WESTERN PLACER
UNIFIED SCHOOL DISTRICT

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

Public Comments Accepted by Email and Telephone

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

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

1. **Email** - Submit a comment via email to the Superintendent's Administrative Assistant, Maria Gonzalez, at mgonzalez@wpusd.org at least two hours before the start of the meeting.
2. **Telephone** - Call the Superintendent's Administrative Assistant at (916) 645-6350 between 9:00 – 12:00 to submit a comment.
3. **Go To Meeting Participation** - Dial in using your phone

   United States: +1 (224) 501-3412

   Access Code: 952-344-789

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

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

MEMBERS OF THE GOVERNING BOARD

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

DISTRICT ADMINISTRATION

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

	STUDENT ENROLLMENT		
School	**2019-2020 CALPADS**	**5/21/2020**	**6/1/2020**
Sheridan Elementary (K-5)	64	59	59
First Street Elementary (K-5)	447	462	462
Carlin C. Coppin Elementary (K-5)	441	456	454
Creekside Oaks Elementary (K-5)	609	612	612
Twelve Bridges Elementary (K-5)	652	663	663
Foskett Ranch Elementary (K-5)	412	412	409
Lincoln Crossing Elementary (K-5)	698	698	698
Glen Edwards Middle School (6-8)	869	880	880
Twelve Bridges Middle School (6-8)	830	830	830
Lincoln High School (9-12)	2,071	2,018	2,018
Phoenix High School (10-12)	84	85	80
Atlas (K-12) (new 2019-2020)	40	34	34
SDC Program (18-22)	11	14	14
Non-Public Schools	31	33	32
TOTAL	**7259**	**7,256**	**7,245**

Italicized numbers updated 5/21/2020 (previous report included special education students counted twice in error)

SDC Pre-School	
Foskett Ranch	21
First Street/LIP	94

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

September 1, 2020

WPUSD District Office/City Hall Building–Go To Meeting

600 Sixth Street, Lincoln, CA 95648

AGENDA

2019-2020 Goals & Objectives (G & 0) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

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

1. **ANNOUNCEMENT:** EXECUTIVE ORDER N-29-30 TELECONFERENCE FLEXIBILITY
   This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All board members may attend the meeting by teleconference. This meeting will be a telephone conference call only. The public may listen/participate via instruction listed prior to section 4 of the agenda.

2. **ANNOUNCEMENT:** Should this Board Meeting encounter any security breech or inappropriate issues, the meeting will be ended immediately.

5:00 P.M.

3. **CLOSED SESSION** – WPUSD District Office – Go To Meeting Conference call with Board Members not on site.

   3.1 CONFERENCE WITH LABOR NEGOTIATOR
   Bargaining groups: WPTA & CSEA Negotiations
   Agency Negotiators:
   ~Scott Leaman, Superintendent
   ~Kerry Callahan, Deputy Superintendent of Educational Services
   ~Gabe Simon, Assistant Superintendent of Personnel Services
   ~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

   3.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
   CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF15-514477

   3.3 PERSONNEL
   Public Employee Employment/Discipline/Dismissal/Release –

Regular Meeting of the Board of Trustees
September 1, 2020
Agenda

Open Session
Please join the meeting: Dial in using your phone United States +1(224) 501-3412 using **Access Code:** 952-344-789

Submit comments: Email - Superintendent's Administrative Assistant, Maria Gonzalez at mgonzalez@wpusd.org or Telephone – Call Superintendent's Administrative Assistant at (916) 645-6350 between 9:00 a.m. – 12:00 p.m.
(If you will be speaking please make sure your audio is turned all the way down on any devices to avoid feedback issues)

6:00 P.M.

4. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE –
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

4.1 ***Page 10*- CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Kerry Callahan, Deputy Superintendent of Educational Services
~Gabe Simon, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

4.2 ***Page 11* - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF15-514477

4.3 ***Page 12* - PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release -

5. ***Page 14-95* - 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 Classified Personnel Report
5.2 Approval of Minutes for: August 4 & 18, 2020
5.3 Approval of Warrants
5.4 Approve Contract Between Industrial Door Company and WPUSD/Lincoln High School
5.5 Approve Contract Between Sami's Circuit and WPUSD/Scott M. Leaman Elementary School
5.6 Approve Proposal for Advantage Services between Siemens Industry and WPUSD
5.7 Agreement for Emcor Services and Western Placer Unified School District
5.8 Ratification of Contract with Eastbay Team Sales and Western Placer Unified School District – Lincoln High School
5.9 Approve Resolution 20/21.4 Regarding English Learner Authorization
5.10 Approve Resolution 20/21.5 Regarding English Learner Authorization

5.11 Approve Resolution 20/21.6 Regarding English Learner Authorization
5.12 Approve Resolution 20/21.7 Regarding Authorization to Teach Elective Courses
5.13 Consider Approving Revised Job Description and Salary Schedule for After School Coordinator (Grant Funded)
5.14 Approve Resolution 20/21.08 – Concurrent Enrollment Education Code section 7600(a)(3)
5.15 Donation Approval for Educational Services – Distance Learning
Roll call vote:

Submit comments: Email - Superintendent's Administrative Assistant, Maria Gonzalez at mgonzalez@wpusd.org or call (916) 645-6350 between 9:00 a.m. – 12:00 p.m.
(If you will be speaking please make sure your audio is turned all the way down on any devices to avoid feedback issues)

6. PUBLIC HEARING

6.1 ***Page 97*** **- Public Hearing on 2020-2021 Learning Continuity and Attendance Plan**

Senate Bill (SB) 98 established that the Local Control and Accountability Plan (LCAP) and an annual update to the LCAP are not required for the 2020-2021 school year and that the California Department of Education (CDE) shall not publish the California School Dashboard in December 2020 based on performance data on the state and local indicators. SB 98 supersedes the requirement to develop and adopt an LCAP by December 15, 2020, which was established by Executive Order N-56-20, and published in April 2020.

7. COMMUNICATION FROM THE PUBLIC

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

8. REPORTS & COMMUNICATION

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

9. ♦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.

9.1 Information ***Page 122*** **– 2020-2021 START OF SCHOOL & EDUCATIONAL PROGRAM OPTIONS DURING COVID-19 MITIGATION– Leaman, Callahan** *(20-21 G & O Component I, II, III, IV, V)*

9.2 Discussion/ Action *Page 123* – **CONSIDER APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN WESTERN PLACER UNIFIED (WPUSD) AND THE CALIFORNIA SCHOOL EMPLOYEE ASSOCIATION (CSEA): CHAPTER #741– Simon** *(20-21 G & O Component I, II, III, IV, V)*

9.3 Action *Page 130* – **ADOPTION OF REVISED/NEW EXHIBITS/ POLICIES/ REGULATIONS – Leaman** *(20-21 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/E(1)/E(2) 1312.3 – Uniform Compliant Procedures
- AR/E(3)/E(4) 1312.4/20.41 – Williams Complaint Procedures
- BP/AR 1340 – Access to District Records

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
- Health

10.2 BOARD MEMBER REPORTS/COMMENTS

11. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➢**September 15, 2020** 6:00 P.M., Regular Meeting of the Board of Trustees – Go-To -Meeting

12. 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.

Posted: 082820
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DISCLOSURE OF ACTION TAKEN IN CLOSED SESSION, IF ANY

Western Placer Unified School District
CLOSED SESSION AGENDA

Place: **District Office/City Hall Bldg. – Go To Meeting**
Date: **Tuesday, September 1, 2020**
Time: **5:00 P.M.**

1. LICENSE/PERMIT DETERMINATION

2. SECURITY MATTERS

3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

4. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

6. LIABILITY CLAIMS

7. THREAT TO PUBLIC SERVICES OR FACILITIES

8. **PERSONNEL**
   - * PUBLIC EMPLOYEE APPOINTMENT
   - * PUBLIC EMPLOYEE EMPLOYMENT
   - * PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   - * **PUBLIC EMPLOYEE EMPLOYMENT/DISCIPLINE/DISMISSAL/ RELEASE**
   - * COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE

9. CONFERENCE WITH LABOR NEGOTIATOR

10. STUDENTS
    - * STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918
    - * STUDENT PRIVATE PLACEMENT
    - * INTERDISTRICT ATTENDANCE APPEAL
    - * STUDENT ASSESSMENT INSTRUMENTS
    - * STUDENT RETENTION APPEAL, Pursuant to BP 5123
    - * DISCLOSURE OF CONFIDENTIAL STUDENT RECORD INFORMATION

1. **LICENSE/PERMIT DETERMINATION**
   - A. Specify the number of license or permit applications.
2. **SECURITY MATTERS**
   - A. Specify law enforcement agency
   - B. Title of Officer

3. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
   - A. Property: specify the street address, or if no street address the parcel number or unique other reference to the property under negotiation.
   - B. Negotiating parties: specify the name of the negotiating party, not the agent who directly or through an agent will negotiate with the agency's agent.
   - C. Under negotiations: specify whether the instructions to the negotiator will concern price, terms of payment or both.

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Bargaining Groups:
WPTA & CSEA Negotiations
Agency Negotiators:
Scott Leaman, Superintendent
Kerry Callahan, Deputy Superintendent of Educational Services
Gabe Simon, Assistant Superintendent of Personnel Services
Audrey Kilpatrick, Assistant Superintendent Business and Operations

AGENDA ITEM AREA:
Disclosure of action taken in closed session

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
No

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.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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SUBJECT:
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

AGENDA ITEM AREA:
Disclosure of Action Taken in Closed Session

REQUESTED BY:
Scott Leaman, Superintendent
Kerry Callahan, Deputy Superintendent of Educational Services

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
No

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.

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

SUBJECT:
PUBLIC EMPLOYEE EMPLOYMENT/DISCIPLINE/ DISMISSAL/RELEASE

AGENDA ITEM AREA:
Closed Session

REQUESTED BY:
Gabe Simon
Assistant Superintendent of Personnel Services

ENCLOSURES:
No

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
Yes

BACKGROUND:

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

RECOMMENDATION:

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

wp/rk/factform

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

SUBJECT:
Classified Personnel Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY: G5
Gabriel Simon
Assistant Superintendent of Personnel Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund/Categorical

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
No

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

September 1, 2020

CLASSIFIED/MANAGEMENT

NEW HIRES:

1. Name: Paola Gachet
   Position: Parent/School/Community Liaison
   FTE: 7.0 hours
   Days: 10 Months
   Effective: August 21, 2020
   Site: District Office

REHIRE:

1. Name: Sarah Becker
   Position: Instructional Aide
   FTE: 2.0 hours
   Days: 10 Months
   Effective: August 24, 2020
   Site: Scott M. Leaman Elementary School

TRANSFER/PROMOTIONS:

1. Name: Elena Bessette
   Position: Library Technician
   FTE: 7.0 hours
   Days: 10 Months
   Effective: August 24, 2020
   Site: Scott M. Leaman Elementary School

REQUEST FOR LEAVE OF ABSENCE (Maternity Leave): None

REQUEST FOR LEAVE OF ABSENCE:

1. Name: Melissa Brandyberry
   Position: Instructional Aide
   FTE: 2.0 hours
   Effective: August 31, 2020
   Site: Lincoln Crossing Elementary School

2. Name: Tami Quinn
   Position: Paraprofessional
   FTE: 5.66 hours
   Effective: August 24, 2020
   Site: Lincoln High School

REQUEST FOR LEAVE OF ABSENCE CONTINUED:

3. Name: Heidi Jensen
   Position: Paraprofessional
   FTE: 5.2 hours
   Effective: August 20, 2020
   Site: Foskett Ranch Elementary School

4. Name: Jeana MacLeod
   Position: Intervention Services Provider
   FTE: 3.87 hours
   Effective: August 20, 2020
   Site: Twelve Bridges Elementary School

5. Name: Ashley Anthony
   Position: Library Technician/Instructional Aide
   FTE: 6.0 hours
   Effective: August 25, 2020
   Site: Sheridan Elementary School

6. Name: Shannon Vestesen
   Position: Campus/Café Supervisor
   FTE: 2.0 hours
   Effective: August 20, 2020
   Site: Twelve Bridges Middle School

7. Name: Joanne Atkins
   Position: Instructional Aide
   FTE: 5.0 hours
   Effective: August 26, 2020
   Site: First Street Elementary School

RESIGNATIONS:

1. Name: Marta Aguilar
   Position: Campus/Café Supervisor
   Effective: August 17, 2020
   Site: Creekside Oaks Elementary School

RETIREMENTS: None

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Approval of Minutes:

- August 4 & 18, 2020 Regular Board of Trustee Meeting

AGENDA ITEM AREA:
CONSENT AGENDA

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- August 4 & 18, 2020 Regular Board of Trustee Meeting

RECOMMENDATION:

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

wp/rk/factform

Western Placer Unified School District

Regular Meeting of the Board of Trustees

August 4, 2020

WPUSD District Office/City Hall Building–Go To Meeting

600 Sixth Street, Lincoln, CA 95648

MINUTES

2019-2020 Goals & Objectives (G & 0) 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 via Teleconference:

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

Others Present via Teleconference:

Scott Leaman, Superintendent
Kerry Callahan, Deputy Superintendent of Educational Services
Audrey Kilpatrick, Assistant Superintendent of Business & Operations
Gabe Simon, Assistant Superintendent of Personnel Services
Maria Gonzalez, Administrative Assistant to the Superintendent
Mattie Ridgeway, Student Advisory
Matthew Nobert, Lincoln News Messenger

1. **ANNOUNCEMENT:** EXECUTIVE ORDER N-29-30 TELECONFERENCE FLEXIBILITY
   This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All board members may attend the meeting by teleconference. This meeting will be a telephone conference call only. The public may listen/participate via instruction listed prior to section 4 of the agenda.

2. **ANNOUNCEMENT:** Should this Board Meeting encounter any security breech or inappropriate issues, the meeting will be ended immediately.

5:00 P.M.

3. **CLOSED SESSION** – WPUSD District Office – Go To Meeting Conference call with Board Members not on site.
   - 3.1 **CONFERENCE WITH LABOR NEGOTIATOR**
     Bargaining groups: WPTA & CSEA Negotiations
     Agency Negotiators:
     ~Scott Leaman, Superintendent
     ~Kerry Callahan, Deputy Superintendent of Educational Services
     ~Gabe Simon, Assistant Superintendent of Personnel Services
     ~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

3.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF15-514477

3.3 STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918
a. Student Discipline – Stipulated Expulsion Student #19-20-F

3.4 PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release –

Mr. Leaman explained the process of the meeting. The President will introduce the items that are being presented. We will have the person presenting the item speak on the item, and then Mr. Long will ask if there are any questions. We will take comments during the comments portion. We will then close down the time for discussion. When board is discussing item please do not interrupt the Board discussing the item.

6:00 P.M.

4. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE –
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

4.1 *Page 10*- CONFERENCE WITH LABOR NEGOTIATOR
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Kerry Callahan, Deputy Superintendent of Educational Services
~Gabe Simon, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

No action taken

4.2 *Page 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*-STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918
a. Student Discipline – Stipulated Expulsion Student #19-20-F

No action taken

4.4 *Page 13* - PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release -

No action taken

5. ***Page 15-164*** **- CONSENT AGENDA**

5.1 Certificated Personnel Report
5.2 Classified Personnel Report
5.3 Approval of Minutes for: June 2 & 25, 2020
5.4 Approval of Warrants
5.5 Ratification of Contract with Advanced IPM and Western Placer Unified School District
5.6 Ratification of Contract with Teacher Synergy LLC- Lincoln High School
5.7 Approve Proposal for Advantage Services between Siemens Industry and WPUSD
5.8 Ratification of Contract with Teacher Synergy LLC – Lincoln High School
5.9 Approve Proposal for Advantage Services Between Siemens Industry and WPUSD
5.10 Approve Agreement for Hankin Specialty Elevators, Inc. and WPUSD
5.11 Ratification of Contract with County of Placer and Western Placer Unified School District
5.12 Ratification of Memorandum of Understanding between Informed K12/Emics, Inc. and Western Placer Unified School District
5.13 Ratification of Memorandums of Understanding between Placer County Office of Education and Western Placer Unified School District
5.14 Ratification of Contract with PCOE for the Strong Workforce Grant
5.15 Approval of 2020-2021 Contract with Turnitin LLC
5.16 Ratification of the 2020-2021 Contract with ParentSquare
5.17 Ratification of 2020-2021 contract with Sierra College for dual Enrollment – IT90
5.18 Ratification of 2020-21 contract with Sierra College for dual enrollment – AGRI 196, ENGL 1A, ENGL S, and IT 100
5.19 Ratification of the 2020-2021 Contract with YMCA of Silicon Valley Project Cornerstone
5.20 Student Discipline – Stipulated Expulsion Student #19-20-F

Mrs. Wyatt stated that regarding item 5.19, it is a project that we are working on with the Rotary Club of Lincoln who will be covering the funding for this item. Motion by Mrs. Wyatt, seconded by Mr. Haley and passed by a 5-0 *(**Ayes:** Haley, Wyatt, Armitage, Carras, Long **No:** None)* roll call vote to approve consent agenda as presented.

6. **COMMUNICATION FROM THE PUBLIC**

There was no communication from the public

7. **REPORTS & COMMUNICATION**

➢Lincoln High School Student Advisory – Mattie Ridgway stated that since they have not been on school there is not much to report. Sports teams are having successful practices over Zoom. California Student Board Member students have formed a group and they are working towards equal representation for students in all areas of California for the School Boards in the areas and hopefully they are going to get more students involved in the decision making that goes on during the school year. They just had their Constitutional Ratification Meeting and it went very well.

➢Western Placer Teacher's Association – Tim Allen introduced himself to the callers. Tim stated that he is a chemistry teacher at Lincoln High School and he has been teaching chemistry and math in Western Placer for 14 years. He also stated that he represents the Teachers as President in Western Placer Teachers Association (WPTA) which represents our teachers, counselors, speech and language pathologist and our nurses. They have been working very closely with the District regarding what the distance learning model will look like. They are hoping to return at some point due to the importance of in person learning but want to have a safe environment for the staff and for the young people who are going to come to them to learn from TK – 12th grade. He wanted to thank the committee (Gabe Simon, Lead Negotiator for the District, Scott Leaman, Kerry Callahan and Audrey Kilpatrick) for working with WPTA and for all of their hard work during this time. Tim stated that he and the group believe in a collaborative relationship. Tim stated that he hopes the virus will get under control soon. Returning to a safe environment in the classroom would be amazing. They would encourage everyone to follow the safety guidelines, to wear mask, stay six feet apart, so we can get our numbers. Doing things over technology doesn't seem to work as well as in person and it would be work better if it was in person. They would like to get back into the classroom to teach and mentor our students,

➢Western Placer Classified Employee Association – Gus Nevarez had no report

➢Superintendent – Scott Leaman

- Thanked the community which is made up of our parents and students that we serve. As of today has put out 52 updated to families and 52 updates to our staff. Our goal is to get back into the classroom and being in front of our students and educating them.
- Today the notice went out to our parents and staff that we would start the school year with Distance Learning since we could not meet the guidelines set by the Governor at this time.
- We had a lot of challenges during the prior closure in March when we initially closed. We have had time to plan for the opening of the new school year for Distance Learning and it will be different than the closing in March.
- We will go Distance Learning starting on August 20, 2020
- Communication has been very positive for us. We send updates out on Tuesdays and Fridays and we will continue with the updates during the school year.
- STAR (child care provider) will be on our campus and will facilitate distance learning during their day
- Waiver – The waiver process was sent out last night. It was not available for us to consider due to the time frame. We will have more information about the waiver on our updates
- Our facilities are ready to go and will be available when students are allowed to come back. Our high school is on time

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

8.1 Discussion *Page 166* – **2020-2021 START OF SCHOOL & EDUCATIONAL PROGRAM OPTIONS DURING COVID-19 MITIGATION – Leaman/Callahan** *(20-21 G & O Component I, II, III, IV, V)*

Mr. Leaman stated that when this item was put on the agenda the information was a little bit different than were we are at today. They were going to do a presentation about the program options, the history behind them and, the many different options looked at and what they would look like. Mr. Leaman stated that he and Kerry Callahan spoke today and decided they were going to spend time on where we are currently. This will give Kerry the opportunity as Deputy Superintendent of Education Services to go over the process of where we are and the training that is involved. Kerry stated that the Interconnect program for distance learning is the name we are using to differentiate between our in person model and our distance learning model for our parents. We understand that 100% of our students will start out on distance learning. We will continue to refer to it as Interconnect. The elementary level teachers are going to be setting their schedule for distance learning with students based on criteria from the State. It will include daily interaction with students, live interaction with students as well as making sure that students have the access and resources to engage in a minimum number of minutes of learning activities. For TK and K it is 180 minutes of engagement and learning, for grades 1-3 it is 230 minutes of engagement and learning and at grade 4 – 12 it is 240 minutes of engagement and learning. Part of that engagement is live interaction with teachers. There is also going to be resources and activities that students will be engaging in from a variety of different online resources. There will be some materials that will be picked up by parents, including chromebooks, and hard consumables that students are used to accessing in the classroom. Those items will be provided for students to use at home, either independently or with the teachers when they are engaging with the teachers via live engagement with the teacher. At the elementary, the teachers schedule will be put out by the site and they will be mindful of parent's schedules, teachers will set daily live interactions and will provide those families with the resources needed if their schedule at home is not conducive to have their child log in live. There will be a lot of resources and opportunities for students to get access to what they may have missed at a live log in. At middle and high school schedule with come out once the teacher selections are made. They will have a modified schedule for once we are able to go in person. It is a five day shortened schedule from approximately 8:00 am – 12:30 every day. Students will log in for each period of the day virtually to have the liver interaction with their teachers. They will then be given activities to complete during that period of time or after the 12:30pm hour where they will be engaging in some independent work when they are not meeting with their teachers. Teachers will also have some office hours where students can log in and get additional support in the afternoon if needed. There will be live daily interaction, independent study which may include prerecorded videos or other resources. For elementary level, Google classroom will be the main platform. The middle and high school will be using schoology for their main platform along with other online resources to support the distance learning. We will be providing a schedule for parents who would like to learn about how the distance learning will work. We have had a variety of daily professional

development training for our teachers to help them be prepared to teach our students via distance learning. Mr. Leaman stated that along with what Kerry has described, school sites will be open on Monday and the District Office will begin referring parents back to their site contacts with school related questions. The District Office will also be open on Monday and continue to perform District Office duties.

Greg Warner wanted to address a few issues. Greg stated he would appreciate a further response from the Board. He was a little bit disappointed that there was not a Special meeting held in July. A lot of things have gone on, in particular he feels the Board has advocated its responsibility regarding the choices that were made. He appreciates Mr. Leaman for trying his best to make those choices. He is in particular disappointed in the current structure of the remote learning albeit whether it's to go into class full time. There was not the proper infrastructure no the resources dedicated to the students, he feels they were being left behind. He feels that the survey was not very clear. It was ambiguous to what their choices were and what the status of COVID was at the time that the decision was to be made.

Kristen Noriega stated she is a kindergarten teacher and has been with Western Placer for 15 years. Tonight she is asking the Board to reconsider allowing Western Placer Unified School District children of Western Placer Unified School District teachers in the classroom as they distance teach. In order to be effective and as engaging as possible especially while teaching younger kiddos, she needs to teach from her classrooms. Students are already facing so many challenges with their schooling next year, children need to see a classroom setting not her kitchen table with posters hanging on the wall. Her own children are not old enough to stay home by themselves and manage their education during distance learning. If she puts them in STAR she is potentially exposing them to additional children's germs and at a high financial cost. If my own children are in my classroom they will be under my supervision. I could assign a student bathroom and have expectations that they remain in the employee's classroom all day. It could potentially be on a trial bases and if children do not meet the expectation the privilege can be removed. WPUSD Board I am asking for some flexibility in allowing us teachers to bring our students who are WPUSD students on campus just as teachers have been asked to be flexible time and time again and especially during this unprecedented time. Other districts in our surrounding areas, Roseville Unified School District, Rocklin Unified School District, Loomis Unified School District, San Juan Unified School District and Sac City Unified School District have already extended this flexibility to their educators. I understand that if WPUSD offered waivers for my children or others people's children to be on campus and then one of my children was injured or had an accident at school I could not seek further steps. However, signing the waiver is worth it to me, because having my own children in the classroom while I teach is in the best interest of not only them but also my 20+ WPUSD kindergarten students that I am going to be educating this next school year. In 2020 I

feel like I am being asked to choose between my own children and my job, both of which are of high importance in my life. I appreciate your time and consideration in this matter.

Tiffany Butler I have been a teacher with Western Placer Unified School District for the past 20 years. I currently teach 1st grade a Foskett Ranch Elementary. I appreciate the District allowing teachers to teach at home, however, I found out this past spring from home that without all of my supplies and comforts of my classroom, I could not be as effective or motivating. It saddens me to learn that other districts are allowing teachers children to be in the classroom during school hours. The teachers are willing to sign waivers as in other Districts to allow this to happen. I've heard people argue that it could be a problem if the public sees children on campus or use campus restrooms. STAR daycare is already on campus and children are already walking around and using the student restrooms. One perk of being a teacher especially with your own children attending school in our District is having the same schedule as your students and being at the same site. STAR was offered as a daycare option, however with our own children, which are supposed to be at school at our own site, teachers often do not have the $1000 per child to afford daycare for their 5th grade child. Please do not make me pick between my own WPUSD children and my students.

