requirements may be suspended. It is recommended that districts consult legal counsel prior to suspending any provisions.~~

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment listed in 13 CCR 1215, including any defect or deficiency discovered by or reported to him/her which would affect safe operation or result in mechanical breakdown of the bus, or indicating that no defect or deficiency was discovered or reported. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

*(cf. 3540 - Transportation)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 3542 - School Bus Drivers)*

~~In the event of a school bus accident, the driver shall immediately notify the California Highway Patrol, the Superintendent or designee, and, if the bus is operated under contract, the driver's employer. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)~~

~~The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.~~

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

**Passenger Restraint Systems**

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus designed for carrying more than 16 passengers and the driver, and was manufactured on or after July 1, 2005
2. Is a Type 2 school bus or student activity bus **designed for carrying 16 or fewer passengers and the driver, or for carrying 20 or fewer passengers and the driver if the bus has a manufacture's vehicle weight rating of \$10, 000 pounds or less, and was manufactured** on or after July 1, 2004 ~~which meets one of the following criteria:~~
  - a. ~~Is designed for carrying 16 or fewer passengers and the driver~~

**TRANSPORTATION SAFETY AND EMERGENCIES** (continued)

- ~~b. Has a manufacturer's vehicle weight rating of 10,000 pounds or less and is designed for carrying not more than 20 passengers and the driver~~

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be ~~informed~~ **instructed regarding** procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

*(cf. 5131.1 - Bus Conduct)*  
*(cf. 5144 - Discipline)*

**Fire Extinguishers**

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

***Child Safety Alert System***

**In accordance with Vehicle Code 28160, each school bus or student activity bus shall be equipped with an operational child safety alert system at the interior rear of the bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.**

**A student activity bus that does not have a child safety alert system may be used only if all of the following apply: (Vehicle Code 28160)**

1. The student activity bus is not used exclusively to transport students.
2. When the student activity bus is used to transport students, the students are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer.



**TRANSPORTATION SAFETY AND EMERGENCIES** (continued)*(cf. 1240 - Volunteer Assistance)*

3. **One adult chaperone has a list of every student and adult chaperone, including a school employee, who is on the student activity bus at the time of departure.**
4. **The driver has reviewed all safety and emergency procedures before the initial departure, and the driver and adult chaperone have signed a form, with the time and date, acknowledging that the safety plan and procedures were reviewed.**
5. **Immediately before departure from any location, the adult chaperone shall account for each student on the list of students, verify the number of students to the driver, and sign a form indicating that all students are present or accounted for.**
6. **After students have exited a student activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.**
7. **The driver shall sign a form with the time and date verifying that all required procedures have been followed.**
8. **The information required to be recorded pursuant to items #4, 5, and 7 may be recorded on a single form and shall be retained by the district for a minimum of two years.**

**Electronic Communications Devices**

**A bus driver shall not be prohibited from driving a school bus or student activity bus while using a wireless telephone or other electronic wireless communications device except while using a wireless telephone or other electronic communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap of the driver's finger provided the device is mounted on the windshield, dashboard, or center console of the bus. ~~except under the following conditions:~~ (Vehicle Code 23123.5, 23125)**

- ~~1. When he/she uses a wireless telephone that is specifically designed and configured to allow hands-free listening and talking, provided it is used in that manner while driving~~

**TRANSPORTATION SAFETY AND EMERGENCIES** (continued)

~~2. For emergency purposes, including, but not limited to, a call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity~~

~~3. For work-related purposes~~

~~(cf. 3513.1 - Cellular Phone Reimbursement)~~

~~A bus driver shall not drive while using an electronic wireless communications device to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email, unless the device is specifically designed and configured to allow voice-operated and hands-free operation and is used in the manner. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call. (Vehicle Code 23123.5)~~

**Safe Bus Operations**

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

~~(cf. 3516 - Emergencies and Disaster Preparedness Plan)~~

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips ~~shall have the authority to~~ **may** discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

~~(cf. 3516.5 - Emergency Schedules)~~

~~(cf. 3540 - Transportation)~~

~~(cf. 3541.1 - Transportation for School-Related Trips)~~

~~(cf. 3542 - School Bus Drivers)~~

**Unauthorized Entry**

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

~~(cf. 3515.2 - Disruptions)~~

**TRANSPORTATION SAFETY AND EMERGENCIES** (continued)**Transportation Safety Plan for Boarding and Exiting Buses**

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall include all of the following: (Education Code 39831.3)

1. Procedures for determining if students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
3. ~~Procedures for b~~Boarding and exiting a school bus at a school or other trip destination
4. **Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or, if applicable, youth bus**
5. **Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus**