Emily Merwin I am a teacher and my children go to our school in Western Placer. I want to thank you for everything and I know you have been working hard. I am piggy backing on what the last two ladies had to say. I feel like WPUSD Cares is our hashtag and currently I feel like I have my own children that are going to be hurt by the process by not allowing them to be with me or be on campus. I have given up my summer. I am doing all of my PD's. I am one of the 200 Teachers Kerry mentioned. I feel like there should be something more. I know you offered STAR and currently STAR is offering a 10% discount which they had already offered previously so I don't really feel like that is a discount for us. I know you guys are also offering flexible days at home. But when we have a set schedule are we able to be flexible with having kids at home but also being able to work on site. I feel like I can be such a better teacher on site then at home and so I would love some follow up on that or just a little more give for us. We do all we can for our students. We love our students, but I love my own children as well and want the best education for them. Thank you

Lana Parr I am a 1st grade teacher at Leaman Elementary I have been a teacher in the District for the last 15 years. Tonight I am asking that you please reconsider allowing the children and WPUSD educators be allowed in the classrooms during distance learning. I pride myself in being an effective teacher. If I am asked to work from home I feel like I am letting myself down as well as the District, the students and the families in my classroom. Working from a table in my living room will never be the same as working from my classroom. I'm asking tonight for the trust in the teachers, moms and dads of WPUSD. Please reconsider allowing us to be able to bring our children with us as we teach from our classroom. Just as we do during a regular school year, we will make sure they are using only

designated kid's bathrooms, respecting the rules given and contained to our own classrooms. Many of our surrounding districts are trusting in their teachers and I hope that we will to. Thank you

Mr. Leaman stated that it is true that some districts are allowing students campus and some districts are also asking their teachers to come to campus every day. It appears that from district to district this is an area that appears to be an ongoing discussion. We looked at STAR and we did get 10% off and they also reduced their price. It is a lot of money, it is $1000 but that is for a month. We did that to try to support our local teachers, but in addition to that also our parents. This will be a continuing discussion. From the parent point of view for the person who share about the Boards interaction in July and the survey that was done in April, showed 80% of parents wanted to return to school with a in person program even with the conditions we are having. Our numbers remained the same from April to now. We will continue to have discussion around this area. Appreciates all of the comments tonight.

Kris Wyatt stated that this is a tough one and she worries about the health and safety of bringing the children on to campus. Kris stated that when taught they were not allowed to have any children on campus due to safety. She knows that they are in a hard position because they do not have baby sitters, but she feels that if teachers start to bring their kids to campus then we have all of our secretaries, our custodians and everybody is going to need to bring their kids to campus. When you are doing your job, you are not going to be able to stop your class and either talk to your kids and get them to do something and teach. Kris does not think it's is something we should be doing.

Damian Armitage stated as a parent he can understand how this is a difficult situation not only for our teachers but also for all of the other parents of all of our students experiencing the same difficulties. It really is an issue for all these parents. We need to do what is best to keep the students safe.

Paul Carras stated that he would like to know, there were other districts that were mentioned by one of the speakers, allowing kids to come to school with their parents. He is wondering how wide spread this is and if these districts are dealing with classified employees as well. Would like to ask that at the next Superintendents meeting, that we get all the information we can from the Superintendents by asking what they are doing, how they are doing, what risk do they feel they are not having to deal with. We can be different, but we need to know that we are not the only duck floating in the pond.

Brian Haley stated that he was a teacher and it is very hard to leave your kids at home especially if you do not have the right arrangement for them and yet it also seems that if you bring your kids to school, we are giving our teachers an advantage that is really not fair to the rest of the community because they can't bring kids to their work or take advantage of a situation where they would have their kids with them while they do their work. He

thinks we need more thought about this and he hopes that everyone will try to listen to what is being said by other people and keep an open mind as we work through it and don't judge and say one person is wrong and the other is right. We need to try to come up with the best consensus that we can.
Paul Long stated that his closing statement on this matter is which is for discussion only, "what are we here for?" Our main charge is instructing our students in academics, we also play a huge role in the physical, emotional and the moral development of our children. He asked, 'why the notion of keeping our children home, isolated, perhaps with no adults present, sitting before a glowing screen, instructed by teachers and their peers?" He does not understand how that is going to work. He knows that this is where we are at and that is how it is going to be. How can you teach phonics, how can you teach welding, diesel mechanic repair, woodshop, science, lab work and chemistry, that all needs to been done in the classroom under the watchful eye and teaching of the teacher. He really thinks we should open but understands that we need to follow the law.

8.2 Action ***Page 170*** **– APPROVAL OF RESOLUTION #20/21.1 – ANNUAL ADJUSTMENT OF COMMUNITY FACILITIES DISTRICT MELLO-ROOS RATES FOR CFD #1 AND CFD #2– Adell** *(20-21 G & O Component I, II, III, IV, V)*

Mike Adell presented resolution no 20/21.2 for approval. Mike stated that annually we adjust the fee rate calculations for CFD #1 and CFD #2 based on the California Construction Cost Index from December 2018 – December 2019. This will only apply to new construction. Motion by Mr. Armitage, seconded by Mr. Haley and passed by a 5-0 ***(Ayes:*** *Wyatt, Armitage, Carras, Haley, Long* ***No:*** *None)* roll call vote for approval of Resolution #20/21.1 Annual Adjustment of Community Facilities District Mello-Roos Rates for CFD #1 and CFD #2.

8.3 Information ***Page 173*** **– 2020-21 DISTRICT BUDGET UPDATE – STATE BUDGET APPROVAL– Kilpatrick** *(20-21 G & O Component I, II, III, IV, V)*

Audrey Kilpatrick presented the updated proposed budget for 2019-20. With the approval of the stated budget and the changes in revenues and programs from the final state budget, the budget assumptions staff used to prepare the 2020-21 Adopted Budget presented to the Board in June 2020 will require a revision and be reflected at the First Interim reporting in December 2020. She reviewed the following updates

- State General Fund Budget Summary
- January Budget vs. May Revision vs. Enacted Budget
- WPUSD Revised Budget Based on Final State Budget
- LCFF Entitlement
- Categorical Programs
- ADA and Instruction Minutes
- CARES Act – Funds used for K-12 Education

- Employer Contributions Rates
- Principal Apportionment Deferrals
- Deferrals and Cash Flow
- Accountability

Other information she shared was that we were planning for 10% cuts in June but after the State passed the budget, these cuts were not made. For the upcoming year we will lose enrollment growth for the year. Our enrollment will be based on last year's enrollments numbers. The 2020-21 State Budget creates rule for distance learning and in person and hybrid instruction models as a condition to receive flat funding in 2020-21. We will need meet our instructional minute's minimum requirements. We need to make sure that we educate and have live interactions with our students. We will need to meet the 180 day of school for the year and will not be able to file a waiver this year for the 180 days. We have funds to spend on materials needs for the upcoming year on Distance Learning. Our overall funding is in the positive due to the changes with the actual Adopted State Budget. We have to make sure that we comply with the guidelines and criteria in order to keep the funds. This was information only, no action was taken.

8.4 Discussion/ Action — *Page 192* – **ADOPT DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS– Simon** *(20-21 G & O Component I, II, III, IV, V)*

Gabe Simon presented the declaration of the need for fully qualified educators for adoption. Mr. Haley stated that we usually have less assignments listed. Gabe stated that he estimated due to multiple subjects and he wanted to make sure he did not have to resubmit at a later date. Motion by Mrs. Wyatt, seconded by Mr. Armitage and passed by a 5-0 *(Ayes: Armitage, Carras, Haley, Wyatt, Long No: None)* vote to Adopt declaration of need for fully qualified educators.

8.5 Discussion/ Action — *Page 196* – **CONTRACT EXTENSIONS FOR DIRECTOR OF TECHNOLOGY AND DIRECTOR OF MAINTENANCE AND OPERATIONS– Simon** *(20-21 G & O Component I, II, III, IV, V)*

Gabe Simon presented contract extensions for the Director of Technology and the Director of Maintenance. Motion by Mr. Haley, seconded by Mr. Carras and passed by a 5-0 *(Ayes: Armitage, Carras, Haley, Wyatt, Long No: None)* vote to approve Contract Extensions for Director of Technology and Director of Maintenance and Operations.

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

Kris Wyatt recommended adding "Health" as an item under this item. The Board agreed to add "Health" to Future Agenda Items.

9.2 **BOARD MEMBER REPORTS/COMMENTS**

Paul Carras stated that as we move into a new era for education, things are not going to be the same and may not be the same for a long time. We have a great teaching staff, a great custodial staff and a solid administration. I am confident that we will do the right thing in the long run.

Brian Haley seconded Mr. Carras remarks and wanted to stated that he hoped we could all be tolerant of each other and let's try to keep an even keel. We will get through this. We have all the resources and the good people we need to get through this.

Kris Wyatt she is looking at working with the Schools Group which is Sun City Helping Our Outstanding Lincoln Schools to offer tutoring for students. Working with Marylou Edward and she is getting all of her kids set up and she is excited about all the possibilities. There will be online science projects and the science fair will be virtual this year. Sierra Pacific just made a big donation for back packs. There are some local groups that are collecting funds, and one of her cohorts with Rotary is having people stop by and donating money for chrome books. There are some people who are very concerned with the education of our kids. Knowing these people who dedicated their lives to Western Placer and to their children, she is positive that we can come up with some creative ways to helping each other out. It is our job to service our community, but especially our parents and students. We want what is best for our students because education is number one.

Damian Armitage reported that he had the opportunity to speak with a representative from the Lincoln Crossing Community Association and he wanted to remind him that a number of months ago, internet usage in the community had actually broken the system. So in the 2900 home in Lincoln Crossing, basically have 90% use one internet service provider. The system went down for several days. With everyone distance learning at the same time, we have the potential to have another incident. They did double their capacity; they are ready for this so if one line goes down then the other one can take over. This can happen in any of the neighborhoods where you have people at home working on the internet and the students. He just wanted to make everyone aware that this could happen and that we have plans to triage should it happen.

Paul Long thanked everyone who joined the meeting tonight. We had a total of 116 people that were listening in to our Board Meeting.

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➢**August 18, 2020** 6:00 P.M., Regular Meeting of the Board of Trustees – Go-To -Meeting

11. ADJOURNMENT

There being no further business the meeting was adjourned at 7:23 p.m.

Paul Long, President

Paul Carras, Clerk

Scott Leaman, Superintendent

Maria Gonzalez, Administrative Assistant to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

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

Western Placer Unified School District

Regular Meeting of the Board of Trustees

August 18, 2020

WPUSD District Office/City Hall Building–Go To Meeting

600 Sixth Street, Lincoln, CA 95648

MINUTES

2019-2020 Goals & Objectives (G & 0) 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 via Teleconference:

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

Others Present via Teleconference:

Scott Leaman, Superintendent
Kerry Callahan, Deputy Superintendent of Educational Services
Audrey Kilpatrick, Assistant Superintendent of Business & Operations
Gabe Simon, Assistant Superintendent of Personnel Services
Maria Gonzalez, Administrative Assistant to the Superintendent
Matthew Nobert, Lincoln News Messenger

1. **ANNOUNCEMENT:** EXECUTIVE ORDER N-29-30 TELECONFERENCE FLEXIBILITY
   This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All board members may attend the meeting by teleconference. This meeting will be a telephone conference call only. The public may listen/participate via instruction listed prior to section 4 of the agenda.

2. **ANNOUNCEMENT:** Should this Board Meeting encounter any security breech or inappropriate issues, the meeting will be ended immediately.

5:00 P.M.

3. **CLOSED SESSION** – WPUSD District Office – Go To Meeting Conference call with Board Members not on site.
   - **3.1 CONFERENCE WITH LABOR NEGOTIATOR**
     Bargaining groups: WPTA & CSEA Negotiations
     Agency Negotiators:
     ~Scott Leaman, Superintendent
     ~Kerry Callahan, Deputy Superintendent of Educational Services
     ~Gabe Simon, Assistant Superintendent of Personnel Services
     ~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

3.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF15-514477

3.3 PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release –

Mr. Leaman advised that the meeting had a change of location. Instead of being on the fourth floor, the Board was meeting on the first floor of the building due to the possibility of a power outage. The first floor has a backup power system. Mr. Leaman explained the process of the meeting. The President will introduce the items that are being presented. We will have the person presenting the item speak on the item, and then Mr. Long will ask if there are any questions. We will take comments during the comments portion. We will then close down the time for discussion. When board is discussing item please do not interrupt the Board discussing the item.

6:00 P.M.

4. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE –
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

4.1 *Page 10*- CONFERENCE WITH LABOR NEGOTIATOR
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Kerry Callahan, Deputy Superintendent of Educational Services
~Gabe Simon, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

No action taken

4.2 *Page 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* - PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release -

No action taken

5. *Page 14-75* - CONSENT AGENDA
5.1 Certificated Personnel Report
5.2 Classified Personnel Report
5.3 Ratification of Contract with T-Mobile for Education and Western Placer Unified School District
5.4 Ratification of Contract with Box Tops for Education and Western Placer Unified School District – Scott Leaman Elementary School

5.5 Approve Contract Between Renaissance Learning and WPUSD/Lincoln Crossing Elementary School
5.6 Memorandum of Understanding MOU – STAR Science Theater Art Recreation (STAR) and Western Placer Unified School District
5.7 Ratification of Contract with Placer County Office of Education and Western Placer Unified School District.
5.8 Ratification of Contract with Placer County Office of Education and Western Placer Unified School District
5.9 CARS/Consolidated Application (Spring Release)
5.10 Donation Approval for Technology – Distance Learning

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

6. COMMUNICATION FROM THE PUBLIC

There was no communication from the public

7. REPORTS & COMMUNICATION

➢Lincoln High School Student Advisory – Mattie Ridgway – was not present

➢Western Placer Teacher's Association – Tim Allen reported that the teachers, counselors, nurses and speech and language pathologists are gearing up for the start of the school year. Everyone is feeling very excited and nervous. The teachers have been working very hard to get ready to deliver instruction on line. Tim thanked the Ed. Services Department led by Kerry Callahan for putting together some amazing trainings. Flexibility and understanding are going to be a very important part for the next several weeks. Some teachers will be able to adapt very quickly while others may need more training. Compliments and kudos to everyone who has been working hard to prepare for the new school year. We are all excited and hopefully sometime this year we will be able to get back into the classroom safely.

➢Western Placer Classified Employee Association – Jim Houck –was not present

➢Superintendent – Scott Leaman

- Excited about Thursday, the first day of school, which is always exciting. It will be strange to not see kids on our campuses
- Everyone has worked hard to make Thursday as special as it can be. Some teachers have already had their opening day online
- Wanted to thank the Assistant Superintendent team. Kerry Callahan has worked on the programing part. Audrey Kilpatrick has become a safety guru, and has acquired so many great devices and signs for safety. Gabe Simon has had to deal with many of the issue that have been brought up with COVID. It has been a challenge and everyone has worked hard.
- Kids are going back to new facilities this year. Glen Edwards looks astonishing. Leaman Elementary is also opening this year. It is a wonderful, simple lay out. The High School is on track and will be opening soon.

- When we pivoted to distance learning, we put out an application for assistance for hot spots. We have about 150 people currently who need hot spots. We will distribute tomorrow at the District Office.
- With the help of Rotary at the end of last year we received financial support to assist families with access (Per Kris Wyatt, Rotary has additional funds to assist currently as well)
- Our schools are open. Hours are 8:00am -4:00pm Monday – Friday.
- Thank you to everyone. There have been so many changes since March when we first closed our schools and everyone has been on this ride. Thank you to our parents for being patient with us and to our staff for working very hard and put in many hours on trainings and coming to school to do whatever was needed. Thank you to our Associations for being professional and flexible. The Board has been great during this situation.
- Looking forward to when we can welcome our students back to our schools.

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

8.1 Information *Page 77* – **ANNUAL REPORT OF THE MEASURE "A" AND MEASURE "N" CITIZENS' BOND OVERSIGHT COMMITTEE– Adell** *(20-21 G & O Component I, II, III, IV, V)*

Mike Adell introduced David Fear of the Citizens Bond Oversight Committee who presented the Annual Report of Measure "A" and Measure "N" . Mr. Fear stated that as the committee Chair, he wanted to thank the members who have been faithfully attending the meetings this school year. He stated that they represent a variety of groups and interests in this community and have worked hard to see that the bonds passed by our community are being used for their intended purposes and that our fellow community members are well informed. He thanked Michael Adel, Hannah Ritchie, Tom Butcher and Julie Brown for their work and assistance to the committee in providing excellent reports. Mr. Fear stated that during their most recent meeting, the committee heard the results of the audit presented by the District Auditors, Crowe LLP, for both the Measure A and Measure N General Obligation Bonds for expenses dated between July 1, 2018 and June 30, 2019. The committee has reviewed project requisitions and project expenditures, finding that all expenditures follow the guidelines of Measure A and Measure N. The committee looks forward to continue to work with staff and to monitor the districts progress on the project. The Measure A and Measure N Bond Oversight Committee finds that the District is in compliance with the requirements of Article XIIIA, Section 1(b)(3) of the California Constitution. This item was information only.

8.2 Discussion/ Action *Page 78* – **CONSIDER APPROVING RESOLUTION #20/21.2 – AUTHORIZING THE ELIMINATION AND/OR REDUCTION OF CERTAIN CLASSIFIED EMLOYEE POSITIONS DUE TO LACK**

OR WORK/LACK OF FUNDS– Simon *(20-21 G & O Component I, II, III, IV, V)*

Paul Long stated item 8.2 was pulled from the agenda for further review and discussion.

8.3 Discussion/ Action ***Page 82*** **– CONSIDER APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN WESTERN PLACER UNIFIED (WPUSD) AND WESTERN PLACER TEACHER'S ASSOCIATION (WPTA)– Simon** *(20-21 G & O Component I, II, III, IV, V)*

Gabe Simon stated that this MOU is related to distance learning and was written through collaborative negotiations between WPTA and the District. The agreement outlines important information including instructional expectations and safety. Motion by Mr. Haley, seconded by Mrs. Wyatt and passed by a 5-0 *(**Ayes:** Armitage, Carras, Haley, Wyatt, Long **No:** None)* vote to approve the Memorandum of Understanding between Western Placer Unified (WPUSD) and Western Placer Teachers Association (WPTA).

8.4 Discussion/ Action ***Page 104*** **– CONSIDER APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN WESTERN PLACER UNIFIED (WPUSD) AND THE CALIFORNIA SCHOOL EMPLOYEE ASSOCIATION (CSEA): CHAPTER #741– Simon** *(20-21 G & O Component I, II, III, IV, V)*

Paul Long stated item 8.4 was pulled from the agenda for further review and discussion.

8.5 Information/ Discussion ***Page 111*** **– PLACER COUNTY WAIVER – Leaman** *(20-21 G & O Component I, II, III, IV, V)*

Scott Leaman reviewed the following information. On July 17, the Governor announced that the County needed to be off the watch list for 14 consecutive days, "unless you have a waiver" to reopen. At that time, the waiver had not been authored. The waiver was intended for elementary schools to reopen. Once the waiver was published, our thoughts were to apply for the waiver to serve some of our Special Needs population and English Learners at the elementary level. The perception may have been that the waiver was a one-page waiver that we just had to sign up for and schools could reopen. The waiver application has many items that we would need to respond to and/or address. It would then be sent to the State Department and to Placer County Health for review. Placer County Health would need to approve the waiver in order for our schools to reopen. Per Dr. Sisson, the waiver is set up to be filled out when you are on the watch list and we would then be responsible for testing within our District with specific testing guidelines. Placer County will be off the watch list on August 19, 2020. This will be day 1 of the 14 days needed to be off the

watch list in order to reopen. If a County has rates far above 100-200 rate and they will not get off the watch list, they would need to fill out the waiver in order to serve some sub populations. If we stay off the watch list for 14 days, we would not need to fill out a waiver. You only to fill out a waiver if you are on the watch list.

Mr. Leaman recommended that the Board wait to see where we are at the next Board Meeting and to see if we have completed 14days off the watch list. If our rates continue the downward slope, and we remain off the watch list, we do not need the waiver in order to open. We can talk about the waiver and the process if we are put back on the watch list. The Department of Public Health is also working on guidelines lines to serve the Special Education population without a waiver, so we may have this information by the next meeting.

Mr. Leaman stated that he meets with Placer County Health every week to discuss the issues we are facing. He also meets with the Placer County Superintendents once a week, to discuss what is happening at other districts. Currently, testing students and staff is an issue that is being worked on diligently. If a student gets a sniffle and is asymptomatic, we need to be able to test that student to see if he/she has COVID 19 or if it is just a sniffle. Due to the time, it takes to get results, currently 8- 10days, that entire class would be out because of a cold. We are working on testing and will have a report in September. There is a small sub group within Placer County that consist of three Superintendents that were selected to come up with a solution for testing and Mr. Leaman is a part of that group.

Kris Wyatt asked if Dr. Sisson feels or has she stated that we are going on downward trend and if we are going to stay there. Mr. Leaman stated, she does and she is able to see data that we do not see. She feels that it will hold.

Paul Carras stated that dealing with a waiver would be premature. We will know more on September 1 and maybe that clarity will help us make a decision as to what the next step is. A lot of school districts that opened up have now closed because of COVID 19. It could be just one student that affects the whole class. Waiting, from my perspective is the proper thing to do, clarity forthcoming.

The board agreed that it is practical to wait for additional information during the September 1, 2020 meeting.

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
- Health

9.2 BOARD MEMBER REPORTS/COMMENTS

Brian Haley had no report

Kris Wyatt wanted to thank Suzanne Fukui and Jan Bedwell who worked with Kris to provide a breakfast basket for every single school on the first day of school. Rotary is going to purchase a Keurig for Leaman Elementary who did not have one. Kris wanted to acknowledge the Sun City residents that paid for the technology and the Chromebooks that we are giving out. To the teachers, staff, children, students, parents, just breath, be kind and be patient as we go through this process starting on Thursday. Congratulations to all the teachers that have put in their time and effort and especially thank you to the District Office for all of the hours that they have put in to assure that we can get started on the first day.

Damian Armitage reported that this weekend he will be traveling to Arizona to drop his son off. A little bit of a delayed move in this year because as you can imagine colleges are having issues with transitioning to online learning and hybrid models. Wanted to recognize that not only will our teachers have huge challenges before them, but our parents will also have a huge challenge before them as they help their children, their students transition to online learning and he hopes that we are supporting them technologically if they have issues. A lot of them are also working from home so they are juggling their job and helping their children. Looking forward to a time when we are able to transition back to in person learning.

Paul Carras stated that he is in touch with other districts, and what is happening here is unique. The communication between all the parties does not necessarily happen in other districts. Kudos to everyone who has been involved, staff, classified, certificated. This is the reason this district functions in the way that it does.

Paul Long had no report

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- **September 1, 2020** 6:00 P.M., Regular Meeting of the Board of Trustees – Go-To -Meeting
- **September 15, 2020** 6:00 P.M., Regular Meeting of the Board of Trustees – Go-To -Meeting

11. ADJOURNMENT

There being no further business the meeting was adjourned at 6:43 p.m.

Paul Long, President

Paul Carras, Clerk

Scott Leaman, Superintendent

Maria Gonzalez, Administrative Assistant to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

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

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WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Approval of Warrants

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Audrey Kilpatrick
Assistant Superintendent of
Business and Operations

ENCLOSURES:
Warrants may be found at
www.wpusd.org

DEPARTMENT:
Business Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
N/A

BACKGROUND:

The Board of Trustees will consider approval of warrants paid since the August 4, 2020 board meeting.

RECOMMENDATION:

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

wp/rk/factsheetwarrants

Checks Dated 08/21/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85756937	08/21/2020	DANIELSEN COMPANY	13-4710		9,457.19
85756938	08/21/2020	EMS LINQ INC	13-5800		1,095.00
85756939	08/21/2020	GENERAL PRODUCE CO LTD	13-4710		5,555.50
85756940	08/21/2020	GOLD STAR FOODS, INC	13-4710		22,675.66
85756941	08/21/2020	WEST COAST PAPER COMPANY	13-4380		1,788.28
85756942	08/21/2020	Aline Maas	13-8634		25.00
85756943	08/21/2020	Dawn Blanchfidd	13-8634		94.75
85756944	08/21/2020	Jaden Murphy	01-4100		80.00
85756945	08/21/2020	Jamie Price	13-8634		57.15
85756946	08/21/2020	Dickson, Megan L	01-4300		544.50
85756947	08/21/2020	Salinger, Adam P	01-4300		181.61
85756948	08/21/2020	49ER WATER SERVICES	01-5800		1,170.00
85756949	08/21/2020	A-Z BUS SALES INC	01-4365		43.76
85756950	08/21/2020	CA DEPARTMENT OF EDUCATION	01-8660		763.12
85756951	08/21/2020	CDW GOVERNMENT INC	01-4300	6,591.12	
			01-4400	12,252.08	18,843.20
85756952	08/21/2020	CITY OF LINCOLN	01-5540	4,349.01	
			01-5550	9,094.58	
			01-5570	33,225.34	46,668.93
85756953	08/21/2020	CITY OF LINCOLN / PG&E REIMB	01-5510		3,196.44
85756954	08/21/2020	CUMMINS PACIFIC	01-4365	35.06	
			01-5600	175.32	210.38
85756955	08/21/2020	E-FILLIATE INC	01-4300		354.49
85756956	08/21/2020	GRAINGER	01-4300		567.23
85756957	08/21/2020	HILLYARD / SACRAMENTO	01-4300		2,232.51
85756958	08/21/2020	HMC GROUP	21-6210		48,875.00
85756959	08/21/2020	HUNT & SONS INC	01-4365		180.79
85756960	08/21/2020	K S TELECOM INC	01-4400	7,100.00	
			21-4400	32,300.00	39,400.00
85756961	08/21/2020	KYOCERA	01-4300	.34	
			01-5600	.11	.45
85756962	08/21/2020	LAWRENCE PAUL ROBLES	01-5800		700.00
85756963	08/21/2020	LOZANO SMITH LLP	25-5810		1,842.40
85756964	08/21/2020	MARCIA BRENNER ASSOCIATES LLC	01-5800		6,558.00
85756965	08/21/2020	PACIFIC GAS & ELECTRIC CO	01-5510	75,776.93	
			01-5530	562.74	76,339.67
85756966	08/21/2020	PLACER LEARNING CENTER	01-5800		19,456.20
85756967	08/21/2020	PURCHASE POWER	01-4300		215.00
85756968	08/21/2020	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		121.50
85756969	08/21/2020	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		509.43
85756970	08/21/2020	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		1,403.03
85756971	08/21/2020	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		579.50

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 CONFIRM

Checks Dated 08/21/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85756972	08/21/2020	RIEBES AUTO PARTS	01-4365		1,241.16
85756973	08/21/2020	SAWSTOP, LLC	01-4300		273.93
85756974	08/21/2020	SCHOOL STEPS, INC.	01-5800		843.75
85756975	08/21/2020	SCHOOL TECH SUPPLY	01-4300	7,497.49	
			01-4400	1,616.51	9,114.00
85756976	08/21/2020	Schools Insurance Group	01-5460		5,461.00
85756977	08/21/2020	SIERRA BUILDING SYSTEMS INC	01-5600		300.00
85756978	08/21/2020	SIERRA OFFICE SUPPLIES &	01-4300		2,021.19
85756979	08/21/2020	SIERRA PACIFIC TURF SUPPLY INC	01-4400		2,187.90
85756980	08/21/2020	THE CEDAR BUYING GROUP INC	01-4300	2,801.60	
			01-5300	386.00	3,187.60
85756981	08/21/2020	UNIFIRST CORPORATION	01-5800		40.10
85756982	08/21/2020	VERIZON WIRELESS	01-5560	2,903.27	
			13-5560	116.29	
			21-5560	36.20	3,055.76
85756983	08/21/2020	WALLACE-KUHL & ASSOCIATES	21-5800	5,525.50	
			21-6170	180.00	5,705.50
85756984	08/21/2020	WAVE	01-5560		130.43
85756985	08/21/2020	WAXIE'S SANITARY SUPPLY	01-4300		2,904.60
85756986	08/21/2020	WESTERN PLACER WASTE MGT AUTH ACCOUNTING DIVISION WPWMA	01-5540		85.50
85756987	08/21/2020	Kevin Kress	25-8681		8,077.50
		Total Number of Checks	**51**		**356,415.59**

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	39	218,714.17
13	Cafeteria Fund	9	40,864.82
21	Building Fund #1	4	86,916.70
25	Capital Facilities Fund	2	9,919.90
	Total Number of Checks	51	356,415.59
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		**356,415.59**

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.

Checks Dated 08/14/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85756211	08/14/2020	CANYON CREEK SOFTWARE	01-5800		493.00
85756212	08/14/2020	CDW GOVERNMENT INC	01-4400		1,715.54
85756213	08/14/2020	DISCOUNT SCHOOL SUPPLY	01-4300		310.87
85756214	08/14/2020	FISAL-FOOTHILL INTERMEDIATE SCHOOLS ATHLETIC LEAGUE	01-5800		858.13
85756215	08/14/2020	JUPITER ED, INC.	01-4300		449.55
85756216	08/14/2020	MJB WELDING SUPPLY, INC.	01-4300		38.00
85756217	08/14/2020	PLACER FARM SUPPLY	01-4300		22.39
85756218	08/14/2020	POSTMASTER / SHERIDAN	01-4300		183.50
85756219	08/14/2020	PROJECT LEAD THE WAY INC	01-5800		6,350.00
85756220	08/14/2020	RISO PRODUCTS OF SAC INC	01-5800		1,004.00
85756221	08/14/2020	SCHOLASTIC MAGAZINE	01-4300		177.10
85756222	08/14/2020	SOTER TECHNOLOGIES	01-5800		1,500.00
85756223	08/14/2020	Barker, Brooke A	01-5200		21.56
85756224	08/14/2020	De Arkland, Shannon M	01-4300		178.03
85756225	08/14/2020	Middleton, William R	01-4300		35.00
85756226	08/14/2020	ADVANCED INTEGRATED PEST	01-5800		1,424.00
85756227	08/14/2020	AT&T	01-5560		5,194.91
85756228	08/14/2020	AVID CENTER	01-4300	975.40	
			01-5200	3,173.56	
			01-5300	30,603.37	34,752.33
85756229	08/14/2020	BETH'S CONSTRUCTION, INC.	21-5800		13,850.00
85756230	08/14/2020	CAPITOL CLUTCH AND BRAKE INC	01-4365		178.94
85756231	08/14/2020	CDW GOVERNMENT INC	01-4300		539.09
85756232	08/14/2020	CPI - CRISIS PREVENTION INSTITUTE	01-5300		150.00
85756233	08/14/2020	CULVER ARMATURE & MOTOR	01-4300		155.97
85756234	08/14/2020	DIVERSE NETWORK ASSOCIATES	01-5800		10,716.00
85756235	08/14/2020	EBSCO INDUSTRIES INC.	01-4200		5,476.00
85756236	08/14/2020	ESPECIAL NEEDS, LLC	01-4300		330.47
85756237	08/14/2020	HILLYARD / SACRAMENTO	01-4300		2,815.19
85756238	08/14/2020	HOME DEPOT CREDIT SERVICES	01-4300		4,288.75
85756239	08/14/2020	J & C BOOKS, LLC	01-4100		150.15
85756240	08/14/2020	LANDMARK CONSTRUCTION	21-6200		1,046,447.41
85756241	08/14/2020	LOZANO SMITH LLP	01-5810	261.00	
			22-5810	4,661.00	
			25-5810	572.00	5,494.00
85756242	08/14/2020	MEDICAL BILLING TECHNOLOGIES	01-5800		272.70
85756243	08/14/2020	NEARPOD INC	01-5800		31,161.51
85756244	08/14/2020	NORMAC	01-4300		272.00
85756245	08/14/2020	One Workplace L. Ferrari, LLC	21-4300		4,549.63
85756246	08/14/2020	OUTDOOR CREATIONS, INC.	21-4300	514.80	
			21-4400	13,942.50	14,457.30
85756247	08/14/2020	PACIFIC GAS & ELECTRIC CO	01-5510		1,853.45
85756248	08/14/2020	ROEBBELEN CONTRACTING INC	21-6270		1,403,532.20
85756249	08/14/2020	RSD - REFRIGERATION SUPPLIES	01-4300		913.13
85756250	08/14/2020	SAFETY-KLEEN SYSTEMS INC	01-5800		3,063.00

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

Checks Dated 08/14/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85756251	08/14/2020	SCHOOL NURSE SUPPLY INC.	01-4300		3,325.77
85756252	08/14/2020	SCHOOL TECH SUPPLY	21-4300		69,478.79
85756253	08/14/2020	SHARP ARCHITECTURE, INC.	21-5800		7,680.00
85756254	08/14/2020	SIERRA BUILDING SYSTEMS INC	01-4300	108.99	
			01-5600	1,276.17	
			01-5800	114.84	1,500.00
85756255	08/14/2020	TURNITIN LLC	01-5800		19,563.00
85756256	08/14/2020	U.S. BANK NATIONAL ASSOCIATION U.S. BANCORP PURCHASING CARD	01-4300	1,420.13	
			01-4400	1,612.74	
			01-5200	99.00	
			01-5600	1,691.12	
			01-5800	197.00	
			13-4300	6.03	5,026.02
85756257	08/14/2020	UNIFIRST CORPORATION	01-4300	6,756.76	
			01-5800	40.10	6,796.86
85756258	08/14/2020	WAVE	01-5560	964.44	
			01-5903	688.50	1,652.94
85756259	08/14/2020	WAXIE'S SANITARY SUPPLY	01-4300		4,894.46
		Total Number of Checks	**49**		**2,725,292.64**

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	42	160,058.28
13	Cafeteria Fund	1	6.03
21	Building Fund #1	7	2,559,995.33
22	Building Fund #2	1	4,661.00
25	Capital Facilities Fund	1	572.00
	Total Number of Checks	**49**	2,725,292.64
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		**2,725,292.64**

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

Checks Dated 08/07/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85755426	08/07/2020	Krugle, Janae M	01-5200		10.00
85755427	08/07/2020	AT&T	01-5560		4,794.84
85755428	08/07/2020	AT&T BUSINESS SERVICE	01-5560		171.58
85755429	08/07/2020	BORDERLAN SECURITY	01-4300		140.00
85755430	08/07/2020	CAPITOL CLUTCH AND BRAKE INC	01-4365		98.86
85755431	08/07/2020	CDW GOVERNMENT INC	01-4300		10,812.13
85755432	08/07/2020	CPI - CRISIS PREVENTION INSTITUTE	01-5300		150.00
85755433	08/07/2020	DECKER EQUIPMENT	01-4300		66.71
85755434	08/07/2020	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		597.19
85755435	08/07/2020	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		106.08
85755436	08/07/2020	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-4300	38.09	
			01-5600	838.70	876.79
85755437	08/07/2020	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		318.54
85755438	08/07/2020	ESS ENVIRONMENTAL	21-6140		2,145.00
85755439	08/07/2020	FLINT BUILDERS, INC.	21-6200		3,185,185.00
85755440	08/07/2020	GRAINGER	01-4300		285.42
85755441	08/07/2020	HERFF JONES LLC	01-5800		5,000.00
85755442	08/07/2020	JOHN A. MILLEN	21-6290		11,680.00
85755443	08/07/2020	KYOCERA	01-5600		9.62
85755444	08/07/2020	NAVIA BENEFIT SOLUTIONS	01-5800		90.40
85755445	08/07/2020	OJO TECHNOLOGY INC.	21-5800		54,103.26
85755446	08/07/2020	One Workplace L. Ferrari, LLC	21-4300	30,991.54	
			21-4400	35,532.89	
			21-5800	17,743.90	84,268.33
85755447	08/07/2020	PACIFIC GAS & ELECTRIC CO	01-5510	39,473.56	
			01-5530	1,280.45	40,754.01
85755448	08/07/2020	SCHOOL FACILITY CONSULTANTS	25-5800		2,385.00
85755449	08/07/2020	SCHOOL NURSE SUPPLY INC.	21-4300		394.25
85755450	08/07/2020	SCHOOL SPECIALTY - FACILITIES	01-4300		213.19
85755451	08/07/2020	SIERRA OFFICE SUPPLIES &	01-4300		207.62
85755452	08/07/2020	SIG SCHOOLS INSURANCE GROUP	01-3402		823.71
85755453	08/07/2020	STATE OF CALIF DEPT OF INDUSTRIAL RELATIONS	01-5800		675.00
85755454	08/07/2020	TAG / AMS INC	01-5800		393.00
85755455	08/07/2020	U.S. BANK NATIONAL ASSOCIATION U.S. BANCORP PURCHASING CARD	01-4300	1,251.05	
			01-4360	532.80	
			01-5200	1,000.00	
			01-5800	29.00	
			13-4380	22.58	
			13-4710	34.80	
			21-4400	805.88	3,676.11

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.

Checks Dated 08/07/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85755456	08/07/2020	UNIFIRST CORPORATION	01-5800		40.10
85755457	08/07/2020	WALLACE-KUHL & ASSOCIATES	21-5800		1,310.00
85755458	08/07/2020	WAXIE'S SANITARY SUPPLY	01-4300		4,799.57
85755459	08/07/2020	WINSOR LEARNING, INC.	01-5800		9,772.00
85755460	08/07/2020	ZOHO CORPORATION	01-5800		7,301.70
85755461	08/07/2020	Lucas, Dena	01-4300	97.00	
			01-5800	65.00	162.00
85755462	08/07/2020	ACCREDITING COMMISSION	01-5800		1,070.00
85755463	08/07/2020	BOOMERANG PROJECT	01-4300		500.00
85755464	08/07/2020	BORDERLAN SECURITY	01-4300	1,008.00	
			01-5800	56.00	1,064.00
85755465	08/07/2020	CDW GOVERNMENT INC	01-4300		398.96
85755466	08/07/2020	CENTER FOR EDUCATION & EMP.	01-4300		159.00
85755467	08/07/2020	ESGI - EDUCATIONAL SOFTWARE FOR GUIDING INSTRUCTION	01-5800		338.00
85755468	08/07/2020	GOPHER SPORT	01-4300		611.71
85755469	08/07/2020	MARKERS AND MINIONS INC	01-5200		475.00
85755470	08/07/2020	PURCHASE POWER	01-4300		134.98
85755471	08/07/2020	RIDDELL ALL AMERICAN SPORTS CORPORATION	01-5800		12,826.38
85755472	08/07/2020	SCHOLASTIC MAGAZINE	01-4300		1,130.86
85755473	08/07/2020	SCHOOL APPTITUDE	01-5800		1,696.00
85755474	08/07/2020	SCHOOL DATEBOOKS, INC.	01-4300		3,637.91
85755475	08/07/2020	SCHOOL TECH SUPPLY	01-4300	22,200.51	
			01-4400	2,680.87	24,881.38
85755476	08/07/2020	SIERRA OFFICE SUPPLIES &	01-4300		85.59
85755477	08/07/2020	STUDIES WEEKLY INC.	01-4200		937.90
85755478	08/07/2020	WAVE	01-5800		44.10
85755479	08/07/2020	PROJECT LEAD THE WAY INC	01-4400	2,741.31	
			Unpaid Tax	185.31-	2,556.00
		Total Number of Checks	54		**3,486,364.78**

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	46	144,215.99
13	Cafeteria Fund	1	57.38
21	Building Fund #1	8	3,339,891.72
25	Capital Facilities Fund	1	2,385.00
	Total Number of Checks	54	3,486,550.09
	Less Unpaid Tax Liability		185.31-
	Net (Check Amount)		**3,486,364.78**

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 [illegible]

Checks Dated 07/29/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85754686	07/29/2020	Burch, Amanda Y	01-5200		588.23
85754687	07/29/2020	Ochoa Corona, Sylvia A	01-5200		16.10
85754688	07/29/2020	ALERTUS TECHNOLOGIES, LLC	01-5800		4,950.00
85754689	07/29/2020	AT&T BUSINESS SERVICE	01-5560		44.37
85754690	07/29/2020	AUBURN TROPHIES	01-4300		278.29
85754691	07/29/2020	BANK OF AMERICA #4333	01-4300	720.49	
			01-5200	284.15-	436.34
85754692	07/29/2020	BANK OF NEW YORK MELLON CORPORATE TRUST DEPT.	21-5800		1,500.00
85754693	07/29/2020	BLACKBURN CONSULTING	21-6140		14,142.90
85754694	07/29/2020	BORDERLAN SECURITY	01-4300	3,080.00	
			01-5800	67,500.00	70,580.00
85754695	07/29/2020	BRIGHT START THERAPIES INC	01-5800		1,187.50
85754696	07/29/2020	C & S TELECOMMUNICATIONS INC	01-4300	90.00	
			01-5600	150.00	240.00
85754697	07/29/2020	CDW GOVERNMENT INC	01-4300	3,112.11	
			01-4400	9,101.85	
			01-5800	3,300.00	
			21-4300	1,795.38	17,309.34
85754698	07/29/2020	COOKS PORTABLE TOILETS	21-5600		25.00
85754699	07/29/2020	CRAM-A-LOT JV MANUFACTURING, INC.	01-5600		2,114.64
85754700	07/29/2020	DOCUMENT TRACKING SERVICES, LLC	01-5800		10,441.00
85754701	07/29/2020	ECONOMIC & PLANNING SYS. INC.	49-5800		4,400.00
85754702	07/29/2020	ESGI - EDUCATIONAL SOFTWARE FOR GUIDING INSTRUCTION	01-5800		676.00
85754703	07/29/2020	GO-BOX LLC	01-4400		2,831.21
85754704	07/29/2020	GRAINGER	01-4300		594.16
85754705	07/29/2020	HILLYARD / SACRAMENTO	01-4300		1,440.09
85754706	07/29/2020	HMC GROUP	21-6210		85,801.42
85754707	07/29/2020	JASON GALLAMORE J & J CONSTRUCTION	01-5600		370.00
85754708	07/29/2020	KINGSLEY BOGARD THOMPSON LLP	01-5810		750.72
85754709	07/29/2020	LOZANO SMITH LLP	01-5810		50.75
85754710	07/29/2020	MEDICAL BILLING TECHNOLOGIES	01-5800		799.20
85754711	07/29/2020	MWG MESTMAKER & ASSOCIATES	01-3901		145.70
85754712	07/29/2020	NANCY ALEXANDER-STORM	01-5800		4,181.70
85754713	07/29/2020	PACCK Q INC - AP PRODUCTS	01-4300		2,620.48
85754714	07/29/2020	PLACER COUNTY AIR POLLUTION	01-5800		3,094.02
85754715	07/29/2020	RAINFORTH GRAU ARCHITECTS	21-6210		20,226.40
85754716	07/29/2020	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		121.50
85754717	07/29/2020	RSD - REFRIGERATION SUPPLIES	01-4300		210.11
85754718	07/29/2020	SCHOOL HEALTH CORPORATION	01-4390		287.00
85754719	07/29/2020	SCHOOL TECH SUPPLY	21-4300	13,858.80	

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Checks Dated 07/29/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85754719	07/29/2020	SCHOOL TECH SUPPLY	21-4400	1,976.66	15,835.46
85754720	07/29/2020	SECURITY SERVICES, LLC A NEUSTAR COMPANY	01-5800		1,800.00
85754721	07/29/2020	SHARP ARCHITECTURE, INC.	21-5800		6,400.00
85754722	07/29/2020	SIEMENS INDUSTRY INC	01-5800		64,480.00
85754723	07/29/2020	SIERRA OFFICE SUPPLIES &	01-4300		130.85
85754724	07/29/2020	SIERRA PACIFIC TURF SUPPLY INC	01-4300		38.61
85754725	07/29/2020	SIG EMPLOYEE BENEFITS TRUST	76-9558		706,851.90
85754726	07/29/2020	UNIFIRST CORPORATION	01-5800		80.20
85754727	07/29/2020	VERIZON WIRELESS	01-5560	2,886.71	
			13-5560	116.43	
			21-5560	36.20	3,039.34
85754728	07/29/2020	VIKING SHRED LLC	01-5800		61.99
85754729	07/29/2020	WAXIE'S SANITARY SUPPLY	01-4300		342.77
85754730	07/29/2020	WESTERN PLACER WASTE MGT AUTH ACCOUNTING DIVISION WPWMA	01-5540		85.50
85754731	07/29/2020	Keaton, Evelyn G	01-5200		31.63
85754732	07/29/2020	CELEBRATIONS PARTY RENTALS	01-5600		856.95
85754733	07/29/2020	ELIZABETH O'BRIEN	01-4300		159.80
85754734	07/29/2020	FUTURE FARMERS OF AMERICA CALIFORNIA ASSOCIATION	01-4300		220.00
85754735	07/29/2020	KYOCERA	01-5600		25.63
85754736	07/29/2020	MI PUEBLITO TAQUERIA	01-4300		140.00
85754737	07/29/2020	PLACER COUNTY WATER AGENCY	01-4300		56.32
85754738	07/29/2020	SCHOLASTIC BOOKS	01-4300		287.99
85754739	07/29/2020	SCHOLASTIC MAGAZINE	01-4300		909.77
85754740	07/29/2020	SCHOOL TECH SUPPLY	01-4300		7,123.55
85754741	07/29/2020	TEACHER SYNERGY, LLC	01-4400		5,850.00
85754742	07/29/2020	BUS WEST - DIVISION OF VELOCITY VEHICLE GROUP	01-4365		390.57
85754743	07/29/2020	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		124.30
85754744	07/29/2020	HILLYARD / SACRAMENTO	01-4300		15,672.60
85754745	07/29/2020	One Workplace L. Ferrari, LLC	21-4300	85,843.68	
			21-4400	31,468.35	
			21-5800	30,715.20	148,027.23
85754746	07/29/2020	PACIFIC GAS & ELECTRIC CO	01-5510	70,972.06	
			01-5530	974.41	71,946.47
85754747	07/29/2020	PPG PAINTS ARCHITECTURAL FINISHES, INC.	01-4300		36.69
85754748	07/29/2020	PURCHASE POWER	01-4300		4,005.78
85754749	07/29/2020	REAL OT SOLUTIONS, INC.	01-4300		1,936.38
85754750	07/29/2020	SIERRA OFFICE SUPPLIES &	01-4300		7,271.55
85754751	07/29/2020	SITEONE LANDSCAPE SUPPLY	01-4300		156.46
85754752	07/29/2020	WAXIE'S SANITARY SUPPLY	01-4300		492.50
		Total Number of Checks	**67**		**1,317,322.96**

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.

Checks Dated 07/29/2020

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	57	312,164.64
13	Cafeteria Fund	1	116.43
21	Building Fund #1	10	293,789.99
49	Mello Roos Capital Projects	1	4,400.00
76	Payroll Fund	1	706,851.90
	Total Number of Checks	67	1,317,322.96
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		**1,317,322.96**

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.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Approve Contract Between Industrial Door Company and WPUSD/Lincoln High School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Supt. - Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Routine Repair & Maintenance & LHS Site Funds

MEETING DATE:

September 1, 2020

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is between Industrial Door Company and Western Placer Unified School District/Lincoln High School for the removal and install of the 20' x 12' Cookson brand heavy duty rolling steel doors at the school site. The $13,231.70 fee will be paid with Routine Repair & Maintenance & LHS Site funds.

RECOMMENDATION:

Administration recommends the Board ratify the agreement between Industrial Door Company and Western Placer Unified School District/Lincoln High School.

License #722434
SBC #: 23419
DIR# 1000000912



10235 Systems Pkwy Ste B
Sacramento CA 95827
(916) 386-6003 sales@idc-sac.com

Company:
Western Placer Unified School District
600 6TH STREET #400
LINCOLN CA 95648

Attn: Leslie Jodrey
Phone: (916) 434-5000
Email: ljodrey@wpusd.org

Location:
790 J Street
790 J Street
Lincoln CA 95648

Proposal #: 25193
Date: 08/11/2020

Proposed By:
Gary Jerue

Proposal

Remove existing Roll-up, dispose of at customer discretion.

Furnish and install (1) 20' x 12' Cookson brand heavy duty rolling steel doors, model ESD10. Includes: Fully interlocking (20)gauge roll formed galvanized steel slats, full pipe barrel housing helical torsion spring rated for 50,000 cycles, alternating end-locks, double angle steel bottom bar, heavy duty structural wall angle, 3/16" steel guide angles, steel mounting brackets, full cover galvanized steel hood, w/ 3/4HP Motor operation,(Motor Meets Nema 4 mod. for exterior water tight and oil tight), polyester enamel finish in Gray, Tan, White or Brown. powder coat finish, and 2 year warranty.

Area around the door must be clear.
No foot traffic of any kind during roll up door installation.
Separate charge for down time or after hours work.
This bid is based upon prevailing wages when on site

TOTAL DUE UPON COMPLETION: $13,231.70

All non-stock materials will require a 50% NON-REFUNDABLE deposit with the remaining balance due upon completion. All Credit Card payments are subject to a 3% convenience fee

Price is valid for 30 days, subject to field verification.
Total price includes: Furnish, Furnish and Deliver, or Furnish and Install, as specified, material and tax.
(1) One-year warranty unless otherwise stated above OR (90) days on repair work

Totals Exclude: Engineering, Drawings, Permits, Fees or Wiring, unless otherwise noted

IDC is a merit shop. This bid is not based upon prevailing wages, unless otherwise specified.

Additional Insured: If Industrial Door is requested to name owner as additional insured on its GL policy, an additonal $125.00 will be added to above quote. If a blanket certificate is accepted then there will be no charge.

Service charges: "The undersigned agrees to pay a service charge at the rate of 1.5% per month on all overdue balance after 30 days."
Assignment: Should it become necessary to assign overdue balances to a collection agency or attorney for action, all subsequent collection charges and legal fees shall be paid by the undersigned.

Authorized By: _____ Date: 8/13/20
(SIGNATURE)
Audrey Kilpatrick

Asst Supt of Business Svs and Operations

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

SUBJECT:

Approve Contract Between Sami's Circuit and WPUSD/Scott M. Leaman Elementary School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Supt. - Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Site Discretionary Funds

MEETING DATE:

September 1, 2020

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is between Sami's Circuit and Western Placer Unified School District/ Scott M. Leaman Elementary School for the Sami's Circuit On Demand Program that includes weekly 20 minute videos that support social-emotional learning, growth mindset, and physical activity. The program aims to enhance student performance, improve student engagement, promote student resilience, and increase parent involvement. The $2,500.00 fee will be paid with Site Discretionary funds.

RECOMMENDATION:

Administration recommends the Board ratify the agreement between Sami's Circuit and Western Placer Unified School District/ Scott M. Leaman Elementary School.