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

**Parental Notifications**

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

1. A list of school bus stops will be available
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. A description of the school bus danger zone
5. Instructions for safety ~~while~~ walking to and from school bus stops

*(cf. 5145.6 - Parental Notifications)*

**TRANSPORTATION SAFETY AND EMERGENCIES (continued)****Student Instruction**

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows. (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.
2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
  - a. Proper loading and unloading procedures, including escorting by the driver
  - b. How to safely cross the street, highway, or private road
  - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
  - d. Proper passenger conduct
  - e. Bus evacuation procedures
  - f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction

**TRANSPORTATION SAFETY AND EMERGENCIES (continued)**

- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the California Highway Patrol.

*(cf. 3580 – District Records)*

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. ~~This instruction also may emergency exits and the location and use of emergency equipment.~~ This instruction also may include responsibilities of passengers seated next to an emergency exit.

***Bus Accidents***

**In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)**

**The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)**

**The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.**

## TRANSPORTATION SAFETY AND EMERGENCIES (continued)

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

### Legal Reference:

#### EDUCATION CODE

39830-39842 Transportation, school buses

**39860 Contract for transportation; requirement that student not be left unattended**

51202 Instruction in personal and public health and safety

#### PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

#### VEHICLE CODE

415 Definition of motor vehicle

545-546 Definition of school bus and school pupil activity bus

22112 Loading and unloading passengers

~~23123 Use of wireless telephone prohibited while driving motor vehicle~~

23123.5 ~~Text~~ Use of wireless telephone or communications device prohibited while driving; exceptions motor vehicle

23125 Use of wireless telephone prohibited while driving school bus

27316 -27316.5 Passenger restraint systems

34500 California Highway Patrol responsibility to regulate safe operation of school buses

34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses

34501.6 School buses; reduced visibility

34508 California Highway Patrol responsibility to adopt rules re: equipment and bus operations of school buses

#### CODE OF REGULATIONS, TITLE 5

14100-14105 School buses and student activity buses

#### CODE OF REGULATIONS, TITLE 13

1200-1293 Motor carrier safety

2480 Airborne toxic control measure; limitation on idling

#### CODE OF REGULATIONS, TITLE 19

574-575.3 Inspection and maintenance of fire extinguishers

#### CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 Motor vehicle standards, including school buses

### Management Resources:

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

#### Passenger Restraints Frequently Asked Questions

#### WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

California Association of School Transportation Officials: <http://www.castoways.org>

California Department of Education, Office of School Transportation: <http://www.cde.ca.gov/ls/tm>

California Highway Patrol: <http://www.chp.ca.gov>

National Coalition for School Bus Safety: <http://www.nesbs.org>

National Transportation Safety Board: <http://www.ntsb.gov>

U.S. Department of Transportation, National Highway Traffic Safety Administration:  
<http://www.nhtsa.dot.gov>

Regulation

approved: September 4, 2007

revised: November 16, 2010

revised: November 18, 2014

revised: March 5, 2019

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Lincoln, California

**ABSENCES AND EXCUSES****Excused Absences**

**Subject to any applicable limitation, condition, or other requirement specified in law, A**  
a student's absence shall be excused for **any** of the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)

*(cf. 5112.2 - Exclusions from Attendance)*

3. Medical, dental, optometrical, or chiropractic appointments (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

~~"Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)~~

5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)

*(cf. 5146 - Married/Pregnant/Parenting Students)*

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process

**ABSENCES AND EXCUSES (continued)**

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

*(cf. 6142.3 - Civic Education)*

9. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

**Such absence shall be granted for a period of time to be determined at the direction of the Superintendent or designee. (Education Code 48205)**

*(cf. 6173.2 - Education of Children of Military Families)*

10. To attend his/her naturalization ceremony to become a United States citizen. (Education Code 48205)
11. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy, subject to the following conditions: (Education Code 46014)

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

- a. The student's parent/guardian shall provide written consent for the absence.
- b. The student shall attend at least the minimum school day
- c. The student shall be excused from school for this purpose on no more than four days per school month

*(cf. 6112 – School Day)*

12. **Work in the entertainment or allied industry (Education Code 48225.5)**

**Such absence shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year. (Education Code 48225.5)**

13. **Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)**

**A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)**



**ABSENCES AND EXCUSES** (continued)

14. **Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances** (Education Code 48205, 48260)

**For the purpose of the absences described above, *immediate family* means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household.** (Education Code 48205)

**Method of Verification**

**Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note.** (Education Code 48205)

**For other absences, the student shall, upon returning to school following the absence,** ~~When students who have been absent return to school, he/she~~ shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

**When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.**

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian, or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence

*(cf. 5113.11 - Attendance Supervision)*

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated.