Proposal #1424

Date: 08/04/2020
Expiration Date: 07/31/2021

Kader Camp, Inc.
Sami Kader
1442 West Colonial Pkwy
Roseville, CA 95661
(916) 300-8083
sami@samikader.com

PROPOSAL FOR:
Reno Penders
Scott M. Leaman Elementary
1200 Brentford Circle
Lincoln, CA 95648

DESCRIPTION	QTY	RATE	AMOUNT
On Demand Program Tier 1, Year-long program (1-300 students)	300	7.00	2,100.00
On Demand Program Tier 2, Year-long program (301-400 students)	100	6.00	600.00
On Demand Program Tier 3, Year-long program (401-500 students)	50	5.00	250.00
Virtual Livestream Family Nights, Monthly Livestream Family Nights only for subscribers to Sami's Circuit On Demand	9	0.00	0.00

Free, no-obligation trial in August and September.

first time subscriber discount

Sub Total	2,950.00
Discount	-450.00
Sales Tax	
TOTAL	**$2,500.00**

BY SIGNING BELOW, I AGREE THAT I HAVE READ AND AGREE TO THE TERMS LISTED IN THIS PROPOSAL:

Signature _____ Date 8/13/20

Audrey Kilpatrick
Asst Supt of Business Svs and Operat...

ABOUT THE PROGRAM

The Sami's Circuit On Demand Program includes weekly, 20-minute videos that support social-emotional learning, growth mindset, and physical activity. Also included are **9 monthly Virtual Livestream Family Nights.**

The Program aims to: enhance student performance, improve student engagement, promote student resilience, and increase parent involvement.

Once payment is received, we will obtain email addresses for the staff members you wish to include in the subscription. Set-up instructions will be sent to the email addresses provided and access will be available immediately after initial setup at beginning of school year.

Sami's Circuit On Demand is a video streaming service available 24/7 for teachers and school staff use only. Videos may be played in the classroom or over video calls to accommodate distance learning, should the need arise. Monthly family nights are livestreamed on YouTube and participating schools are given private links to use and send to families.

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
Titan School Solutions and
Western Placer Unified School District

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Asst. Supt. – Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

ESSER Funds

MEETING DATE:

September 1, 2020

ROLL CALL REQUIRED:

No

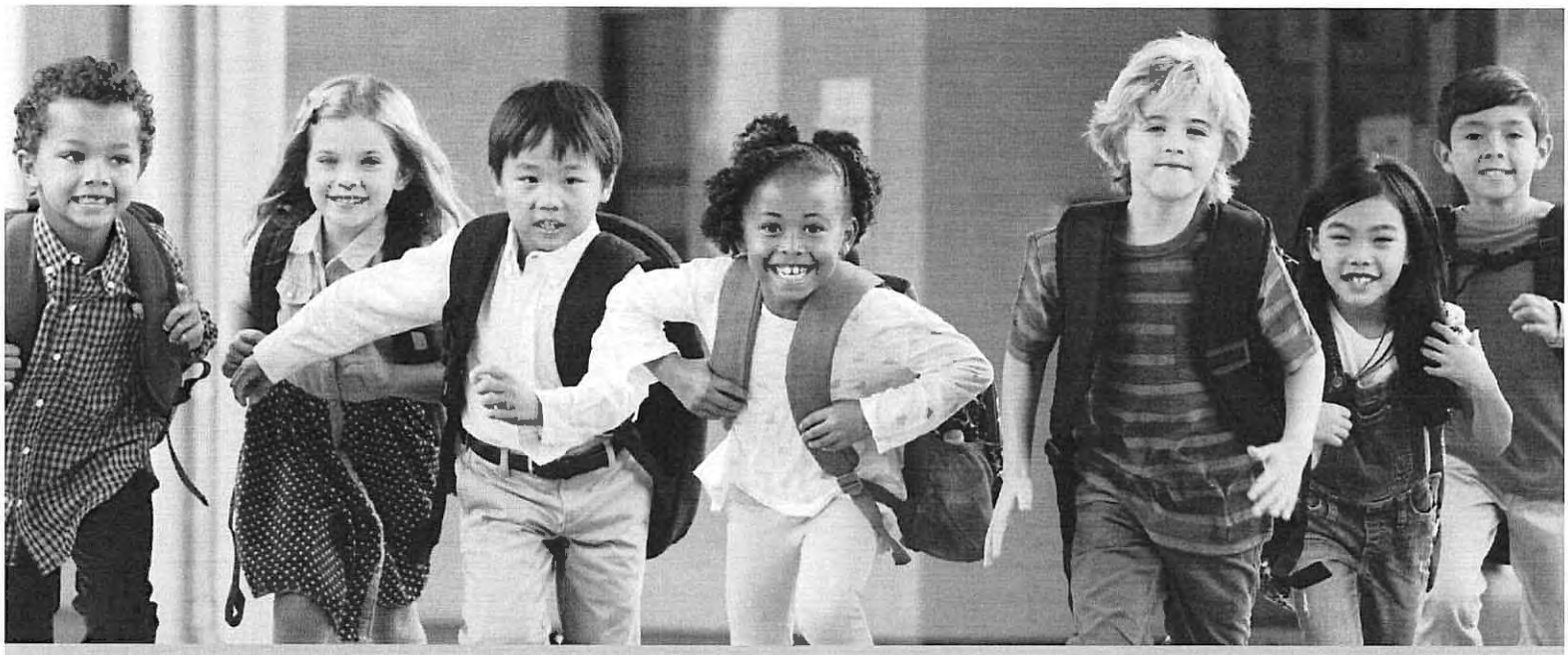
BACKGROUND:

The attached contract is for services with Titan School Solutions and Western Placer Unified School District. The services include Point of Sale software and hardware for the District Food Services Program. The total cost of services is $30,810.15 which will be paid with the ESSER Funds.

RECOMMENDATION:

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

TITAN
SCHOOL SOLUTIONS



MAKING SCHOOLS STRONGER.™

TITAN Price Proposal:

Western Placer Unified School District

Quote: 1.4_WPUSD

With TITAN, there are no surprises or hidden costs. Our simple, subscription-based model ensures that you will always have the best hardware and state-of-the-art software, complete with immediate, timely updates as needed. And with this, you will know at the beginning of each year EXACTLY what your investment will be for these efficiencies and conveniences.

Software as a Service (SaaS) – Annual Subscriptions
Depending on module, our annual subscription pricing is based on the number of schools, warehouses, and point of service terminals. *Purchasing,* and *Menu Planning w/Nutritional Analysis*, are priced per district. All TITAN modules have unlimited users.

The quote covers the following modules:

Student Management w/Application Processing (12), Point of Service (19), Inventory (12), Inventory Scanning (11), Purchasing, Menu Planning w/Nutritional Analysis and Online Menus, Production Records (12), and our Family Portal which includes Online Applicotions and Online Payments.

We have also listed as ***optional*** the following modules:

Pre-Order (7)

Professional Services
TITAN's Professional Services are a one-time, fixed rate, which covers both implementation and training. The fixed rate services are performed remotely.

If the district would like on-site training, it is billed at $1,200.00 per day + travel expenses.

Family Portal
Online Applications
TITAN includes *unlimited* online meal applications with your *Student Management* annual subscription. There is no additional fee to the district.

Online Payments
TITAN charges a flat fee of $2.60, per transaction for ***Meal Service,*** and a fee of 3.95% (minimum of $2.60), per transaction for the ***Student Store*** with:

- No additional or hidden fees to parents or the district.
- Unlimited students included in each transaction.
- U.S.-based support for your parents and your staff.

Hardware
Since TITAN's portal is a 100% cloud-based, you can access TITAN from any device with a web browser. Although TITAN sells best in class hardware, we do not require the use of proprietary hardware for the point of service. Any unlocked USB ID scanner or pin pad will function with TITAN, except for buffered serving which require the purchase of TITAN input devices.

For credit card scanning, mobile inventory scanning, and production temperature scanning, TITAN does require the purchase of specific scanners and thermometers, as they are necessary to interact with our App based tool in real time.

Please find your quote on the following pages:

TITAN SCHOOL SOLUTIONS

Quote

Titan School Solutions
19900 MacArthur Blvd.
Suite 1000
Irvine, CA 92612

Fax
1 949 238 6980

Telephone
1 844 467 4700

Email
sales@titank12.com

Western Placer Unified School District
Christina Lawson
Attn: Child Nutrition Dept.
600 Sixth Street, Suite 400
Lincoln, CA 95648

clawson@wpusd.org
916-645-6373

Quote number 1.4_WPUSD
Quote date 08/07/2020
Valid until 10/07/2020

Quantity	Product	Each	Price
12	**Student Management w/Application Processing (TSTU100-75)** Annual Subscription Fee, Each School (Qty. 1-75)	$450.00	**$5,400.00**
19	**Point of Service (TPOS100-75)** Annual Subscription Fee, Each Terminal (Qty. 1-75)	$200.00	**$3,800.00**
12	**Inventory (TINV100-75)** Annual Subscription Fee, Each Warehouse (Qty. 1-75)	$450.00	**$5,400.00**
4	**Inventory Scanning (TINV101-75)** Annual Subscription Fee, Each Scanner (Qty. 1-75)	$400.00	**$1,600.00**
1	**Purchasing (TPUR100)** Annual Subscription Fee	$795.00	**$795.00**
1	**Menu Planning w/Nutritional Analysis (TMP100)** Annual Subscription Fee	$795.00	**$795.00**
12	**Production Records (TPRO100-75)** Annual Subscription Fee, Each Cafeteria (Qty. 1-75)	$175.00	**$2,100.00**
1	**Family Portal (family.titank12.com)** - **Online Applications** are included FREE with the Student Management module – there is no cost to the district. - **Online Meal Payment Processing Fee** of $2.60 is collected from the parent with each transaction – there is no cost to the district. - **Online Student Store (Other School Fees) Payment Processing fee** of 3.95% (minimum of $2.60) is collected from the parent with each transaction – there is no cost to the district.	$0.00	**$0.00**

Annual Subscription Fee **$19,890.00**

Quantity	Product	Each	Price
1	**Professional Services, Remote (SERV101)** Professional Services. Services will be performed remotely according to the agreed upon project plan, Fixed Price	$4,600.00	**$4,600.00**
2	**Professional Services, On-site (SERV102)** Professional Services. Services will be performed onsite according to the agreed upon project plan. The price covers (1) TITAN Application Consultant, per day. Note: All charges are exclusive of out of pocket expenses for Professional Services performed. Charges for actual and reasonable out-of-pocket expenses including, but not limited to, travel and lodging expenses will be billed as incurred.	$1,200.00	**$2,400.00**

One Time Services Fee **$7,000.00**

Quantity	Product	Each	Price
5	**Handheld 2D Scanner (THW209-2D)** Handheld 2D USB Barcode Scanner w/Stand with 1 & 2-dimensional scanning, 1 Year Warranty	$304.83	**$1,524.15**
4	**Inventory iPod Scanner (THW302)** Linea Pro 7, iPod Touch Hardware Scanning Sled, 1 Year Warranty Note: Price does not include iPod, these will need to be provided by the district.	$599.00	**$2,396.00**

One Time Hardware Fee **$3,920.15**

Total (USD) **$30,810.15**

Note:
Please note our standard payment terms are Net 30 days. This quote excludes freight, travel expenses*, state, local, and federal taxes. These are due by the Purchaser as applicable.

* All charges are exclusive of out of pocket expenses for Professional Services performed. Charges for actual and reasonable out-of-pocket expenses including, but not limited to, travel and lodging expenses will be billed as incurred.

By accepting this Quote, you agree to TITAN School Solutions Master Subscription Agreement.

You can pay in two ways:

1. Email your company purchase order to orders@titank12.com including your quote number **1.4_WPUSD**
2. Print this quote, sign it, fax it to us at 1 949-238-6980, and we'll email you an invoice.

X

Signed: 

Date: 8/7/20

Name (printed): Audrey Kilpatrick

PO number: Will Send

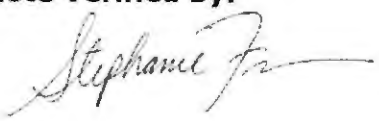
Asst Supt of Business Svs and Operations

Quote Prepared by:

Contact: Emmalie Castro, Sales Support Specialist
Telephone: (916) 467-4700 x 714
Email: ecastro@titank12.com

Regional Director of Sales: Mike Gorden, Vice President of Sales
Telephone: 559-392-1970
Email: mgorden@titank12.com

Quote Verified by:



Optional Annual Subscription Fees:

Quantity	Product	Each	Price
7	**Pre-Order (TPO100-75)** Annual Subscription Fee, Each Building (Qty. 1-75) Decline or Accept	$250.00	**$1,750.00**

Annual Subscription Fee **$TBD**

Optional Hardware:

Quantity	Product	Each	Price
TBD	**Credit Card Scanner (THW220)** Magtek Level 3 USB Security Credit Card Scanner, 1 Year Warranty Note: Price does not include transaction fee of 3.95%, per transaction. The fees will be billed monthly to the district. Decline or Accept	$115.00	**$TBD**

One Time Hardware Fee **$TBD**

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
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3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
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5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:

Approve Proposal for Advantage Services Between Siemens Industry and WPUSD

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of Business Services

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Routine Repair & Maintenance Budget

MEETING DATE:

September 1, 2020

ROLL CALL REQUIRED:

No

BACKGROUND:

Siemens Industry has agreed to provide annual school site fire hydrant inspection services for Western Placer Unified School District. These services include safety inspections for school site fire hydrants. Siemens Industry requires a 30 day written notice to cancel services. The term of this agreement will cost $1,970.00.

RECOMMENDATION:

Administration recommends the Board ratify the proposal for annual school site fire hydrant inspection services between Siemens Industry and Western Placer Unified School District.

SIEMENS

Ingenuity for life

PROPOSAL
Western Placer Unified School

PREPARED BY
Siemens Industry, Inc.

PREPARED FOR
Western Placer Unified School District

DELIVERED ON
August 14, 2020



SIEMENS

Ingenuity for life

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SIEMENS
Ingenuity for life

Contact Information

Proposal #: 5102267

Date: August 14, 2020

Sales Executive:	Lisa Tonis
Branch Address:	3650 Industrial Blvd. Suite 100 California , 95691
Telephone:	9168499798
Email Address:	lisa.tonis@siemens.com
Customer Contact:	Stan Brandl
Customer:	WPUSD
Address:	2701 Nicolaus Road Lincoln, CA 95648
Services shall be provided at:	Various Locations

SIEMENS
Ingenuity for life

Scope of Work

Fire Extinguisher services that were found during the annual fire extinguisher inspection. The following services were performed:

- (44)- 6- Year Tear Downs
- (22)- Low Pressure Hydros
- (1)- Valve Stem
- (1)- K Class (Amerex) re-charge chem
- (44) O-rings
- (3) New 5# ABC Fire Extinguishers.
- **There were (23) fire Extinguishers less than that what was contracted for. Credit was given on this quote.**

Sell Price

Total Quote Price	**$1,970.00**

SIEMENS
Ingenuity for life

Payment Terms

Payment Terms Acceptance Agreement

The total price of: $1,970.00 and the estimated return on investment are based on the items outlined in this proposal. ANY statements made herein regarding savings that may be achieved by implementing the services offered in this proposal are estimates only. No warranty, either expressed or implied, shall be construed to arise from such statements, nor shall such statements be construed as constituting a guarantee by Siemens that such savings will occur if the services are implemented.

Terms and Conditions Disclaimer

The Customer acknowledges that when approved by the Customer and accepted by Siemens Industry, Inc.: (i) the Proposal and the Contract Terms and Conditions, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter (collectively, hereinafter referred to as the "Agreement") and (ii) in the event of any conflict between the terms and conditions of the Proposal and the terms and conditions of The Contract Terms and Conditions, the Contract Terms and Conditions shall control.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE CUSTOMER.

This Proposal is based on the Siemens Industry, Inc. Standard Terms and Conditions and the "Scope of Work" and are to be considered part of this proposal. Proposal is valid for thirty (30) days from the delivery date of August 14, 2020. Payment is due within 30 days of invoice date.

Payment Terms: 25% mobilization in advance, progress payments
Total: $1,970.00

SIEMENS
Ingenuity for life

Terms & Conditions Link(s)

Terms and Conditions (Click to download)
Terms & Conditions (www.siemens.com/download?A6V10946842)

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

Attachment A

Riders (Click on rider below to download)
SI Fire Life Safety Rider (www.siemens.com/download?A6V10946164)
SI Mass Notification Rider (www.siemens.com/download?A6V10946167)
SI Monitoring Rider (www.siemens.com/download?A6V10946171)
SI Software License Warranty (www.siemens.com/download?A6V10946180)
SI Consulting Rider (www.siemens.com/download?A6V10946838)

SIEMENS
Ingenuity for life

Signature Page

Proposed by:

Siemens Industry, Inc.

Company

Lisa Tonis

Name

5102267

Proposal #

$1,970.00

Proposal Amount

August 14, 2020

Date

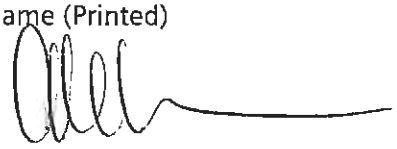
Accepted by:

WESTERN PLACER UNIFIED SCHOOL

Company

Audrey Kilpatrick

Name (Printed)



Signature

Asst Supt of Business Svs and Operations

Title

8/19/20

Date

Purchase Order #

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:

Agreement for Emcor Services
And Western Placer Unified School District

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent, Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Routine Repair & Maintenance

MEETING DATE:

September 1, 2020

ROLL CALL REQUIRED:

No

BACKGROUND:

The district has contracted with Emcor Services for equipment repair at Carlin C. Coppin Elementary (CCC) and Lincoln Crossing Elementary (LCE). The services will include repair of the chiller check valve at CCC and replacement of the hot water pump and repair of the chiller motors at LCE. The total cost for these services will be $11,959.00 and will be paid with Routine Repair & Maintenance funds.

RECOMMENDATION:

Administration recommends that the Board ratify the agreement between Emcor Services and Western Placer Unified School District.

EMCOR Services
Mesa Energy Systems

3906 Kristi Court
Sacramento, Ca 95827
Service: (916) 636-1825
CA Lic. 611215

Proposal # 30652

Equipment Repair Estimate

August 11, 2020

SUBMITTED TO:

Western Placer Unified School District
Leslie Jodrey
600 Sixth Street Suite 400
Lincoln Ca 95648

JOB LOCATION:

Carlin Coppin Elementary
Chiller
150 E 12th Street
Lincoln Ca 95648

FACILITY STATUS / URGENCY:

Urgent Chiller Check Valve

Unit #:	Chiller Circuit A
Make:	Carrier
Model #:	30GX-115-620
Serial #:	1598F36260

SCOPE OF WORK / DIAGNOSIS:

During refrigerant leak repair, our technician Austin Ferrie could not change the internal oil filter due to the solenoid with check valve is not holding. The refrigerant charge needs to be recovered and check valve and internal and external oil filters need to be replaced.

- Lock out Tag out the unit for safety and recover the refrigerant from Circuit A and weigh in charge
- Remove the internal filter and then access the solenoid valve then remove and replace the check valve
- Install a new internal and external oil filter
- Evacuate the system to remove moisture and non-condensable
- Charge system with the recovered refrigerant and perform start up

ADDITIONAL INFORMATION

Any used material will be properly disposed of, per EPA standards. If there is additional time and material needed, the customer will be notified and a new proposal or change order provided. This work is quoted for straight time hours only. This quote is valid for 30 days. This quote covers all labor and materials needed to safely and efficiently execute the proposed scope of work.

The total cost, including all labor, materials and taxes is: $ 6,445.00

By accepting this proposal the purchaser agrees to the attached terms and conditions. This quotation will be valid for a period of 30 days and payment is due 30 days from invoicing. If payment is not received interest will accrue at the rate of 1.5% per month. If an action is brought for collection the prevailing party shall be entitled to attorney's fees.

WARNING: Contractors are required by law to be licensed by the Contractor's State License Board which has jurisdiction to investigate complaints against Contractors if a complaint is filed within three years of the date of the alleged violation. Any questions concerning a Contractor may be referred to the Registrar, Contractor's State License Board, P.O. Box 26000, Sacramento, CA 95826
[California Business and Professional Code 7030(a)]

EMCOR: Erin Dunn

Title: Customer Service Rep

Accepted By:

Title: Asst Supt of Business Svs and Operations

Date: 8/28/20

PO# (If Applicable):

EMCOR Services
Mesa Energy Systems

3906 Kristi Court
Sacramento, Ca 95827
Service: (916) 636-1825
CA Lic. 611215

Proposal #
30915

Equipment Repair Estimate

August 17, 2020

SUBMITTED TO:

Western Placer Unified School District
Leslie Jodrey
600 Sixth Street Suite 400
Lincoln Ca 95648

JOB LOCATION:

Lincoln Crossing Elementary
Secondary Hot Water Pump
635 Groveland Ln.
Lincoln Ca 95648

FACILITY STATUS / URGENCY:

Hot Water Pump 2

Unit #:	Hot Water Pump 2
Make:	B and G
Model #:	1510BF
Serial #:	C033149-02L60

SCOPE OF WORK / DIAGNOSIS:

During the recent inspection, our technician Austin Ferrie identified the motor bearings of Hot Water Pump #2 have failed. Propose to remove and replace the motor.

- Safely isolate the power to the pump motor
- Disconnect all points of electrical connections associated with the repair
- Dismount the motor from the pump skid and remove the motor and shaft coupler
- Install the new motor
- Perform an alignment of the new motor to the pump and install the new shaft coupler on pump and motor end
- Reattach electrical connections and verify pump operations upon completion

ADDITIONAL INFORMATION

Any used material will be properly disposed of, per EPA standards. This work is quoted for straight time hours only. This quote is valid for 30 days. This quote covers all labor and materials needed to safely and efficiently execute the proposed scope of work.

The total cost, including all labor, materials and taxes is: $ 2,161.00

By accepting this proposal the purchaser agrees to the attached terms and conditions. This quotation will be valid for a period of 30 days and payment is due 30 days from invoicing. If payment is not received interest will accrue at the rate of 1.5% per month. If an action is brought for collection the prevailing party shall be entitled to attorney's fees.

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[California Business and Professional Code 7030(a)]

EMCOR: Erin Dunn

Title: Customer Service Rep

Accepted By: _____

Title: Asst Supt of Business Svs and Operations

Date: 8/14/20

PO# (If Applicable): _____

EMCOR Services
Mesa Energy Systems

3906 Kristi Court
Sacramento, Ca 95827
Service: (916) 636-1825
CA Lic. 611215

Proposal #
30910

Equipment Repair Estimate

August 17, 2020

SUBMITTED TO:

Western Placer Unified School District
Leslie Jodrey
600 Sixth Street Suite 400
Lincoln Ca 95648

JOB LOCATION:

Lincoln Crossing Elementary
Chiller
635 Groveland Ln.
Lincoln Ca 95648

FACILITY STATUS / URGENCY:

Urgent Chiller Motors

Unit #:	Chiller
Make:	Trane
Model #:	RTAC2004UG0H
Serial #:	U07C02237

SCOPE OF WORK / DIAGNOSIS:

While performing the recent Chiller Inspection, our technician Austin Ferrie identified that (3) of the Chiller motors need to be replaced.

- Isolate power to the chiller then remove and replace the 3 high voltage fuses for the condenser fan motors
- Remove and replace motors 3B4 due to motor being grounded, motor 3B5 due to open windings and bad bearings and motor 4B8 due to bad bearings and a cracked fan blade
- Install new fan blades onto the motors at correct height
- Remove and replace the contactors
- Perform start up and verify operation upon completion

ADDITIONAL INFORMATION

Any used material will be properly disposed of, per EPA standards. This work is quoted for straight time hours only. This quote is valid for 30 days. This quote covers all labor and materials needed to safely and efficiently execute the proposed scope of work.

The total cost, including all labor, materials and taxes is: $ 3,353.00

By accepting this proposal the purchaser agrees to the attached terms and conditions. This quotation will be valid for a period of 30 days and payment is due 30 days from invoicing. If payment is not received interest will accrue at the rate of 1.5% per month. If an action is brought for collection the prevailing party shall be entitled to attorney's fees.

WARNING: Contractors are required by law to be licensed by the Contractor's State License Board which has jurisdiction to investigate complaints against Contractors if a complaint is filed within three years of the date of the alleged violation. Any questions concerning a Contractor may be referred to the Registrar, Contractor's State License Board, P.O. Box 26000, Sacramento, CA 95826
[California Business and Professional Code 7030(a)]

EMCOR: Erin Dunn

Title: Customer Service Rep

Accepted By: _____

Title: Asst Supt of Business Svs and Operations

Date: 8/19/20

PO# (If Applicable): _____

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:

Ratification of Contract with
Eastbay Team Sales and Western Placer
Unified School District – Lincoln High School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of
Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

LHS ASB Sport Account

MEETING DATE:

September 1, 2020

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached partnership agreement is for Eastbay Team Sales to provide $16,000.00 retail value worth of team product per year. Eastbay Team Sales will be offering Team Products to Lincoln High School at a discounted rate, from 25%-40% off retail price. This agreement is for 3 years and will begin on August 1, 2020. The products will be paid with the LHS ASB Sport Account.

RECOMMENDATION:

Administration recommends that the Board ratify the contract agreement between Eastbay Team Sales and Western Placer Unified School District.

Eastbay TEAM SALES

NIKE

Lincoln HS Partnership Agreement

Term

Source Code:

- ***3 year agreement***
- **Agreement begins on 08/01/20-7/31/23**(annual term ends one calendar year from start date)
- Purchase totals are compiled within each term period and can not be carried over into remaining years.

Product Rebate – "Comp Product"

Source Code:

- **Nike/Eastbay agree to provide $16,000 at retail value worth of team product per year**
- **Eastbay agrees to provide $7500 at retail value worth of team equipment per year (subject to Pisto approval)**
- **Eastbay agrees to provide 2 Pixellot Cameras – a $10,000 value (includes installation costs)**
- **Eastbay will provide Online Digitol Stores for all teams (see team store discounts below)**
- **Eastbay will provide a Branding/Style Guide at no charge**
- Product rebate amounts are valued at the *manufacturer's original list/retail price.*
- Excludes purchased totals of reconditioning, decoration, freight and sales tax.
- "Comp product" is strictly limited to "stock" styles represented in ***vendor* "TEAM" catalogs**.
- Products represented at eastbay.com, eastbayteamsales.com or in any *Eastbay* catalogs ore **not** implied os goods that qualify as "Comp product".
- Online Team Stores are included in purchase totals

Pricing Levels

- **40% off retail price on all Eastbay Branded apparel**
- **40% off retail price on stock Nike "TEAM" apparel**
- **30% off retail price on stock Nike "TEAM" footwear**
- **25% off retail price on stock Nike "RETAIL" footwear**
- **35% off retail price on custom/modified Nike "TEAM" uniforms**
- **35% off retail price on stock Nike "TEAM" accessories**
- **25% discount max on all online store "TEAM" products**
- All discountable "TEAM" products are defined as "stock" styles represented in ***vendor* "TEAM" catalogs**.
- The retail price is the originol retail price, as shown in ***vendor* "TEAM" catalogs**.
- Equipment, Team Stores, decorotion, freight and non-team (retail) product prices to be quoted on demand and are **not** subject to fixed discounts.
- Products represented at eastbay.com, eastbayteamsales.com or in any *Eastbay* catalogs are **not** implied as goods that qualify for fixed discounts.

Terms and Conditions

1. All earned "comp product" rebote amounts must be used **within 60 days** of eoch year progrom end date and can not be carried over.
2. Eastbay will provide free art development for logo screen printing for products supplied by Eastbay. In situations where significant custom artwork is requested, additional chorges moy be opplied.
3. Customer will actively co-market Eastbay as an "exclusive supplier of all athletic gear" and agrees to allow Eastboy to execute additional co-branding or other marketing opportunities including, but not limited to onsite activation, bonner placement, product promotions, PA announcements, etc.
4. At Eastbay's discretian moy feature school athletic staff profiles in future catalogs.
5. No "comp product" will be approved unless the account is "current" on omounts owed for delivered goods. Current is defined as having no amounts owed over 30 days from the date of invoice.
6. Any violation of these terms ond conditions will nullify "comp product" rebate commitment by Eostbay.
7. Pricing levels/discounts are subject to review/chonge at the end of eoch year during the length of partnership term, dependent upon vendor discount changes that moy affect Eastbay's cost of goods.
8. Either party can terminate with 30 doys' notice. If terminated early, all earned comps will be forfeited.
9. If account terminates agreement prior to final term period, any/all previously provided comp product within the current term period will be invoiced to the account at full retail price and are to be poid in full at time of partnership terminotion.

Lincoln HS

Audrey Kilpatrick

Name

Asst Supt of Business Svs and Operations

Title

8/20/20

Date

Eastbay

Sales Monager Name

Rep Name

Date

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:
Approve Resolution 20/21.3 Regarding English Learner Authorization

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Gabe Simon, Ed.D. GS
Assistant Superintendent of Personnel

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
Yes

BACKGROUND:

In order to ensure proper credentialing and teacher consistency for one of our assignments, the District administration is making a recommendation that the Board approve Resolution No 20/21.3 which will allow one certificated teacher to teach English Learner students for the 2020-2021 school year. The teacher has consented to this assignment.

RECOMMENDATION:

Administration recommends the Board of Trustees approve Resolution 20/21.3 authorizing a Waiver for teacher Mark Rodriguez to teach English Learner students.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 20/21.3

AUTHORIZATION TO TEACH ENGLISH LEARNERS
FOR THE 2020-2021 SCHOOL YEAR

WHEREAS, the Western Placer Unified School District always seeks to hire fully credentialed teachers to teach all subjects. However, when credentialed teachers are not available, some teachers may be assigned to classes that are outside their credential authorizations but still in compliance with the law;

WHEREAS, an Emergency Waiver authorizes the teaching of English Learners through specially designed academic instruction delivered in English (SDAIE) in the subjects and at the levels authorized by the prerequisite credential or permit with a teacher's consent irrespective of the designations on the individual's teaching credential;

WHEREAS, the District finds that Mark Rodriguez has satisfied the criteria to teach English Learners in an elementary (TK-5th Grade) setting; and

WHEREAS, Mark Rodriguez has consented to teaching in an elementary (TK-5th Grade) setting.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Western Placer Unified School District authorizes Mark Rodriguez to teach English Learners in an elementary (TK-5th Grade) setting at First Street Elementary School.

PASSED AND ADOPTED this 1st day of September, 2020 by the Board of Trustees of the Western Placer Unified School District by the following vote:

AYES: NOES: ABSENT: ABSTAIN:

_____
President
Board of Trustees
Western Placer Unified School District

Attested:
I certify that the foregoing resolution was adopted by the Board of Trustees of the Western Placer Unified School District, County of Placer, on the date shown above.

_____
Clerk
Board of Trustees
Western Placer Unified School District

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:
Approve Resolution 20/21.4 Regarding English Learner Authorization

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Gabe Simon, Ed.D. GS
Assistant Superintendent of Personnel

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
Yes

BACKGROUND:

In order to ensure proper credentialing and teacher consistency for one of our assignments, the District administration is making a recommendation that the Board approve Resolution No 20/21.4 which will allow one certificated teacher to teach English Learner students for the 2020-2021 school year. The teacher has consented to this assignment.

RECOMMENDATION:

Administration recommends the Board of Trustees approve Resolution 20/21.4 authorizing a Waiver for teacher Kelly Castillo to teach English Learner students.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 20/21.4

AUTHORIZATION TO TEACH ENGLISH LEARNERS
FOR THE 2020-2021 SCHOOL YEAR

WHEREAS, the Western Placer Unified School District always seeks to hire fully credentialed teachers to teach all subjects. However, when credentialed teachers are not available, some teachers may be assigned to classes that are outside their credential authorizations but still in compliance with the law;

WHEREAS, an Emergency Waiver authorizes the teaching of English Learners through specially designed academic instruction delivered in English (SDAIE) in the subjects and at the levels authorized by the prerequisite credential or permit with a teacher's consent irrespective of the designations on the individual's teaching credential;

WHEREAS, the District finds that Kelly Kornacki-Castillo has satisfied the criteria to teach English Learners in an elementary (TK-5th Grade) setting; and

WHEREAS, Kelly Kornacki-Castillo has consented to teaching in an elementary (TK-5th Grade) setting.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Western Placer Unified School District authorizes Kelly Kornacki-Castillo to teach English Learners in an elementary (TK-5th Grade) setting at Creekside Oaks Elementary School.

PASSED AND ADOPTED this 1st day of September, 2020 by the Board of Trustees of the Western Placer Unified School District by the following vote:

AYES: NOES: ABSENT: ABSTAIN:

_____
President
Board of Trustees
Western Placer Unified School District

Attested:
I certify that the foregoing resolution was adopted by the Board of Trustees of the Western Placer Unified School District, County of Placer, on the date shown above.

_____
Clerk
Board of Trustees
Western Placer Unified School District

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:
Approve Resolution 20/21.5 Regarding English Learner Authorization

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Gabe Simon, Ed.D. GS
Assistant Superintendent of Personnel

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
Yes

BACKGROUND:

In order to ensure proper credentialing and teacher consistency for one of our assignments, the District administration is making a recommendation that the Board approve Resolution No 20/21.5 which will allow one certificated teacher to teach English Learner students for the 2020-2021 school year. The teacher has consented to this assignment.

RECOMMENDATION:

Administration recommends the Board of Trustees approve Resolution 20/21.5 authorizing a Waiver for teacher Matthew Rutledge to teach English Learner students.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 20/21.5

AUTHORIZATION TO TEACH ENGLISH LEARNERS
FOR THE 2020-2021 SCHOOL YEAR

WHEREAS, the Western Placer Unified School District always seeks to hire fully credentialed teachers to teach all subjects. However, when credentialed teachers are not available, some teachers may be assigned to classes that are outside their credential authorizations but still in compliance with the law;

WHEREAS, an Emergency Waiver authorizes the teaching of English Learners through specially designed academic instruction delivered in English (SDAIE) in the subjects and at the levels authorized by the prerequisite credential or permit with a teacher's consent irrespective of the designations on the individual's teaching credential;

WHEREAS, the District finds that Matthew Rutledge has satisfied the criteria to teach English Learners in a high school (9^{th}-12^{th} Grade) setting; and

WHEREAS, Matthew Rutledge has consented to teaching in a high school (9^{th}-12^{th} Grade) setting.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Western Placer Unified School District authorizes Matthew Rutledge to teach English Learners in a high school (9^{th}-12^{th} Grade) setting at Lincoln High School.

PASSED AND ADOPTED this 1st day of September, 2020 by the Board of Trustees of the Western Placer Unified School District by the following vote:

AYES: NOES: ABSENT: ABSTAIN:

_____
President
Board of Trustees
Western Placer Unified School District

Attested:
I certify that the foregoing resolution was adopted by the Board of Trustees of the Western Placer Unified School District, County of Placer, on the date shown above.

_____
Clerk
Board of Trustees
Western Placer Unified School District

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:
Approve Resolution 20/21.6 Regarding English Learner Authorization

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Gabe Simon, Ed.D. GS
Assistant Superintendent of Personnel

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
Yes

BACKGROUND:

In order to ensure proper credentialing and teacher consistency for one of our assignments, the District administration is making a recommendation that the Board approve Resolution No 20/21.6 which will allow one certificated teacher to teach English Learner students for the 2020-2021 school year. The teacher has consented to this assignment.

RECOMMENDATION:

Administration recommends the Board of Trustees approve Resolution 20/21.6 authorizing a Waiver for teacher Marc Hopkinson to teach English Learner students.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 20/21.6

AUTHORIZATION TO TEACH ENGLISH LEARNERS
FOR THE 2020-2021 SCHOOL YEAR

WHEREAS, the Western Placer Unified School District always seeks to hire fully credentialed teachers to teach all subjects. However, when credentialed teachers are not available, some teachers may be assigned to classes that are outside their credential authorizations but still in compliance with the law;

WHEREAS, an Emergency Waiver authorizes the teaching of English Learners through specially designed academic instruction delivered in English (SDAIE) in the subjects and at the levels authorized by the prerequisite credential or permit with a teacher's consent irrespective of the designations on the individual's teaching credential;

WHEREAS, the District finds that Marc Hopkinson has satisfied the criteria to teach English Learners in a high school (9^{th}-12^{th} Grade) setting; and

WHEREAS, Marc Hopkinson has consented to teaching in a high school (9^{th}-12^{th} Grade) setting.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Western Placer Unified School District authorizes Marc Hopkinson to teach English Learners in a high school (9^{th}-12^{th} Grade) setting at Lincoln High School.

PASSED AND ADOPTED this 1st day of September, 2020 by the Board of Trustees of the Western Placer Unified School District by the following vote:

AYES: NOES: ABSENT: ABSTAIN:

_____
President
Board of Trustees
Western Placer Unified School District

Attested:
I certify that the foregoing resolution was adopted by the Board of Trustees of the Western Placer Unified School District, County of Placer, on the date shown above.

_____
Clerk
Board of Trustees
Western Placer Unified School District

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:
Approve Resolution 20/21.7 Regarding Authorization to Teach Elective Courses

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Gabe Simon, Ed.D. GS
Assistant Superintendent of Personnel

ENCLOSURES:
Yes: Resolution and Appendix A

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
Yes

BACKGROUND:

Pursuant to Education Code 44258.7 and in order to ensure proper credentialing and teacher consistency for our assignments at our secondary schools, the District administration is recommending that the Board approve Resolution No. 20/21.7 which will allow specific teachers at Lincoln High School, Glen Edwards Middle School, and Twelve Bridges Middle School to teach the elective courses noted in Appendix A. These assignments have been approved by a Committee on Assignments.

RECOMMENDATION:

Administration recommends the Board of Trustees approve Resolution 20/21.7.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 20/21.7

AUTHORIZATION TO TEACH ELECTIVE COURSES AT LINCOLN HIGH SCHOOL, TWELVE BRIDGES MIDDLE SCHOOL, AND GLEN EDWARDS MIDDLE SCHOOL

(See Appendix A for Specific Assignments)

WHEREAS, the Western Placer Unified School District always seeks to hire fully credentialed teachers to teach all subjects. However, when credentialed teachers are not available, some teachers may be assigned to classes that are outside their credential authorizations but still in compliance with the law;

WHEREAS, Education Code section 44258.7 authorizes a teacher who teaches kindergarten or any of grades 1 to 12, inclusive, and who has special skills and preparation outside of his or her credential authorization may, with his or her consent, be assigned to teach an elective course in the area of the special skills or preparation, provided that the assignment is first approved by a committee on assignments;

WHEREAS, the District finds that all teachers identified in Appendix A have satisfied the criteria stated in Education Code section 44258.7 in order to teach the noted elective courses;

WHEREAS, These teachers have all consented to teaching the elective courses identified in Appendix A effective August 17, 2020;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Western Placer Unified School District authorizes all teachers identified in Appendix A to teach the noted elective courses effective August 17, 2020.

PASSED AND ADOPTED this 1st day of September 2020 by the Board of Trustees of the Western Placer Unified School District by the following vote:

AYES: NOES: ABSENT: ABSTAIN:

_____
President
Board of Trustees
Western Placer Unified School District

Attested:
I certify that the foregoing resolution was adopted by the Board of Trustees of the Western Placer Unified School District, County of Placer, on the date shown above.

_____
Clerk
Board of Trustees
Western Placer Unified School District

APPENDIX A

Subject Matter Verification:
Lincoln High School
September 1, 2020

Education Code 44258.7 (Committee on Assignment)

The Committee on Assignment members have authorized the following Western Placer Unified School District teachers to teach departmentalized classes:

Teacher	Subject Area
Joumana Bawa (Lincoln High School)	History of Cinema
Mary MacQueen (Lincoln High School)	Yearbook, Leadership, Driver's Education/Health
Robert Pierce (Lincoln High School)	Cadet Corps
Abigail Lund (Lincoln High School)	History of Cinema
Kenneth Lowe (Lincoln High School)	Driver's Education/Health
Christopher Bean (Lincoln High School)	Football Conditioning

Lincoln High School Committee on Assignment:

Teacher	Subject Area
Mark Freestone	Social Science
Jason Treanor	Physical Education
Tara Jeane	English
Stephanie Brown	Electives

APPENDIX A

Subject Matter Verification:
Twelve Bridges Middle School
September 1, 2020

Education Code 44258.7 (Committee on Assignment)

The Committee on Assignment members have authorized the following Western Placer Unified School District teachers to teach departmentalized classes:

Teacher	Subject Area
Chris McKay (Twelve Bridges Middle School)	Digital Art, 3 Dimensional Animation
Traci Jensen (Twelve Bridges Middle School)	Leadership

Twelve Bridges Middle School. Committee on Assignment:

Teacher	Subject Area
Wendy Hollis, Randy Woods, Krystal Arnold	Electives

APPENDIX A

Subject Matter Verification:
Glen Edwards Middle School
September 1, 2020

Education Code 44258.7 (Committee on Assignment)

The Committee on Assignment members have authorized the following Western Placer Unified School District teachers to teach departmentalized classes:

Teacher	Subject Area
Jessica Fernandez (Glen Edwards Middle School)	Leadership, WEB

Glen Edwards Middle School. Committee on Assignment:

Teacher	Subject Area
Lance Van Court, Tom Kelley, Pat McAdam	Electives

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:
Consider Approving Revised Job Description and Salary Schedule for After School Coordinator (Grant Funded)

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Gabe Simon, Ed.D.
Assistant Superintendent of Personnel Services

ENCLOSURES:
Revised Job Description and Salary Schedule for After School Coordinator (Grant Funded)

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
Grant Funded

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
No

BACKGROUND:

As a part of the ongoing review of District needs and job descriptions by the District, there exists a need to approve a revised job description for the After School Coordinator (Grant Funded) position which is a Classified Management position. Due to the unique needs of the position, staff would like to revise the education requirements for the position and has proposed a revised salary schedule. The job description was also missing key sections related to skills and abilities which have been updated.

RECOMMENDATION:

Approve the revised job description and salary schedule for the After School Coordinator (Grant Funded) position.

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**AFTER SCHOOL COORDINATOR (Grant Funded)**
Department:	District Office
Reports to:	Assistant Superintendent of Educational Services

SUMMARY:
Under the direction of the Assistant Superintendent of Educational Services coordinates and implements the after school program for the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the overall operation and implementation of the after school program at multiple sites within the district
- Maintain records, master calendars, complete and file reports as required by the program
- Ability to develop, monitor, and maintain program budgets
- Prepare program site visits and audits under the direction of California Department of Education
- Recruit, supervise, and evaluate staff within the program
- Provide ongoing trainings for program leaders and support staff
- Evaluation of program sites on an ongoing basis
- Provide direct services to students on a regular basis
- Meet regularly with site administrators, teachers, and support staff
- Perform public relations activities to develop community awareness and support for the program
- Act as a resource to the schools and the community regarding programs available in the community
- Attend trainings and meetings in regard to the program
- A current CPR, First Aid, and AED certification is required

QUALIFICATION REQUIREMENTS:
Bachelors Degree **Preferred**~~Required~~. Youth Development or After School Program experience preferred. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must obtain Live Scan Fingerprint clearance and current TB results prior to employment.**

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence in standard English. Ability to listen well. Ability to effectively present information in standard English in one-on-one and small group situations to students and employees of the After School Program. Ability to communicate with parents and site staff.

MATHEMATICAL SKILLS:
Ability to teach mathematical skills to program participants and to direct math tutoring by Instructional Aides.

REASONING ABILITY:
Ability to apply common sense understanding to carry out written or oral instructions. Ability to promptly deal with problems involving concrete variables in standardized situations. Ability to discern when such problems should be referred to the site administrator for resolution.

OTHER SKILLS/ABILITIES

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely in standard English, both orally and in writing. Ability to give and follow directions. Ability to perform duties with awareness of all district requirements and Board of Trustee policies, as indicated in the Employee Notification packet.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required.

While performing the duties of this job, the employee is regularly required to speak and hear. The employee may also be required to stand, walk, run, climb, balance, jump, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 pounds, such as pushing children on a bike, or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is sometimes loud, within a standard acceptable level for this environment.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Classified Management Positions
2019-2020 Salary Schedule

Classified Management position designation excludes the employees serving in such positions from overtime provisions
The duties, flexibility of hours, salary and authority of such positions set them apart from those positions, which are subject to overtime provisions. Said management positions shall not be unreasonably discriminated against as a result of the overtime provisions.

Such management employees working 12 months shall be eligible for vacation as follows: 0/4 Yrs. - 10 Days, 5/10 Yrs. - 15 Days, 11/14 Yrs. - 16 Days, 15 Yrs. Plus - 20 Days

Position Classification	CONTRACT DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Director of Business Services $100/Mo Car Allowance	260	88,025	93,008	98,748	104,485	110,226	115,961	122,338	129,067
Director of Facilities $300/Mo Car Allowance	260	88,018	93,008	98,748	104,485	110,226	115,961	122,338	129,067
Occupational Therapist $200/Mo Car Allowance	200	68,603	72,016	75,607	79,379	83,337	87,495	89,682	91,924
Behavior Analyst $200/Mo Car Allowance	200	76,148	79,935	83,921	88,106	92,500	97,114	99,542	102,031
Food Service Director $200/Mo Car Allowance	260	65,963	70,128	74,385	78,638	82,897	89,582	94,509	99,707
Transportation Director	260	65,963	70,128	74,385	78,638	82,897	89,582	92,269	95,037
Assistant Director of Facilities $300/Mo Car Allowance	260	65,191	69,314	73,521	77,725	81,934	88,541	90,755	93,024
Facilities Coordinator $300/Mo Car Allowance	260	59,646	62,614	65,736	69,016	72,456	76,046	77,948	79,896
Facilities Construction Coordinator $300/Mo Car Allowance	260	59,646	62,614	65,736	69,016	72,456	76,046	77,948	79,896
Marketing and Communications Coordinator $200/Mo Car Allowance	260	53,326	55,994	58,793	61,733	64,820	68,061	69,762	71,506
*After School Coordinator	210	41,121	43,286	45,565	47,961	50,485	43,143	56,066	59,160
*Transition Specialist (Based on TTP Grant budget)	205						41,601	42,641	43,707
*Workability 1 Site Coord. (Based on Workability 1 Grant Budget)	205						37,588	38,528	39,491

Longevity increments are 5% salary increase for 10 yrs. and 5% for each additional 5 yrs. of completed service
Effective for employees hired on or after 7/1/19 - Longevity: 2.5% salary increase for 10 years of service and 2.5% for each additional 5 years of completed service.

All Salaries Based on 8 Hour Days
Retiree Benefits: $3,600 for 3 or 5 years District paid life insurance ($8.33) and salary protection plan ($9.66) **MA Stipend - $1,340**

Effective 7/1/14 - 5% added to the 2014-2015 salary schedule and elimination of Employer paid PERS
Effective 7/1/15 - 3.75% added to the 2015-2016 Salary Schedule, retro to 3/1/15
Revised 4/19/16 - Salary Schedule reflects 4% increase w/retro back to January 1, 2016
Effective 7/1/16 1.5% lump sum pay from the 2016-2017 salary schedule
Effective 7/1/17 1.53% added to the 2017-2018 salary schedule
Effective 7/1/17 - Facilities Construction Coordinator added
Effective 7/1/18 - Marketing and Communications Coordinator added
Effective 12/4//18 - Assistant Director of Facilities added.
Effective 7/1/18 .50% added to the 2018-2019 salary schedule w/retro back to January 1, 2019
Effective 7/1/19 1.3% added to the 2019-2020 salary schedule
Effective 7/1/19 works days adjusted for Transition Specialist to 205 days and Workability 1 Site Coord. to 205 days
Effective 6/18/19 - Master Stipend
Pending Board Approval 9/1/20 - After School Coordinator Reflects 7% increase
*Contingent Upon Continuing Grant Funding

*****In addition to the above, the district pays $14,424 annually towards health benefits**

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Classified Management Positions
2019-2020 Salary Schedule

Classified Management position designation excludes the employees serving in such positions from overtime provisions
The duties, flexibility of hours, salary and authority of such positions set them apart from those positions, which are subject to overtime provisions. Said management positions shall not be unreasonably discriminated against as a result of the overtime provisions.

Such management employees working 12 months shall be eligible for vacation as follows: 0/4 Yrs. - 10 Days,
5/10 Yrs. - 15 Days, 11/14 Yrs. - 16 Days, 15 Yrs. Plus - 20 Days

Position Classification	CONTRACT DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Director of Business Services $100/Mo Car Allowance	260	88,025	93,008	98,748	104,485	110,226	115,961	122,338	129,067
Director of Facilities $300/Mo Car Allowance	260	88,018	93,008	98,748	104,485	110,226	115,961	122,338	129,067
Occupational Therapist $200/Mo Car Allowance	200	68,603	72,016	75,607	79,379	83,337	87,495	89,682	91,924
Behavior Analyst $200/Mo Car Allowance	200	76,148	79,935	83,921	88,106	92,500	97,114	99,542	102,031
Food Service Director $200/Mo Car Allowance	260	65,963	70,128	74,385	78,638	82,897	89,582	94,509	99,707
Transportation Director	260	65,963	70,128	74,385	78,638	82,897	89,582	92,269	95,037
Assistant Director of Facilities $300/Mo Car Allowance	260	65,191	69,314	73,521	77,725	81,934	88,541	90,755	93,024
Facilities Coordinator $300/Mo Car Allowance	260	59,646	62,614	65,736	69,016	72,456	76,046	77,948	79,896
Facilities Construction Coordinator $300/Mo Car Allowance	260	59,646	62,614	65,736	69,016	72,456	76,046	77,948	79,896
Marketing and Communications Coordinator $200/Mo Car Allowance	260	53,326	55,994	58,793	61,733	64,820	68,061	69,762	71,506
*After School Coordinator	210	38,431	40,454	42,584	44,823	47,182	49,666	52,398	55,280
*Transition Specialist (Based on TTP Grant budget)	205						41,601	42,641	43,707
*Workability 1 Site Coord. (Based on Workability 1 Grant Budget)	205						37,588	38,528	39,491

Longevity increments are 5% salary increase for 10 yrs. and 5% for each additional 5 yrs. of completed service
Effective for employees hired on or after 7/1/19 - Longevity: 2.5% salary increase for 10 years of service and 2.5% for each additional 5 years of completed service.