**ABSENCES AND EXCUSES (continued)**

The employee shall document the verification and, include the information specified in item #2 above.

4. Physician's verification
  - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness must be verified by a physician.

*(cf. 5113.1 - Chronic Absence and Truancy)*

***Parental Notifications***

**At the beginning of each school year, the Superintendent or designee shall:**

1. **Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)**
2. **Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)**
3. **Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)**

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

*(cf. 5145.6 - Parental Notifications)*

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

Regulation

approved: August 18, 2009

revised: January 20, 2015

revised: December 5, 2017

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

Lincoln, California

**TRANSITIONAL KINDERGARTEN**

The Board of Trustees desire to offer a high-quality transitional kindergarten program for eligible children who do not yet meet the minimum age criterion for kindergarten. The **transitional kindergarten** program shall assist children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's transitional kindergarten shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in ~~program—the~~ development, implementation, and evaluation **of the district's transitional kindergarten program.**

*(cf. 0420—School Plans/Site Councils)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 6020 - Parent Involvement)*

**Eligibility**

The district's transitional kindergarten program shall admit children whose fifth birthday is from September 2 through December 2: (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of ~~theis~~ **transitional kindergarten program** and the age, residency, **immunization**, and any other enrollment requirements. Enrollment in the transitional kindergarten program shall be voluntary.

*(cf. 5111 - Admission)*  
*(cf. 5111.1 - District Residency)*  
*(cf. 5111.12—Residency Based on Parent/Guardian Employment)*  
*(cf. 5111.13—Residency for Homeless Children)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.3 - Health Examinations)*  
*(cf. 5141.31 - Immunizations)*  
*(cf. 5141.32 - Health Screening for School Entry)*

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's transitional kindergarten program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

**At any time during the school year,** ~~the~~ the district may admit into the transitional kindergarten program a child whose fifth birthday is after December 2, **of that same school year,** provided that the ~~child is admitted during the school year on or after his/her fifth birthday and the~~ Superintendent or designee recommends that enrollment in a transitional kindergarten program is in the child's best interest **and the child's parents/guardians**

## **TRANSITIONAL KINDERGARTEN (continued)**

**approve.** Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. **(Education Code 48000)**

### **Curriculum and Instruction**

The district's transitional kindergarten program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. **(Education Code 48000)**

*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

*(cf. 5148.3 - Preschool/Early Childhood Education)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6174 - Education for English Language Learners)*

**The Board shall establish the length(s) of the school day in the district's TK program. TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to the California Department of Education as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46117, 48003)**

~~The number of instructional minutes offered in transitional kindergarten shall be the same as that required for the district's kindergarten program.~~

*(cf. 6111 - School Calendar)*  
*(cf. 6112 - School Day)*

Transitional kindergarten students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

**TK students may be placed in a classroom commingled with 4-year-old students from a California State Preschool Program as long as the classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten. (Education Code 8235, 48000)**

## **TRANSITIONAL KINDERGARTEN (continued)**

### **Staffing**

The Superintendent or designee shall ensure that teachers assigned to teach in transitional kindergarten classes shall possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

*(cf. 4112.2 - Certification)*

**A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)**

The Superintendent or designee may provide professional development as needed to ensure that transitional kindergarten teachers are knowledgeable about district standards and effective instructional methods for teaching young children.

*(cf. 4131 - Staff Development)*

### **Continuation to Kindergarten**

Students who complete the transitional kindergarten program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed **Kindergarten Continuance** ~~parental-permission~~ Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the transitional kindergarten year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of transitional kindergarten and kindergarten. (Education Code 46300)

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

### **Assessment**

The Superintendent or designee shall develop or identify appropriate formal and/or informal assessments of transitional kindergarten students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

## TRANSITIONAL KINDERGARTEN (continued)

(cf. 0500 - Accountability)  
(cf. 6162.5 - Student Assessment)

### Legal Reference:

#### EDUCATION CODE

**8235 California State Preschool Program**

8973 Extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county office of education

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

48000 Age of admission (~~kindergarten~~)-kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48003 Kindergarten annual report

48200 Compulsory education, starting at age six

### Management Resources:

#### CSBA PUBLICATIONS

**What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016**

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 1, 2010 Vol. 3, 2013

California Preschool Learning Foundations, Vol. 3, 2012

California Preschool Curriculum Framework, Vol. 2, 2011

California Preschool Learning Foundations, Vol. 2, 2010

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

#### WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://www.tkcalifornia.org>

Policy  
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revised: December 20, 2018

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