All Salaries Based on 8 Hour Days
Retiree Benefits: $3,600 for 3 or 5 years District paid life insurance ($8.33) and salary protection plan ($9.66) MA Stipend - $1,340

Effective 7/1/14 - 5% added to the 2014-2015 salary schedule and elimination of Employer paid PERS
Effective 7/1/15 - 3.75% added to the 2015-2016 Salary Schedule, retro to 3/1/15
Revised 4/19/16 - Salary Schedule reflects 4% increase w/retro back to January 1, 2016
Effective 7/1/16 1.5% lump sum pay from the 2016-2017 salary schedule
Effective 7/1/17 1.53% added to the 2017-2018 salary schedule
Effective 7/1/17 - Facilities Construction Coordinator added
Effective 7/1/18 - Marketing and Communications Coordinator added
Effective 12/4//18 - Assistant Director of Facilities added.
Effective 7/1/18 .50% added to the 2018-2019 salary schedule w/retro back to January 1, 2019
Effective 7/1/19 1.3% added to the 2019-2020 salary schedule
Effective 7/1/19 works days adjusted for Transition Specialist to 205 days and Workability 1 Site Coord. to 205 days
Board Approved 6/18/19 - Master Stipend
*Contingent Upon Continuing Grant Funding

***In addition to the above, the district pays $14,424 annually towards health benefits

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:

Approve Resolution #20/21.08 – Concurrent Enrollment Education Code section 76002(a)(3)

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of
Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

No Cost

MEETING DATE:

September 1, 2020

ROLL CALL REQUIRED:

No

BACKGROUND:

The District has entered into an Instructional Services Agreement on July 15, 2020 concurrent enrollment partnership with Sierra Joint Community College District to offer and provide college-credit bearing courses to the District's high school students. The high school will be hosting the community college courses.

With board approval, Resolution 20/21.8 will declares that community college classes will not be offered on the high school campus at any time in which the campus is closed to the general public. If a community college class is offered during the regular school day, any member of the general public enrolled in the community college class shall have access to the campus equal to the high school students attending the high school.

RECOMMENDATION:

Administration recommends that the Board ratify Resolution #20/21.08 - Concurrent Enrollment - Education Code section 76002(a)(3).

WESTERN PLACER UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 20/21.08

RESOLUTION REGARDING CONCURRENT ENROLLMENT
Education Code § 76002(a)(3)

WHEREAS, the Western Placer Unified School District maintains a concurrent enrollment partnership with Sierra Joint Community College District (SJCCD), which benefits Western Placer Unified School District (WPUSD) students, SJCCD students and the public at-large; and

WHEREAS, various operational aspects of the concurrent enrollment partnership are incorporated in an Instructional Services Agreement, dated July 15, 2020, the provisions of which establish adherence to various Education Code requirements pertaining to, among other things, allowances, apportionments and enrollment; and

WHEREAS, high schools hosting community college courses must comply with Education Code section 76002(a)(3), which provides that "[i]f class is offered at a high school campus, the class shall not be held during the time the campus is closed to the general public, as defined by the governing board of the school district during a regularly scheduled board meeting"; and

WHEREAS, in order to fulfill the requirement of Education Code section 76002(a)(3) and to ensure the provision of access to members of the public for attendance of concurrent enrollment courses held on WPUSD campuses;

NOW, THEREFORE, BE IT RESOLVED as follows:

The WPUSD Board of Education declares that community college classes shall not be offered on a high school campus at any time in which the campus is closed to the general public. If a community college class is offered during the regular school day, any member of the general public enrolled in the community college class shall have access to the campus equal to the high school students attending the high school.

PASSED AND ADOPTED this 1st day of September, 2020, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED:

_____
President of the Board of Trustees of the
Western Placer Unified School District

Attest:

_____
Clerk of the Board of Trustees of the
Western Placer Unified School District

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
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:
Donation Approval for
Educational Services – Distance Learning

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Kerry Callahan
Deputy Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
No

BACKGROUND:
Assistance League of Greater Placer submitted 2300 packs of Crayola Crayons (24 count) to help support the needs of student's and to help with their school supplies while Distance Learning at Western Placer Unified School District

RECOMMENDATION:

Recommend that we accept the donation and to let it be known it is greatly appreciated.

Western Placer Unified School District

GIFT AND DONATION DOCUMENTATION

Western Placer Unified School District appreciates contributions to its programs. To ensure that donations or gifts are used for the intended purpose, a Gift and Donation Documentation Form (available through the District Office/Business Office/School Site Principal) must be completed. The purpose of this preliminary review procedure shall be to help determine the appropriateness of the gift or donation and to document the donor's intent. A copy of this form will be submitted to the Superintendent's Office for Board of Trustee information and/or approval.

Name/Address/Telephone of Donor:
Assistance League of Greater Placer
P.O. Box 4693, Auburn, CA 95604-4693 (530) 885-4397

Gift or Donation:
2300 boxes of Crayola Crayons (24 pack)

Donated to School/Program:
Student's ~~[illegible]~~ Supplies for distance learning

Value of Gift or Donation – to be completed by the Donor:
$1,150

Cash or Check: (circle one) **Dollar Amount $**_____

Estimated Dollar Value $_____

Certification of Receipt by Site/Program Administrator: Kerry Callahan [signature]
Type Name Signature

FOR BUSINESS OFFICE USE ONLY

Assistant Superintendent of Business & Support Services: [signature]
Signature

Revenue Code:_____
Revenue Comments:_____

Superintendent's Signature: [signature]
Board Agenda Date:_____

WHITE – Donor **YELLOW** – School Office **PINK** – Business Office **GOLDEN ROD** – Superintendent's Office

PUBLIC

HEARING

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:
2020-2021 Learning Continuity and Attendance Plan

AGENDA ITEM AREA:
Public Hearing

REQUESTED BY:
Kerry Callahan
Deputy Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
LCFF and COVID-19 Relief Funding

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
No

BACKGROUND:

Senate Bill (SB) 98 established that the Local Control and Accountability Plan (LCAP) and an annual update to the LCAP are not required for the 2020–2021 school year and that the California Department of Education (CDE) shall not publish the California School Dashboard in December 2020 based on performance data on the state and local indicators. SB 98 supersedes the requirement to develop and adopt an LCAP by December 15, 2020, which was established by Executive Order N-56-20, and published in April 2020.

SB 98 also separates the development and adoption of the Budget Overview for Parents from the development and adoption of the LCAP for the 2020–2021 school year. The legislation also requires that the Budget Overview for Parents be developed and adopted by December 15, 2020. The requirements to hold a separate public hearing and adoption at a public local governing board meeting consistent with California *Education Code* (*EC*) Section 52064.1 of the Budget Overview for Parents remains.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

SB 98 establishes California *EC* Section 43509 and the Learning Continuity and Attendance Plan (Learning Continuity Plan) requirements for the 2020–2021 school year.

The Learning Continuity Plan (LCP) is intended to balance the needs of all stakeholders, including educators, parents, students, and community members, while both streamlining engagement and condensing several preexisting plans. In particular, it was important to combine (1) the intent behind Executive Order N-56-20, published in April 2020, which envisioned an off cycle Local Control and Accountability Plan (LCAP) due December 15th, and (2) the ongoing need for LEAs to formally plan to return to school in the midst of the uncertainty and of COVID-19, without requiring two plans. The Learning Continuity Plan replaces the LCAP for the 2020–2021 school year.

The Learning Continuity Plan adoption timeline of September 30, 2020 is intended to ensure the Learning Continuity Plan is completed in the beginning of the 2020–2021 school year. Additionally, the timeline is intended to allow for communication of decisions that will guide how instruction will occur during the 2020–2021 school year. This includes in-person instruction, according to health guidance, and distance learning, while providing critical opportunities for stakeholder engagement.

The Learning Continuity Plan template memorializes the planning process already underway for the 2020–2021 school year and includes descriptions of the following: addressing gaps in learning; conducting meaningful stakeholder engagement; maintaining transparency; addressing the needs of unduplicated pupils, students with unique needs, and students experiencing homelessness; providing access to necessary devices and connectivity for distance learning; providing resources and supports to address student and staff mental health and social emotional well-being; and continuing to provide school meals for students.

The Learning Continuity Plan was developed based on stakeholder input and will be reviewed by the District Advisory Committee (DAC) on September 2, 2020 and the District English Learner Advisory Committee (DELAC) on September 8, 2020. Additionally, it has been posted to our District website where stakeholders can review and ask questions/provide input. The final version of the LCP will be recommended for approval by the Western Placer Unified School District Board at the September 15, 2020 School Board Meeting. Prior to the approval of the final plan, the Board must hold a public hearing.

RECOMMENDATION:

Administration recommends the Board hold a public hearing regarding WPUSD's 2020-2021 Learning Continuity Plan.

WESTERN PLACER UNIFIED SCHOOL DISTRICT

NOTICE OF PUBLIC HEARING

Learning Continuity and Attendance Plan

Virtual Meeting
September 1, 2020
6:00 P.M.

Notice is hereby given that the Western Placer Unified School District Board of Trustees will hold a public hearing at which the governing board shall encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, regarding the Learning Continuity and Attendance Plan.

Interested persons wishing to express their views on Learning Continuity and Attendance Plan will be given an opportunity to do so by phone at the virtual public hearing or, prior to the time of the meeting, submit written comment:

Email – Submit a comment via email to the Deputy Superintendent of Educational Service's Administrative Assistant, Christiane Gillespie, at cgillespie@wpusd.org at least two hours before the start of the meeting.

Virtual by Phone – Number: 1 (224) 501-3412
Access Code: 952-344-789

Posted: 8/27/20
District Office and Website
Carlin C. Coppin Elementary School
Creekside Oaks Elementary School
Foskett Ranch Elementary School
Lincoln Crossing Elementary School
Sheridan Elementary School
Twelve Bridges Elementary School
Scott M. Leaman Elementary School
Glen Edwards Middle School
Twelve Bridges Middle School
Lincoln High School

Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Western Placer Unified School District	Scott Leaman Superintendent	sleaman@wpusd.org 916-645-6350

General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

The Western Placer Unified School District has been impacted by the COVID-19 pandemic in the following ways:

STAFF IMPACT

When we were first closed due to COVID-19, our staff was ill-equipped (both in skill and resources) to implement effective distance learning to our students. Although many teachers rose to the occasion to provide the best for our students, we lacked overall instructional skills and resources to maintain and/or enhance student learning through a distance model. Beyond teachers, we had to quickly develop plans and secure resources to allow for the most essential business employees (i.e., payroll and accounts payable technicians) to work remotely while we are under the strictest shelter-in-place orders. In addition to professional struggles, many staff also faced personal struggles with finding care for their own children and caring for themselves or loved ones who were of high risk. The mental well-being of staff was tested.

STUDENT IMPACT

Students also experienced struggles with shifting to virtual learning. Because learning/grading was hold harmless from March to June, close to for percent (40%) of students disengaged completely; they never attempted to give virtual learning a go or to pick up packets prepared by their teachers. Learning loss due to lack of engagement will be an issue to address moving forward. Beyond in-person academics being halted, students experienced the loss of the spring season of athletics and other extra- and co-curricular activities. They also missed out on the traditional end-of year activities. The loss of these activities took a toll on students' mental health and increased the need for services throughout our community.

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COMMUNITY IMPACT

Like most communities, ours spent some time trying to process and make-sense of the initial impact COVID-19 was having on our schools, businesses, work and home lives, etc. Like with our own staff, many families struggled with managing distance learning, childcare, and work. It became evident that options for childcare were going to be needed as the situation progressed, especially without in-person learning as a viable, daily option for families to be able to get back to work. Our parent surveys indicated that roughly eight percent (80%) of our families want 5-days of in-person learning for students. In addition to childcare needs, meals for our students also became essential for families. Lastly, through community surveys we were able to assess the technology needs for families to access learning resources for distance learning.

Within and beyond our school community, the supports offered were astonishing. We have not been without volunteers or generous donations to support our students and families!

As a result of the aforementioned impact, our initial response actions (March - June 2020) and our actions/resources outlined in the 2020-2021 Learning Continuity Plan meet the needs of staff, student and our community summarized as follows:

STAFF - CAPACITY & EFFECTIVENESS

WPUSD worked closely with labor associations to develop working MOUs to address the impact of COVID-19 on working conditions. While serving students through distance learning, many staff have the option to work from home if their job duties allow for them to adequately complete their work remotely. In addition, some staff have been granted permission to bring their child(ren) to work with them. Both of these actions on behalf of the district support teachers with children in securing necessary supervision of their own children so that they can serve the students of WPUSD. In addition, it allows for our at-risk staff to work safely at home, lowering their risk. We continue working collaboratively with our associations on plans for when our students are able to return for in-person learning and are confident that we will establish protocols to support staff while also ensuring the best for our students.

Staff was provided three weeks of targeted professional development to prepare them for distance learning. Additionally, online resources and enhanced technologies were purchased to provide teachers with the tools and resources needed to successfully implement distance learning. Staff will continue to receive training on addressing student needs virtually. In addition to instructional training, staff (if applicable) have been training on appropriate use of PPE and other supplies being used as part of our reopening protocols for ensuring safe and sanitized schools facilities. All staff received basic training on COVID-19 and received our roadmap to reopening outlining the protocols to be followed when we are able to return for in-person learning. Office staff received guidance on office protocols under COVID-19 mitigation. The district has decided not to pursue any reductions in staff. Instead, with the support of our associations, some staff are being repurposed to support the current shift in needs due to COVID-19. Additional staff in technology were added to ensure adequate supports for staff, students and families.

Through our Staff Wellness program run by personnel services, staff have access to our Employee Assistance Program (EAP), which provides support in a variety of areas, including mental health.

STUDENTS - ACCESS & ACHIEVEMENT

Beyond investing in our teachers and instructional support staff to ensure they are well prepared to provide instruction and supports virtually to students, we have also invested monies into purchasing Chromebooks and other take home materials so that students can access their learning resources and engage fully remotely. We conducted a survey of households to determine technology needs and have provided Chromebooks, hot spots, data cards, etc. to those in need. To support students learning, and to mitigate learning loss, we are investing resources into enhanced supports for struggling students. Virtual tutors (for now), both paid and volunteers, will be assigned to provide opportunities for students to access supports beyond their classroom teachers. When we are able to return for in-person learning, at-risk students will have the opportunity for extended learning in the afternoons. Beyond academic supports, mental health services will be provided virtually (and in-person eventually) to students in need. Frequent student wellness checks will be conducted to assess need and disperse supports. The schedules for virtual and in-person learning were designed to ensure that students will have the opportunity to be with the same teacher(s) and peers regardless of which learning situation we are in. We wanted to ensure learning was seamless for students and major changes did not have to occur whether we were virtual or in-person.

COMMUNITY - COMMUNICATION & SUPPORT

WPUSD will open for in-person learning as soon as we can safely do so for students and staff. The District appreciates the communities desire for 5-days of in-person instruction and has developed a modified schedule to allow for this to occur when we can be in-person. In the meantime, during distance learning, we are providing technology resources to families that need them for distance learning. Our food services department is preparing and providing daily meals for students on a weekly basis. The District partnered with STAR to provide all day daycare for families at a reduced cost. Our ASES after school program is also operating at select school sites to support with distance learning. We continue to provide bi-weekly updates to our community and respond to all questions/concerns in a timely manner. When in-person instruction begins, we will continue to provide meals, childcare, and technology resources to support our community.

Our greater community continues to be generous and is volunteering to support students/families in various ways.

Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

Western Placer Unified made regular and timely efforts to solicit stakeholder feedback. Beginning in March 2020, the superintendent sent family and staff updates twice a week via email and phone. He regularly embedded brief surveys in his family updates to gather input on a

variety of topics (i.e. - learning program options, internet connectivity challenges). Additionally, families who emailed questions/input directly to the superintendent received timely written responses. All family updates and surveys were sent in both English and Spanish, and bilingual parent liaisons were available to assist Spanish-speaking families in providing feedback.

Over time, as patterns emerged from families' feedback, WPUSD developed plans for the reopening of schools and corresponding FAQs that were posted to the district website. The plans and FAQs continue to be adjusted as the status of COVID changes and as more stakeholder feedback is received. WPUSD also sought broader stakeholder feedback at public board meetings in May, June, and August.

In addition to engaging with families and the community, WPUSD actively sought the input of staff. We hosted weekly principal meetings. We formed a COVID Committee (made up of teachers, classified staff, site administrators, and district office staff) to cooperatively develop the district's COVID-related safety protocols and procedures. Groups of teachers formed elementary, secondary, and Special Education Distance Learning Planning Teams; those teams collaboratively developed teacher expectations for distance learning and began the important work of adapting curriculum and instruction for a distance learning and/or hybrid in-person learning model. Representatives of both labor associations met regularly to brainstorm and problem-solve. Furthermore, the superintendent hosted a staff town hall meeting with all staff to answer questions and gather additional feedback.

[A description of the options provided for remote participation in public meetings and public hearings.]

The school board discussed agenda items related to learning plans, etc. during COVID at three of their regularly scheduled board meetings in May, June and August. These meetings were help remotely via Go To Meeting and all stakeholders had access to the necessary information needed to participate in said meetings. At one meeting, alone, there were well over 100 attendees. The school board also held a public hearing during their board meeting on September 1, 2020 regarding the Learning Continuity and Attendance Plan and approved the plan at the subsequent board meeting on September 15, 2020.

In addition to the aforementioned school board meetings, a DAC/DELAC meeting was held to allow for members of these committees to hear about and provide input on our Learning Continuity and Attendance Plan prior to its board approval on September 15, 2020.

[A summary of the feedback provided by specific stakeholder groups.]

A summary of the feedback provided by specific stakeholder groups is as follows:

PARENTS

- 77% of our parents (2,825 out of 3,661) indicated they would prefer to return in-person. Of those parents, a majority preferred a 5-day-a-week option (even if shortened) versus an every-other-day option.
- Parents requested that we have distance learning expectations for teachers to ensure consistency in daily/weekly routines. They also requested that we use common online platforms and common teaching/learning tools.
- Parents wished their children had more virtual live interactions with their children's teachers from March to June.

- Anticipating a school year that might pivot regularly between in-person and distance learning due to school/district closures, parents also emphasized the importance of providing seamless transitions from distance learning to in-person.
- Parents had questions/concerns regarding the health and safety protocols that would be followed upon a physical return to school.
- Parents strongly emphasized the importance of reinstating student activities (i.e. - sports, clubs) to help improve the mental health of their children.
- Parents wanted us to have more up-to-date technology, and to be able to provide Chromebooks and internet connectivity to families in need.

STAFF

- Teachers requested that we have distance learning expectations to ensure consistency in daily/weekly routines. Generally, they also preferred that we use common online platforms and common teaching/learning tools.
- Admin and teachers wanted to establish district-wide norms of behavior for online conferencing (Google Meet).
- Teachers and instructional support staff requested multiple opportunities for professional development related to distance learning.
- Admin and staff felt strongly that all students needed to have access to a Chromebook for use at home, 1:1.
- Teachers indicated a need for enhanced technologies for effective instructional delivery in a distance learning model.
- All staff had a lot of questions/concerns regarding the health and safety protocols that would be followed upon a physical return to school.

The superintendent's written responses to feedback were sorted and consolidated into a FAQ document posted on the WPUSD website.

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

Based on stakeholder input, WPUSD implemented the following aspects of the Learning Continuity and Attendance Plan:

- Developing a modified 5-day in-person instructional model
- Allowing students to keep the same teacher(s) for the entire school year, regardless of instructional model
- Establishing distance learning expectations for teachers
- Establishing distance learning norms of behavior for online conferencing
- Developing WPUSD's "Roadmap To Reopening" document that outlines healthy and safety protocols for in-person learning
- Increasing our 0.50 FTE Ed Tech Coordinator to a 1.0 FTE
- Offering a vast array of professional development sessions for teachers from July 27th through August 14th
- Purchasing 3,000 additional Chromebooks, making the district fully 1:1
- Purchasing new Chromebooks, web and document cameras, and additional online learning platforms/resources for teachers
- Purchasing 300 additional hotspots, increasing internet connectivity for families

Continuity of Learning

In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

Western Placer Unified continues to monitor the state watch list closely. As soon as our county meets the requirements that allow schools to re-open, we will begin working toward a transition to our modified, 5-day in-person model. WPUSD has developed an extensive "Roadmap to Reopening" document that outlines the safety protocols that will be followed upon a return to in-person instruction. We recognize that relationships and in-person connections are a critical component of social development for students, and we will work within health and safety guidelines to provide meaningful connections and social opportunities for students. Many of our staff are extensively trained in youth development and will employ strategies to support student connectedness and well being. In addition, we continue to contract with Wellness together to support students as needed.

As soon as we have permission to re-open, we will begin transitioning those students who choose to learn in-person. Daily instruction will be provided for in-person students from 8:00 am - 12:30 pm daily; in the afternoon, in-person students will complete asynchronous learning activities and/or receive enhanced supports from their teacher(s). Conversely, distance learning students will participate in their live interaction with teachers and peers in the afternoon. Teachers will prioritize English Learners, students with disabilities, students who have experienced learning loss, and students who are struggling to grasp grade-level content when scheduling in-person, enhanced supports for students in the afternoon. Instructional support staff and/or tutors will be deployed to support students receiving enhanced supports in the afternoon.

Fortunately, our instructional model was designed to seamlessly transition between in-person and virtual learning. Students, whether virtual or in-person, keep the same teacher(s) for the entire year. This, in and of itself, ensures equitable access to a curriculum of "substantially similar quality".

WPUSD continues to utilize i-Ready diagnostic assessments in both ELA and Math (grades K-8) to discover learning gaps that need to be addressed. The diagnostics are administered three times a year. In addition, teachers (K-12) utilize Illuminate and other curriculum-embedded assessments to frequently evaluate and monitor student progress.

All students will have access to school counselors, Wellness Together, and other mental health services.

Our only additional expenses in this area revolve around procuring the materials/supplies needed to meet health and safety guidelines. More expenses may be incurred once we actually transition to an in-person model. To date, a majority of our resources are being allocated to distance learning.

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Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Furniture to accommodate social distancing	36,607.46	No
Social Distancing Signage	884.02	No
Personal Protective Equipment (PPE)	46,971.64	No
Plexiglass dividers	15,603.82	No
Sanitizing stations (and accompanying supplies)	97,970.40	No
Employee thermometers	1,690.26	No
Development of "Roadmap to Reopening" health and safety protocols/procedures	NA	No
Support staff for enhanced services for at-risk students in the afternoon (salaries & benefits)	1,015,966.00	Yes
Sonday System for student interventions	19,772.00	Yes

Distance Learning Program

Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

Students who opt to participate in distance learning for the entire school year (even when schools are offering an in-person option) are enrolled in a program called InterCONNECT. In the InterCONNECT program, teachers will provide a flexible daily schedule and ample resources for students to engage in grade-level appropriate online learning activities aligned with the rigor of our district-adopted curriculum. Teachers will check-in virtually on a daily basis with students to support learning. Student engagement and live daily participation are required and attendance is verified through the completion of weekly engagement logs.

While Placer county was on the state watch list, the district implemented a 100% distance learning model with students' daily virtual schedules similar to their future in-person schedule. At the elementary level, daily live whole/small group interactions occur for a minimum of three hours daily. Elementary students are expected to login to Google Meet during their assigned times for live interactions. Daily instruction is a mix of synchronous (live with teacher) and asynchronous (independent) learning activities. All K-2 students received a plethora of hands-on manipulatives for home use (i.e. counters, linker cubes, base ten blocks, PlayDoh, etc.), to better recreate the activities they would experience in a typical classroom. At the secondary level, daily live whole/small group interactions follow each school's modified COVID bell schedule. Secondary students are expected to login to Google Meet or Schoology Conference each period. As with elementary, secondary students' daily instruction is a mix of synchronous (live with teacher) and asynchronous (independent) learning activities.

Across all grade levels, afternoons in the 100% distance learning model are set aside for students to receive enhanced supports from their teacher(s). Teachers will prioritize English Learners, students with disabilities, students who have experienced learning loss, and students who are struggling to grasp grade-level content when scheduling afternoon intervention support time.

Students, whether virtual or in-person, keep the same teacher(s) for the entire year. This, in and of itself, ensures equitable access to a curriculum of "substantially similar quality". Full access to specialized programs (i.e. - AP, CTE, GATE) continues regardless of instructional program.

Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

WPUSD has approximately 5,000 Chromebooks to distribute to families. As of the first day of school, WPUSD was able to accommodate 100% of students who requested a device to use at home. As we continue to move to 1:1, an additional order of 3,000 Chromebooks has been placed. This ensures WPUSD will be able to provide each student with a device to use both at home and at school going forward. The 3,000 Chromebooks are scheduled to arrive in early October.

A parent survey was distributed to determine which families need assistance with internet access. Family need was prioritized, using a variety of indicators. The highest priority families received either one of our 150 hotspots or some other type of internet connectivity (i.e. - data cards, cable service) to start the school year. Another 300 hotspots are on order from T-Mobile and Staples and will be distributed to remaining families as soon as they arrive.

Our bilingual parent liaisons helped our Spanish-speaking families, and families who experienced other challenges, complete the survey and to get access to appropriate technologies.

The District is looking into using school buses as internet hotspots in some of our communities and all families, although not ideal, can access the District internet at anytime from our school parking lots.

Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

ASSESSING PUPIL PROGRESS

District-wide, teachers will be held to meeting the district's "Expectations for Distance Learning," which includes providing students with frequent opportunities for self-assessment and reflection, and providing them with regular and timely formative feedback. Teachers will continue to follow the district's regular grading timelines and procedures (i.e. - progress reports, report cards). Our expectation is that all students make at least one year's worth of academic growth over the course of the school year. Any student whose growth falls below that mark will be provided with intervention supports. WPUSD utilizes PowerSchool, Illuminate, and EduClimber to help collect data on student progress.

MEASURING PARTICIPATION AND TIME VALUE

WPUSD has established a system to accurately track both daily live interaction and student participation via work completion; tracking work completion will include calculating the time value of learning activities to ensure students meet their daily instructional minute requirement. Teachers will mark students as "present" in PowerSchool when they attend their daily live interaction session(s). Work completion will be calculated in a weekly engagement log. The weekly engagement log, created by the teacher, will summarize the learning activities of the week and assign a time value to those assignments. Each student will then indicate on his/her/their individual log which activities were completed. Students' weekly engagement logs will then be certified by their teacher(s).

When students fall below the acceptable thresholds in either category (daily live interaction/student participation), school staff will identify the students, determine the barriers they face with regard to attendance or work completion, and implement tiered reengagement strategies based on each individual situation.

Distance Learning Professional Development

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

All teachers have been supplied with the following equipment: desktop computer, document camera, web camera, Chromebook, speaker, and microphone. Additionally, a variety of online distance learning tools were purchased for teachers (i.e. - NearPod, Screencastify, Pebble Go, EdPuzzle, Kami, ParentSquare) to enhance their online instruction and communications with students/parents. Additionally, extensive teacher professional development was provided prior to the start of the school year (July 27- Aug 3) for teachers to gain familiarity with this suite of new tools. The trainings were tailored for a variety of different skill levels, and teachers were able to choose the sessions that would benefit them most. Participation for each session exceeded 100 teachers.

To support teachers as they undertake distance learning, we have increased our Ed Tech Coordinator position from 0.5 FTE to 1.0 FTE. In addition to our Teachers On Special Assignment (TOSA) providing ongoing coaching and support for teachers, we also trained some teachers to serve as "experts" on particular platforms to provide additional assistance with online instruction. Lastly, we have hired an additional Tech 1 and Tech 2 for our Technology Department, which will increase our ability to resolve increased hardware and software issues and to address parent and student technology issues.

WPUSD has also upgraded its bandwidth and firewall to accommodate increased internet traffic.

Staff Roles and Responsibilities

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

Some of the new roles and responsibilities will be assumed by current staff to provide additional support. We have added 50% more time to our Educational Technology Coordinator to make them a 100% employee. She set up a three week training program for teachers at the end of July and early August to prepare them for online instruction. The training included the effective use of Google Classroom, Schoology and other programs that will enhance the experience for our students and help to improve engagement as well. She also has set up trainings and resources for parents to access so that they can support their students throughout the online learning process.

We are also hiring additional staff in our Technology Department. Two additional staff include a Tech 1 and Tech 2 Technology Support Technician to help with the increased need of technology devices for our students and staff during distance learning. They will help with set up and device prep so that students and staff can access their accounts and the district's network from home.

We also have given our District MTSS Coordinator additional duties to oversee student engagement and support schools that have students who are not logging in and participating in live interactions with the teacher. Her new role will include that of Student Engagement Coordinator. She, along with other district staff, has refined a process for what schools should do if students are not engaging and how it will be coordinated with the district office for additional support.

Some of our music and science teachers have been reassigned to cover self-contained K-5 classrooms where there were vacancies. The rest of the Music and Science teachers are pushing out lessons to the elementary schools throughout the district as opposed to previously

serving only 1-2 sites. Additionally, they will be providing substitute relief support for teachers throughout the district who need to take a sick day. Lastly, they will support with process for reengaging disengaged students.

Our TOSAs (Teacher On Special Assignment) have also shifted their roles in supporting classroom teachers by maintaining district wide grade and subject level shared files of distance learning materials so that all teachers have access to usable online resources and materials for their classes. They are also providing additional technology help for teachers who struggle with the use of certain online platforms and programs.

Roles/Responsibilities of our impacted classified employees are still being worked out. However, we have decided not to reduce any positions as we know we need all hands on deck to support students and families throughout the COVID pandemic. It is likely that classified staff may work out of their normal classification to support distance learning as a result of COVID (i.e. - site library techs providing PD/tech support to parents) and CSEA has been very supportive in allowing for such flexibility.

Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

WPUSD has purchased some additional online platforms to assist students with unique needs. Rosetta Stone is serving as a supplemental resource for Newcomers (ELs) and GATE students, and Sonday is serving as an instructional support for students with disabilities. We already had i-Ready for math and ELA, but will continue to rely on it heavily as a resource for distance learning.

The daily schedule allows for teachers, tutors, instructional aides, and paraprofessionals to facilitate small group interventions and individualized supports every afternoon. The schedule for secondary includes an advisory period as well, which allows each teacher to individually monitor and case manage a small group of students; these consistent interactions in advisory period ensure that struggling students are referred to appropriate services.

Actions related to the Distance Learning Program [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Software to support distance learning (i.e. - NearPod, Seesaw, EdPuzzle, Screencastify)	82,281.51.00	Yes
Student Chromebooks	980,945.75	Yes

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Description	Total Funds	Contributing
Teacher Chromebooks	123,937.13	No
Document Cameras	74,695.25	No
Web cameras	18,643.38	No
Technology Personnel to support distance learning	70,000.00	No
Improved firewall/internet services	38,301.88	No
Elementary manipulatives/disposable supplies for distance learning	9,455.01	Yes
Chromebook storage shelves	1,216.54	No
1.0 FTE Ed Tech Coordinator	139,756.00	No
Teacher professional development to support distance learning	300,000.00	Yes
Hotspots	97,400.00	Yes
formation and facilitation of Distance Learning Task Forces (elem/sec) to develop instructional schedules, review/edit "Teacher Expectations" documents, etc.	15,000.00	Yes

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Description	Total Funds	Contributing
formation of Distance Learning Planning Teams (by grade spans/courses) to identify essential standards, modify pacing guides, and develop curriculum, assessment and interventions plans	30,000.00	Yes

Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

At the K-8 level, WPUSD will administer the iReady diagnostic assessment in ELA and Math three times over the course of the year. iReady's diagnostic assessments identify skill gaps and then customize a series of learning activities to help students gain proficiency in those identified areas of growth. Kindergarten students will also participate in ESGI assessments administered by the teachers to give them clear information on current student knowledge and understanding of kindergarten concepts. High school students will take two or three district-wide ELA and Math formative assessments via Illuminate, in addition to more frequent curriculum-based assessments.

District-wide, teachers will be held to meeting the District's "Expectations for Distance Learning," which include guiding frequent student self-assessment and reflection, and providing regular and timely formative feedback. Teachers will also administer formative and summative assessments to provide ongoing feedback to inform students of their progress and to inform teachers on where students need additional support and what aspects of their learning will require re-teaching and intervention. Students in grades 3-8 and 11 will take the spring SBAC tests in ELA and Math, and English Learners will take the Summative ELPAC. Students marked "TBD" in the fall will also take the Initial ELPAC. Teachers will continue to follow the district's regular grading timelines and procedures (i.e. - progress reports, report cards).

During distance learning, struggling students will be provided enhanced supports from teachers through small group and/or 1:1 interactions and will be provided additional learning resources as applicable. Struggling students may also be assigned a District virtual tutor or community volunteer to further support their learning needs.

During in-person learning, struggling students will be provided opportunities for extended learning in the afternoon once in-person learning has commenced. Extended learning my include 1:1 support from a District tutor or community volunteer.

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Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

WPUSD understands the impact that learning loss can have on students, and we understand that learning loss might be greater for some students compared to others. We are committed to accelerating learning for students who have experienced the greatest learning loss regardless of whether we are following a full distance or modified in-person learning model and will adjust accordingly for either circumstance. To that end, we have adopted the following programs/strategies:

Our students with disabilities have a wide array of support options available to them above and beyond the general instructional program. They have access to Sonday, an online program that uses effective multisensory instruction to identify areas of growth, intervene, and help them catch up with their peers. Weekly, students with disabilities either receive a designated amount of small group or individual instruction with a teacher to focus on individualized academic goals (elementary), or they have Curriculum Support classes, which allow them regular opportunities to receive instructional support for their core classes (secondary). Our students with more significant cognitive challenges have a team of professionals working to help them meet individualized learning goals; those goals are based on individual need and focus on improving upon the students' present levels of educational performance. WPUSD is hopeful that county health guidance will soon allow us to provide extended in-person options for our students with disabilities as well.

Our English Learners have access to tutors for structured support, and to Rosetta Stone (newcomers) as a supplemental resource. At the secondary level, English Learners are placed in Designated ELD classes as a way to accelerate their language acquisition. At the high school level, English Learners are also placed in English classes with co-teachers (non-Special Ed), to insure they receive additional support in grade-level appropriate classes.

Our afterschool program (ASES/CARE) provides daycare and support with facilitating distance learning and providing tutoring help. Foster youth/homeless students, and low-income/English Learner students are prioritized for this program.

Our AVID program, which disproportionately enrolls low-income students, foster/homeless youth, and English Learners, continues to accelerate its participants' learning and open increased opportunities for students upon graduation. In preparation for a school year fraught with potential shifts between distance learning and in-person learning, our secondary schools adopted advisory periods. In an advisory model, every teacher case manages a small group of students; each teacher ensures the students on his/her/their caseload are being successful in their core academic classes. Teachers then intervene to find help and support for students who are struggling.

Our district partners with a local community of retiree volunteers to provide tutors for struggling students. These retirees participate by working with small groups or individual students. There is a process being developed for the volunteers to now work with students online during distance learning and support them as directed by the classroom teacher.

504 program students will be supported by their general education teacher(s). Consultation in the delivery of accommodations that are needed to support each student's access to instruction through remote learning will be provided to parents, as needed, by teachers and

school counselors. Students who receive 504 related services will receive services in accordance with their individualized learning plan, developed in collaboration with the parent/guardian of the child.

Learning loss for Students in our GATE and Honors Academies are being addressed by the classroom teachers. Identified GATE students who choose to, participate in an elementary GATE Academy located at one of our elementary schools where teachers provide instruction specific to the needs of High Achieving students. Similarly we have an Honors Academy at a middle school with the same population of students. GATE or high achieving students who are in a general education classroom will have their work differentiated by the classroom teacher.

Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

The effectiveness of our services and supports will be measured with student achievement data. We will administer a variety of diagnostic and benchmark assessments in ELA and Math over the course of the school year (i.e. - iReady, Illuminate), as well as curriculum-based assessments. Furthermore, most students will participate in state testing, the results of which will also be used to determine academic progress and proficiency.

Teachers and support staff will utilize weekly collaboration (PLC) time to analyze diagnostic and benchmark assessment data. Additionally, they will regularly monitor student progress via other informal, formative assessments. Teachers and support staff will use the results of all assessments, both formal and informal, to adjust instruction and provide appropriate tiered interventions for struggling students.

Even in distance learning, principals continually conduct informal and formal classroom observations. This allows them to observe, real-time, the services and supports in place for students. Principals can consistently provide constructive feedback to teachers related to instructional programs and the use of research-based instructional strategies. They can also serve as a support for teachers in procuring additional supports/service (i.e., District tutors, etc.) for students to access.

Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
ASES (CARE) Program	439,395.10	Yes
1.0 FTE EL TOSA	90,738.00	Yes

Description	Total Funds	Contributing
Designated ELD sections at secondary schools	243,309.00	Yes
Homeless Youth Coordinator	33,665.00	Yes
Homeless Youth Secretary	7,985.00	Yes
i-Ready (K-8)	189,436.00	Yes
Illuminate Assessment System	45,904.00	Yes
Site-allocated Supplemental Funding for Learning Loss Mitigation	661,594.00	Yes

Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

Mental health and social emotional well-being have been main tenets of our district's LCAP for the last 6 years. We are a district committed to Youth Development and PBIS; prior to COVID-19, roughly 30% of WPUSD staff participated in a four-day Youth Development Institute and 15 staff were further trained as trainers of youth development. The youth development framework identifies five supports and opportunities that youth need to become healthy, productive adults. They are safety, relationships, youth participation, community involvement, and skill building. Schools have worked diligently over the last 6 years to improve safety and relationships with and for students. PBIS has been implemented at more than half of our school sites and staff continue to receive training and support from our Mental Health Specialist, whom we hired as part of LCAP to support PBIS and students' mental health. In 2018-2019, we added the services of Wellness Together, a mental health services provider, to increase the amount of students eligible to receive mental health supports. In 2019-2020, we provided voluntary

professional development for teachers on trauma-informed teaching, social-emotional learning, and mindfulness. All of these programs and services are presently in place and are accessible both in-person and in distance learning; adjusted accordingly for both. Additionally, our district psychologists have shifted their focus to working with students in need of additional support during COVID-19. Lastly, our teachers have been encouraged to embed community-building activities into the first few weeks of online instruction. We know that relationships and emotional safety are paramount to students being successful in school, and we are deeply committed to that.

WPUSD has an Employee Assistance Program (EAP) for all staff. This program provides free access to professional counselors and other services which can help staff members and eligible family members resolve a broad range of personal problems affecting emotional health, family life and work life. We employ a part-time "Wellness Coordinator," who sponsors district-wide wellness activities for staff and encourages improved well-being and healthy lifestyle choices. WPUSD has also provided some professional development modules for staff focused on mindfulness and work/life balance.

Site administrators will regularly be participating in teacher's video meetings with students to monitor and track the well-being of students and staff and will help determine if staff are displaying signs of struggle during the school closures. Additionally, when students are not engaging in the learning activities due to mental/emotional health, site administration and other support staff will work with parents and students to help them engage, or connect them with services that can provide the needed support.

Pupil Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.]

School schedules for distance learning include dedicated time for teachers and support staff to conduct student outreach and support. Elementary teachers do a student "check in" twice a day. Secondary schools have provided an advisory teacher to focus on tracking a small group of students for engagement and progress. In addition, case managers, designated classified staff, parent/school/community liaisons (bilingual), school counselors, and administrators will track student engagement and provide tiered interventions for students who have missed more than 60% of live interaction within a week and/or fail to complete more than 50% of work (our measure for student participation).

When students are not engaging in school, a tiered process has been developed to help them reengage in the learning activities. These tiers include teachers first making multiple attempts to contact parents and students. Then, school site administrators and other staff will take progressive action to reengage students. if students continue to not engage they will be referred to the Student Attendance and Review

Board (SARB). A system for tracking and monitoring students' weekly engagement has been developed to ensure staff are able to easily identify disengaged students and to work to reengage them in a timely manner.

Outreach and interventions will include, but not be limited to: emails, phone calls, letters home, home visits, wellness checks, additional supports/resources to ensure student access to and success in completing expected learning activities, collaborating with community-based agencies, and referral to the SARB.

We employ 3 parent/school/community liaisons to provide support for Spanish speaking parents and students. They will support teachers and administrators in the re-engagement process for those families by communicating with Spanish speaking parents of students who are not engaging. In addition to Spanish, we have purchased ParentSquare, which translates (in 30 different languages) all communications to parents in their preferred correspondence language.

School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

The WPUSD Food Service Department continues to serve our students during the 20/21 school year both with our 100% Distance Learning Program, InterCONNECT, and have a plan in place for when students return to in-person learning.

For 100% distance learning we offer weekly meal bags to students that contain a nutritious breakfast and lunch for each of the days school is in session that week. The meal bags are made up of kid-friendly options including shelf stable items, menu selections they can heat at home and a variety of fresh fruit and vegetables. We bag our selections on Tuesdays and distribute them on Wednesdays during a mid-day pick up. We offer parents a variety of alternate times to pick-up meal bags if they cannot make the mid-day pick up.

The WPUSD Food Service Department plans to offer daily nutritious meal bags once students return to campus. At the time of picking up their lunch bag, students will also be able to pick up a breakfast bag for the following day if they so choose. We will continue to offer families that are enrolled in InterCONNECT the option of picking up meal bags weekly.

Food distributions are communicated two times a week in the Superintendent's Family Update and also on the District's social media platforms.

The Food Service Department is thankful to be able to continue to serve our students in a way that secures our health but also theirs during this time.

Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
Pupil Engagement and Outreach	0.40 FTE MTSS Coordinator	32,542.00	Yes
Mental Health and Social and Emotional Well-Being	Wellness Together	158,079.00	Yes
Mental Health and Social and Emotional Well-Being	1.0 FTE Mental Health Specialist	144,340.00	Yes
Pupil Engagement and Outreach	3.0 FTE Parent/School/Community Liaisons	164,894.00	Yes
Pupil Engagement and Outreach	Software to enhance parent communication during distance learning (Parent Square)	34,450.00	Yes
Mental Health and Social and Emotional Well-Being	Staff Wellness Coordinator	2,500.00	No
Mental Health and Social and Emotional Well-Being	Employee Assistance Program (EAP)	12,687.00	No

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students
32.94%	3,947,381

Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

WPUSD prioritizes its LCFF Supplemental funds and its federal title funds to further enhance programs and activities at our highest-need schools and for our highest-need students. We ensure that those funds are utilized to support district and site initiatives that best meet the needs of our unduplicated pupils.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

The following actions are provided on an LEA-wide basis but are specifically designed to meet the needs of our unduplicated student populations:

- Foster youth, English Learners, and low-income students have a significantly higher probability of need for both Chromebooks and internet connectivity. Supplying students with Chromebooks and internet service ensure that all students have equitable access to distance learning.
- The purchase of hands-on manipulatives for home use, like base 10 blocks, linker cubes, and whiteboards, will disproportionately help our low-income families.
- Our afterschool program (ASES/CARE) provides daycare and support with facilitating distance learning and providing tutoring help. Foster youth/homeless students, and low-income/English Learner students are prioritized for this program.
- Tutors, community volunteers, instructional aides and/or other support staff provide additional support for struggling students.
- Our Parent/School/Community liaisons (bilingual) help parents communicate more effectively with schools and also serve as a bridge to available community services; they are utilized most by our Spanish-speaking families.

Other services for WPUSD's unduplicated pupils were increased or improved in the following ways:

- Homeless Youth Coordinator and Homeless Youth secretary positions support both homeless and foster youth, ensuring they receive the services and supports needed to succeed in school.

- ELD Tutors, community volunteers and/or other support staff are monitoring English Learners' academic progress and are providing additional support with language acquisition where necessary. At the high school level, English Learners are also placed in English classes with co-teachers (non-Special Ed), to insure they receive additional support in grade-level appropriate classes.
- English Learner Teacher on Special Assignment (TOSA) provides professional development, case manages struggling students, and assists with district-wide ELPAC test preparation.
- Professional development modules were offered to teachers prior to the start of the 2020-21 school year that specifically addressed Designated and Integrated ELD and included instructional strategies that would help support English Learners.

INFORMATION

DISCUSSION

ACTION

ITEMS

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:
2020-2021 Start of School & Educational Program Options during COVID-19 Mitigation

AGENDA ITEM AREA:
Informaiton/Discussion

REQUESTED BY:
Scott Leaman, Superintendent
Kerry Callahan, Deputy Superintendent

ENCLOSURES:
No

DEPARTMENT:
Superintendent/Educational Services

FINANCIAL INPUT/SOURCE:
NA

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
No

BACKGROUND:

An update on the status of school opening will be delivered to the Board of Trustees.

RECOMMENDATION:
Administration recommends the Board discuss program options and plans for starting the school year.

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:
Consider Approval of Memorandum of Understanding (MOU) Between Western Placer Unified (WPUSD) and the California School Employees' Association (CSEA): Chapter #741

AGENDA ITEM AREA:
Discussion/Action

REQUESTED BY:
Gabe Simon, Ed.D.
Assistant Superintendent of Personnel Services

G5

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
No

BACKGROUND:

This MOU is related to the impact and effects of working throughout the COVID-19 pandemic and was written through collaborative negotiations between the CSEA local chapter and the District. The agreement outlines important information including leaves and safety.

RECOMMENDATION:

Administration recommends the Board of Trustees approve the MOU between WPUSD and CSEA Chapter #741 as submitted.

MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS
WESTERN PLACER CHAPTER #741 AND
THE WESTERN PLACER UNIFIED SCHOOL DISTRICT
REGARDING RETURN IMPACTS AND EFFECTS ON THE CSEA BARGAINING UNIT

This memorandum is agreed upon between Western Placer Unified School District ("District") and the California School Employees Association and its Western Placer Chapter #741 (together "CSEA") concerning the impacts and effects of resumed District operations under post COVID-19 conditions.

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

The District will keep CSEA informed of any changes to its operations due to the emergency adoption of distance education. The District will work with CSEA during distance learning to keep as many employees as possible employed based on District needs.

The District shall follow CDC, CDE, CDPH and local health authority regulations and recommendations for school reopening and shut downs. In the interest of student, staff and community safety, where conflict in recommendation occurs, the County Public Health Department regulation will be followed to the best of our abilities taking our local environments into consideration.

The District shall notify CSEA of any new guidelines from OSHA, Cal/OSHA, or local health authorities and shall negotiate the effects of implementing those guidelines. The District shall provide ongoing health and safety training as health authority regulations and guidance changes.

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

1. **Shut Down:** (If employees are not allowed to report to work sites and school operations cease due to a public health order)
   - Employees reporting to work: The District shall timely inform CSEA about which classifications of employees, and how many, are required to report for work during COVID-19 related shut down. The District shall keep CSEA informed of its current and planned operational needs as they affect bargaining-unit employees working during the pandemic and shall upon request bargain further about the effects of such operations.

2. **Safety:**
   - The District shall provide sufficient protective equipment to comply with CDPH guidance for students and staff appropriate for each classification or duty, relevant to Cal/OSHA requirements.

   - Bargaining unit members shall not be required to bring their own PPE, and no bargaining unit member shall be disciplined or evaluated negatively for not bringing their own PPE.

   - If the District fails to provide sufficient PPE for the day, individuals without PPE will be provided with alternative safe duties to perform within his/her job description. If alternative safe duties are not available, individuals will be sent home for the day. Bargaining unit members sent home due to lack of PPE will receive their full daily rate of pay.

   - The District agrees to follow Article XII as it pertains to reporting unsafe conditions. This includes complying with all health, safety, sanitation requirements imposed by State and Federal authority, unit members alerting the District to unsafe practices or conditions, and the District taking appropriate actions to correct any unsafe conditions.

3. **Screening:**
   - Staff will take a Health Screening questionnaire prior to coming into work each day and will not report to work if health screening criteria is not met. The member will inform their supervisor immediately.

   - If a unit member has been identified as coming in contact with someone who has tested positive for COVID-19 or is awaiting testing results, he/she will inform the District prior to reporting to work until he/she receives updated protocol recommendations from the District.

4. **Testing and Tracing:**
   - The District shall provide documented plans for testing and contact tracing as they become available to the District for when any on-site person(s) have tested positive for COVID-19.

   - The District shall notify bargaining unit members who have been in contact with COVID-19 at work.

   - With the consent of the unit member, the District shall notify CSEA of any employee's contact with COVID-19. If consent is not given, the District will notify CSEA of any employee's contact with COVID-19 at work (if known), or any

employee testing positive, stating location and classification only.

- The District shall reimburse unit members for COVID-19 testing requested by the District at no expense to bargaining unit members where exposure/potential exposure has occurred in the workplace.

- Unit members agree to cooperate with the District in any necessary public health actions, such as contact tracing of infected individuals.

5. **Leave:**
   - The District agrees to comply with HR 6201.

   - No employee will have accrued leave deducted for up to 80 hours at appropriate pay plus any additional time allowed by HR6201 to comply with a medical professional's recommendations related to COVID as required by HR 6201.

   - The District retains the right to have a second opinion from a doctor of their choosing, at no cost to the unit member, before approving a unit member to self-quarantine.

   - When an employee is not permitted to work due to health screening criteria (e.g., high temperature or positive report of key symptom), the employee will remain in paid status until permitted to return to work for up to 80 hours; leave shall not be subtracted from their existing leave banks for up to 80 hours.

   - Employees may take paid leave (not deducted from existing leave banks) to care for a household member diagnosed with COVID-19 for up to 80 hours

   - If an employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19, he or she is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period. Employees taking leave for this reason shall be **paid at 2/3** ~~unpaid~~ for the first two weeks unless supplemented by other leaves and then paid at 2/3 their regular rate up to $200 per day and $12,000 in the aggregate.

   - The District reserves the right to review all workers' compensation claims and will follow all laws and regulations regarding worker's compensation claims related to COVID-19.

   - The District and CSEA agree that the provisions of HR 6201 will be followed if not covered by the above leaves.

6. **Accommodation:**
   - The District explicitly acknowledges that the interactive process may be required to make work safe for employees with disabilities that heighten the risk of severe outcomes with COVID-19.

- The District agrees to maintain procedures for keeping confidential employee communications about non-COVID health conditions.

- The District agrees to initiate the interactive process when applicable for disabled employees whose physician designates them as "high risk" or "vulnerable" as related to exposure to COVID-19.

- The District shall consider and evaluate reasonable accommodation(s) for employees particularly vulnerable to COVID-19 due to a medical condition, including but not limited to:

  - Providing additional or enhanced personal protective equipment (PPE) within reason
  - Placing physical barriers to separate the vulnerable employee from coworkers or the public if the space between co-workers and the public is less than 6 feet;
  - Reducing, or substituting less critical, non-essential job functions that create more risk of exposure;
  - Moving the employee workstations if the space between co-workers and the public is less than 6 feet.

7. **Return Personnel:**
   - The District and CSEA agree that when unit members are working from home due to other circumstances related to COVID-19, the unit member will be given notice at least 48 hours in advance before being required to go back to work onsite. This is to be able to take care of possible issues with childcare or other matters before returning to a site for work, unless it was agreed that the work from home was for a designated amount of time ahead of time.

8. **Work Hours:**
   - The District agrees to follow Article III: Terms and Conditions of Employment.

   - There will be no changes to a unit member's working hours without being negotiated with CSEA unless mutually agreed upon between the employee and the District as per Article III B(2). CSEA realizes with the current situation that working hours may need to be changed to accommodate different scenarios of how our schools will be open, but any changes must be negotiated unless mutually agreed upon between the employee and the District.

   - Due to the current pandemic, CSEA will waive the current requirement that non 12 month members receive extra pay (or comp time) when they are required to come into work during an emergency shut down during their regular work hours. If required to report to work, non 12 month employees will only receive their regular amount of pay with no additional pay. Any work done outside of their normal work hours will be

paid at their regular hourly rate and overtime will be paid if working overtime. This will be in effect for the 2020-2021 school year through June 30, 2021.

- In the event any District operations are curtailed due to the coronavirus pandemic, CSEA bargaining unit employees will not suffer a loss of pay or benefits relative to their regular schedules for the period of curtailment. Thus, for example, the District will continue to pay bargaining unit employees even if they are unable to work due to coronavirus related reductions in use of District facilities.

- If bargaining unit members are required to work from home, the District will provide employees with equipment necessary (if needed) to perform their duties as determined by their supervisor while working at home. Both parties agree that internet connectivity issues may not be able to be solved due the location of a unit member's residence. Equipment provided by the District must be returned in a reasonable amount of time.

- During COVID-19, employees who are not working (or who are working from home while in a paid status), will be required to be available during their normal working hours. If called, or e-mailed, they are required to respond the same day. If a unit member is contacted during the last hour of his/her work day, the unit member may respond the following day.

- The District will abide by Article III F(1). in regards to call-back and call-in time.

9. **Duties:**
   - The District and CSEA acknowledge that California Education Code §45101(a) and §88001(a) requires that all classified positions have set duties. However, due to the current unforeseen and unprecedented nature for the current conditions CSEA and the District recognize that some CSEA bargaining unit positions may be asked to perform duties not currently contained within their current job description. Employees will only be requested to perform out of class duties that are related to COVID-19. If out of class duties are performed, CSEA will be contacted to review these duties within 48 hours. These duties would be found in other CSEA job descriptions and will have similar physical demands as a unit member's current classification. If the out of class duties are performed more for more than 5 consecutive days, the District will contact CSEA to negotiate the continuance of this out of class work.

   - While performing out of class work **for up to 5 days within a 15 day period,** employees will receive the same rate of pay for the 2020-2021 school year as their current classification. Any work actually substituting for another member in a higher classification will be paid the appropriate rate of pay as per contract.

   - The District and CSEA agree this is a temporary solution to a current need and shall not be considered a waiver of CSEA's rights to negotiate the transfer of duties as required by law. This also shall not be considered precedent setting for either party. All temporary transfer of duties shall be negotiated.

10. Information and Further Negotiation:

- The District will negotiate changes and effects on terms and conditions of employment, including occupational health and safety.

11. Compliance with further governmental orders:

- The parties recognize that the COVID-19 pandemic is evolving and so is governmental response. The parties will comply with further state or federal legislation or orders as they affect the terms and conditions of employment of bargaining unit employees and will bargain as needed over the effects of such further directives.

12. Duration of Agreement:

- This agreement shall remain in effect through June 30, 2021, but will be open to modification(s) as necessary due to changing conditions of the pandemic.

13. Grievance Procedure:

- Disagreements arising from the enforcement of this agreement shall be referred to the grievance procedure outlined in the parties' collective bargaining agreement insofar as that procedure provides for final and binding arbitration by a neutral arbitrator.

For CSEA:

President, Chapter #741 — Date: 8-10-20

Moe Kang

Labor Relations Representative — Date: 8/10/2020

For District:

Authorized representative — Date: 8/10/20

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

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

SUBJECT:
Adoption of Revised/New Exhibits/Policies/Regulations

AGENDA ITEM AREA:
Action

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 1, 2020

ROLL CALL REQUIRED:
No

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

- BP/AR/E(1)/E(2) 1312.3 – Uniform Compliant Procedures
- AR/E(3)/E(4) 1312.4/20.41 – Williams Complaint Procedures
- BP/AR 1340 – Access to District Records

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

wp/rk/factform

CSBA POLICY GUIDE SHEET
May 2020
Page 1 of 1

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

Board Policy 1312.3 - Uniform Complaint Procedures

Policy updated to add medical condition as a characteristic that is protected from discrimination, reflect **NEW LAW (SB 75, 2019)** which extends the use of uniform complaint procedures (UCP) to complaints alleging noncompliance with the physical education instructional minutes requirement for grades 7-12, and add an item indicating the use of the UCP for complaints regarding health and safety in a license-exempt California State Preschool Program (CSPP) consistent with CDE's Federal Program Monitoring Instrument.

Administrative Regulation 1312.3 - Uniform Complaint Procedures

Regulation updated to reflect **NEW LAW (SB 75, 2019)** which extends the use of UCP to complaints alleging noncompliance with the physical education instructional minutes requirement for grades 7-12, and to add a section reflecting requirements for complaints alleging noncompliance with health and safety standards for CSPP programs, formerly in AR 1312.4 - Williams Uniform Complaint Procedures.

Exhibit (1) 1312.3 - Uniform Complaint Procedures

New exhibit presents a sample notice, formerly in E(3) 1312.4 - Williams Uniform Complaint Procedures, regarding health and safety standards in license-exempt CSPP programs and available complaint procedures.

Exhibit (2) 1312.3 - Uniform Complaint Procedures

New exhibit presents a sample complaint form, formerly in E(4) 1312.4 - Williams Uniform Complaint Procedures, for complaints alleging that a license-exempt CSPP program does not comply with health and safety standards.

Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures

Regulation updated to delete material related to complaints regarding noncompliance with health and safety requirements in a license-exempt CSPP program as such complaints have been moved to BP/AR 1312.3 - Uniform Complaint Procedures, consistent with CDE's Federal Program Monitoring instrument.

Exhibit (3) 1312.3 - Williams Uniform Complaint Procedures

Exhibit presenting example of classroom notice for CSPP health and safety complaints moved to E(1) 1312.3 - Uniform Complaint Procedures, consistent with CDE's Federal Program Monitoring instrument.

Exhibit (4) 1312.3 - Williams Uniform Complaint Procedures

Exhibit presenting a sample complaint form for CSPP health and safety complaints moved to E(2) 1312.3 - Uniform Complaint Procedures, consistent with CDE's Federal Program Monitoring instrument.

Board Policy 1340 - Access to District Records

Policy updated to reflect **NEW LAW (AB 1819, 2019)** which allows members of the public to use their own equipment on district premises, free of charge, to photograph, copy, or reproduce a disclosable district record, provided that the equipment does not make physical contact with the record.

Administrative Regulation 1340 - Access to District Records

Regulation updates the list of confidential public records to include the prohibition against releasing an employee's personal email address, upon request from the employee. Regulation also reflects **NEW LAW (AB 1819, 2019)** which allows members of the public to use their own equipment, free of charge, to photograph, copy, or reproduce a disclosable district record on district premises, provided that the means of copying or reproducing the record does not require the equipment to make physical contact with the record, does not damage the record, and does not result in unauthorized access to the district's computer systems or secured networks.

UNIFORM COMPLAINT PROCEDURES

The Board of Trustees recognize that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs; After School Education and Safety programs; agricultural career technical education, ~~American Indian education centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career technical, and technical training programs;~~ federal career technical education; child care and development programs; child nutrition programs, compensatory education, consolidated categorical aide programs, ~~Economic Impact Aid;~~ the federal Every Student Succeeds Act; migrant education, Regional Occupational Centers and Programs; school safety plans; ~~special education programs;~~ California State Preschool Programs; ~~Tobacco Use Prevention Education programs;~~ and any other district-implemented state categorical program that any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
~~(cf. 5131.62 - Tobacco)~~
(cf. 5148 - Child Care and Development)
(cf. 5148.2 – Before/After School Programs)
(cf. 5148.3 – Preschool/Early Childhood Education)
~~(cf. 6159 - Individualized Education Program)~~
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as

UNIFORM COMPLAINT PROCEDURES (continued)

discriminatory harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, or parental status, physical or mental disability, **medical condition,** sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610).

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 – Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)

5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 – Budget)

UNIFORM COMPLAINT PROCEDURES (continued)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

(cf. 0420 - School Plans/Site Councils)

8. Any complaint, by or on behalf of any student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

9. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, a former juvenile court school student, or a child of a military family as defined in Education Code 49701 who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.2 – Education of Children of Military Families)
(cf. 6173.3 – Education for Juvenile Court School Students)

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)

11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 6152 - Class Assignment)

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement ~~for students in elementary school~~ (Education Code 51210, **51222,** 51223)

(cf. 6142.7 - Physical Education and Activity)

13. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations (Education Code 8235.5; Health and Safety Code 1596.7925)

~~13.~~**14.** Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

~~14.~~**15.** Any other complaint as specified in ~~a~~ district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process ~~to reach a resolution to the~~ **for resolving a** complaint **in a manner** that is agreeable to all parties. **An** ADR **process** such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant and/or the subject of the complaint if different from the complainant, confidential when appropriate as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

UNIFORM COMPLAINT PROCEDURES (continued)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

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

The Superintendent or designee shall maintain records of each complaints and **subsequent related actions, including steps taken during** the investigations ~~of those complaints in accordance with applicable state law and district policy~~ **and all information required for compliance with 5 CCR 4631 and 4633.**

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

(cf. 5141.4 – Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging fraud shall be referred to the Legal. Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

UNIFORM COMPLAINT PROCEDURES (continued)

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments~~, or health and safety violations in any license exempt California State Preschool Program~~ shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedures
~~33380-33384 California Indian Education Centers~~
35186 Williams uniform complaint procedures
~~44500-44508 California Peer Assistance and Review Program for Teachers~~
46015 Parental leave for students
48853-48853.5 Foster youth
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records, especially:
49069.5 Records of foster youth
49490-49590 Child nutrition programs
49701 Interstate Compact on Educational Opportunity for Military Children
51210 Courses of study grades 1-6
51222 Physical education, secondary schools
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth and homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements
51226-51226.1 Career technical education
51228.1-51228.3 Course periods without educational content

Legal Reference continued: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference: (continued)

EDUCATION CODE (continued)
52060-52077 Local control and accountability plan, especially
52075 Complaint for lack of compliance with local control and accountability plan requirements
~~*52160-52178 Bilingual education programs*~~
52300-52490 Career technical education
52500-52616.24 Adult schools
~~*54000-54029 Economic Impact Aid*~~
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
~~*56000-56867 Special education programs*~~
59000-59300 Special schools and centers
64000-64001 Consolidated application process; school plan for student achievement
65000-65001 School site councils
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
HEALTH AND SAFETY CODE
1596.792 California Child Day Care Act; general provisions and definitions
1596.7925 California Child Day Care Act; health and safety regulations
~~*104420 Tobacco-Use Prevention Education*~~
PENAL CODE
422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 2
11023 Harassment and discrimination prevention and correction
CODE OF REGULATIONS, TITLE 5
~~*3080 Application of uniform complaint procedures to complaints regarding students with disabilities*~~
4600-4687 Uniform complaint procedures
4680-4687 Williams uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6576 Title I Improving the Academic Achievement of the Disadvantaged
6801-7014 Title III language instruction for limited English proficient and immigrant students
UNITED STATES CODE, TITLE 29
794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
12101-12213 Title II equal opportunity for individuals with disabilities
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy Act
100.3 Prohibition of discrimination on basis of race, color or national origin

Legal Reference: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference: (continued)

CODE OF FEDERAL REGULATIONS, TITLE 34 (continued)
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Uniform Complaint Procedure 2020-21 Program Instrument
Sample UCP Board Policies and Procedures
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter, September 22, 2017
Dear Colleague Letter: Title IX Coordinators, April 2015
Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
Dear Colleague Letter: Harassment and Bullying, October 2010
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Family Policy Compliance Office: https://www2.ed.gov/policy/gen/guid/fpco
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/ocr
U.S. Department of Justice: http://www.justice.gov

UNIFORM COMPLAINT PROCEDURES

Except as the Board of Trustees may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4031 - Complaints Concerning Discrimination in Employment)

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 – Nondiscrimination/Harassment responsible for handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Assistant Superintendent of Personnel Services
Western Placer Unified School District
600 Sixth Street, Suite 400, Lincoln, CA 95648
916-645-5293
Email: gsimon@wpusd.~~k12~~.org

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

UNIFORM COMPLAINT PROCEDURES (continued)

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures (UCP) to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties (5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

The notice shall **include**:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

UNIFORM COMPLAINT PROCEDURES (continued)

2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3260 - Fees and Charges)

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred

5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)
(cf. 6175 - Migrant Education Program)

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints

7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision

9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable

10. A statement that copies of the district's UCP are available free of charge

UNIFORM COMPLAINT PROCEDURES (continued)

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaint

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to the UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

UNIFORM COMPLAINT PROCEDURES (continued)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a persons who alleges that they have personally suffered unlawful discrimination or who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the compliant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. Meditation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation, unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at anytime.

The use of mediation process does not resolve the problem within the parameters of the law, the compliance officer shall proceed with an investigation of the complaint.

UNIFORM COMPLAINT PROCEDURES (continued)

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or complaint's representative with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation, The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation, or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents, or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

UNIFORM COMPLAINT PROCEDURES (continued)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Final Decision

OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's final written decision at the same time it is provided to the complainant.

~~**OPTION 2:**~~

~~Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.~~

~~The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.~~

(cf. 9321 - Closed Session ~~Purposes and Agendas~~)
~~(cf. 9321.1 - Closed Session Actions and Reports)~~

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

UNIFORM COMPLAINT PROCEDURES (continued)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

For all complaints, the district's final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:

   a. Statements made by any witnesses

   b. The relative credibility of the individuals involved

   c. How the complaining individual reacted to the incident

   d. Any documentary or other evidence relating to the alleged conduct

   e. Past instances of similar conduct by any alleged offenders

   f. Past false allegations made by the complainant

2. The conclusion(s) of law

3. Disposition of the complaint

4. Rationale for such disposition

   For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

   The determination of whether a hostile environment exists may involve consideration of the following:

   a. The manner in which the misconduct affected one or more students' education

   b. The type, frequency, and duration of the misconduct

UNIFORM COMPLAINT PROCEDURES (continued)

c. The relationship between the alleged victim(s) and offender(s)

d. The number of persons engaged in the conduct and at whom the conduct was directed

e. The size of the school, location of the incidents, and context in which they occurred

f. Other incidents at the school involving different individuals

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

   For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

   a. The corrective actions imposed on the respondent

   b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.

   c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that

UNIFORM COMPLAINT PROCEDURES (continued)

language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

(cf. 5137 – Positive School Climate)

For complaints involving retaliation, unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but not limited to, the following:

1. Counseling

(cf. 6164.2 – Guidance/Counseling Services)

2. Academic support

3. Health services

4. Assignment of an escort to allow the victim to move safely about campus

UNIFORM COMPLAINT PROCEDURES (continued)

5. Information regarding available resources and how to report similar incidents or retaliation

6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

7. Restorative justice

8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints involving retaliation, unlawful discrimination (such as discriminatory harassment, intimidation or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law

2. Parent/guardian conference

3. Education regarding the impact of the conduct on others

4. Positive behavior support

5. Referral to a student success team

(cf. 6164.5 – Student Success Teams)

6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law

(cf. 6145 – Extracurricular and Cocurricular Activities)

7. Disciplinary action, such as suspension or expulsion, as permitted by law

(cf. 5144 – Discipline)
(cf. 5144.1 – Suspension and Expulsion/Due Process

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to the including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of

UNIFORM COMPLAINT PROCEDURES (continued)

behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes ~~for students in elementary schools~~, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, **51222,** 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing to the CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with the CDE.

Upon notification by the CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint

2. A copy of the written decision

UNIFORM COMPLAINT PROCEDURES (continued)

3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision

4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator

5. A report of any action taken to resolve the complaint

6. A copy of the district's uniform complaint procedures

7. Other relevant information requested by the CDE

Health and Safety Complaints in California State Preschool Program

In each license-exempt CSPP classroom, a notice shall be posted notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. (Education Code 8235.5)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint and shall contain a space to indicate whether the complainant desires a response to the complaint. If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. (Education Code 8235.5)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8235.5)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the preschool administrator makes this report,

UNIFORM COMPLAINT PROCEDURES (continued)

the information shall be reported at the same time to the Superintendent or designee. If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled meeting. (Education Code 8235.5)

A complainant may file a written appeal of the district's decision to CDE in accordance with 5 CCR 4632. (Education Code 8235.5)

Any such appeal shall be filed within 30 days of receiving the decision.

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools.

UNIFORM COMPLAINT PROCEDURES

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair

2. Drinking water that is accessible and readily available throughout the day

3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children

4. Restroom facilities that are available only for preschoolers and kindergartners

5. Visual supervision of children at all times

6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time

7. Playground equipment that is safe, in good repair, and age appropriate

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: http://www.cde.ca.gov/re/cp/uc. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

NEW EXHIBIT

UNIFORM COMPLAINT PROCEDURES

PRESCHOOL COMPLAINT FORM: UNIFORM COMPLAINT PROCEDURES

Education Code 8235.5 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ❑ Yes ❑ No

Contact information: (if response is requested)
Name: _____
Address: _____
Phone number: Day: _____ Evening: _____
E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:
School name/address: _____
Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

❑ The preschool does not have outdoor shade that is safe and in good repair.

❑ Drinking water is not accessible and/or readily available throughout the day.

❑ The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

❑ Restroom facilities are not available only for preschoolers and kindergartners.

❑ The preschool program does not provide visual supervision of children at all times.

❑ Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.

NEW EXHIBIT

UNIFORM COMPLAINT PROCEDURES (continued)

☐ Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

Please file this complaint at the following location:

Catherine M. Goins, Assistant Superintendent, Early Childhood Education
~~(preschool administrator or designee)~~
Placer County Office of Education
360 Nevada St.
Auburn, CA 95603-3720
~~(address)~~

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature) (Date)

NEW EXHIBIT

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)

   a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

   b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

   c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

   d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

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

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)

   a. A semester begins and a teacher vacancy exists.

   b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

   c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

   Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

   a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

      Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

   b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

      Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

      Open restroom means the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

not apply when the temporary closing of the restroom is necessary for pupil safety or to make repairs. (Education Code 35292.5)

In any district school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, as defined in 20 USC 6314, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products.

(cf. 3514 - Environmental Safety)
(cf. 3517 - Facilities Inspection)

~~4. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations, including any complaint alleging that: (Education Code 8235.5; Health and Safety Code 1596.7925)~~

~~a. The preschool does not have outdoor shade that is safe and in good repair.~~

~~b. Drinking water is not accessible and/or readily available throughout the day.~~

~~c. The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.~~

~~d. Restroom facilities are not available only for preschoolers and kindergartners.~~

~~e. The preschool program does not provide visual supervision of children at all times.~~

~~f. Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.~~

~~g. Playground equipment is not safe, in good repair, or age appropriate.~~

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

The Superintendent or designee shall ensure that the district's complaint form specifies a location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code ~~8235.5,~~ 35186; 5 CCR 4680)

~~The Superintendent or designee shall post in each K-12 classroom in each school a notice containing the components specified in Education Code 35186. In each license-exempt CSPP classroom, a notice containing the components specified in Education Code 8235.5 shall be posted. (Education Code 8235.5, 35186)~~

Filing of Complaint

A complaint alleging any condition(s) specified in section "Types of Complaints" above shall be filed with the principal or designee~~, or preschool administrator or designee as appropriate,~~ at the school in which the complaint arises. A complaint about problems beyond the authority of the principal ~~or preschool administrator~~ shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code ~~8235.5,~~ 35186; 5 CCR 4680)

Investigation and Response

The principal~~/preschool administrator~~ or designee of the Superintendent shall make all reasonable efforts to investigate any problem within ~~their~~ **the principal's or designee's** authority. (Education Code ~~8235.5,~~ 35186; 5 CCR 4680)

~~Investigation of a complaint regarding preschool health or safety issues shall begin within 10 calendar days of receipt of the complaint. (Education Code 8235.5)~~

The principal~~/preschool administrator~~ or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code ~~8235.5,~~ 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal~~/preschool administrator~~ or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the principal~~/preschool administrator~~ makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code ~~8235.5,~~ 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board of Trustees at a regularly scheduled meeting. (Education Code ~~8235.5,~~ 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code ~~8235.5,~~ 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly schedule public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Legal Reference: (see next page)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE
234.1 Prohibition of discrimination, harassment, intimidation, and bullying
1240 County superintendent of schools, duties
~~*8235-8239.1 California State Preschool Programs, especially:*~~
~~*8235.5 California State Preschool Programs, complaints regarding health and safety issues*~~
17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account
33126 School Accountability Report Card
35186 Williams uniform complaint procedure
35292.5-35292.6 Restrooms, maintenance and cleanliness
48985 Notice to parents in language other than English
60119 Hearing on sufficiency of instructional materials
~~*HEALTH AND SAFETY CODE*~~
~~*1596.792 California Child Day Care Act; general provisions and definitions*~~
~~*1596.7925 California Child Day Care Act; health and safety regulations*~~
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
4680-4687 Williams uniform complaints procedures
UNITED STATES CODE, TITLE 20
6314 Title I schoolwide program

Management Resources:

WEB SITES
CSBA: http://www.csba.org
California County Superintendents Educational Services Association: http://www.ccesa.org
California Department of Education, Williams case: http://www.cde.ca.gov/eo/ce/wc/index.asp
State Allocation Board, Office of Public School Construction: http://www.opsc.dgs.ca.gov

Regulation
approved: September 4, 2007
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revised: December 4, 2012
revised: August 18, 2015
revised: May 21, 2019
revised: September 1, 2020

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

~~**WILLIAMS UNIFORM COMPLAINT PROCEDURES**~~

~~**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS**~~

~~Parents/Guardians, Students, and Teachers:~~

~~Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:~~

~~1. Outdoor shade that is safe and in good repair~~

~~2. Drinking water that is accessible and readily available throughout the day~~

~~3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children~~

~~4. Restroom facilities that are available only for preschoolers and kindergartners~~

~~5. Visual supervision of children at all times~~

~~6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time~~

~~7. Playground equipment that is safe, in good repair, and age appropriate~~

~~If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: http://www.cde.ca.gov/re/cp/uc. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.~~

DELETE

~~WILLIAMS UNIFORM COMPLAINT PROCEDURES~~

~~PRESCHOOL COMPLAINT FORM:~~
~~WILLIAMS UNIFORM COMPLAINT PROCEDURES~~

~~Education Code 8235.5 requires that the complaint procedures in 5 CCR 4680-4687 be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.~~

~~Response requested? ☐ Yes ☐ No~~

~~Contact information: (if response is requested)~~
~~Name:~~ _____
~~Address:~~ _____
~~Phone number: Day:~~ _____ ~~Evening:~~ _____
~~E-mail address, if any:~~ _____

~~Date problem was observed:~~ _____

~~Location of the problem that is the subject of this complaint:~~
~~School name/address:~~ _____
~~Room number/name of room/location of facility:~~ _____

~~Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.~~

~~Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)~~

☐ ~~The preschool does not have outdoor shade that is safe and in good repair.~~

☐ ~~Drinking water is not accessible and/or readily available throughout the day.~~

☐ ~~The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.~~

☐ ~~Restroom facilities are not available only for preschoolers and kindergartners.~~

☐ ~~The preschool program does not provide visual supervision of children at all times.~~

DELETE

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

☐ Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.

☐ Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

Please file this complaint at the following location:

(preschool administrator or designee)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature) (Date)

DELETE

ACCESS TO DISTRICT RECORDS

The Board of Trustees recognizes the right of ~~citizens~~ **members of the public** to have access to public records of the district. The ~~Board intends the~~ district ~~to~~ **shall** provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of state and federal law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other state or federal law.

(cf. 3553 - Free and Reduced Price Meals)
(cf. 3580 – District Records)
(cf. 4112.5/4212.5/4312.5 – Criminal Record Check)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 6162.5 - Student Assessment)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session ~~Purposes and Agendas~~)

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

(cf. 4040 - Employee Use of Technology)
(cf. 9012 - Board Member Electronic Communications)

The district may charge for copies of public records or other materials requested by individuals or groups**, unless they are using their own personal equipment to reproduce the record**. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

Legal Reference: (see next page)

ACCESS TO DISTRICT RECORDS (continued)

Legal Reference:

EDUCATION CODE
35145 Public meetings
35170 Authority to secure copyrights
35250 Duty to keep certain records and reports
41020 Requirement for annual audit
42103 Publication of proposed budget; hearing
44031 Personnel file contents and inspections
44839 Medical certificates; periodic medical examination
49060-49079 Student records
49091.10 Parental review of curriculum and instruction
GOVERNMENT CODE
3547 Proposals relating to representation
6250-6270 California Public Records Act
6275-6276.48 ***California Public Records Act; o****~~O~~**ther exemptions from disclosure*
8310.3 California Religious Freedom Act
53262 Employment contracts
54957.2 Minute book record of closed sessions
54957.5 Agendas and other writings distributed for discussion or consideration
81008 Political Reform Act, public records; inspection and reproduction
~~*8310.3 California Religious Freedom Act*~~
CALIFORNIA CONSTITUTION
Article 1, Section 3 Right of access to governmental information
CODE OF REGULATIONS, TITLE 5
430-438 Individual student records
COURT DECISIONS
City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282
Sacramento County Employees' Retirement System v. Superior Court (2011) 195 Cal. App. 4th 440
International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319
Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381
Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324
Fairley v. Superior Court, 66 Cal.App. 4th 1414 (1998)
North County Parents Organization for Children with Special Needs v. Department of Education, 23 Cal.App. 4th 144 (1994)
ATTORNEY GENERAL OPINIONS
71 Ops.Cal.Atty.Gen. 235 (1988)
64 Ops.Cal.Atty.Gen 186 (1981)

Management Resources: (see next page)

ACCESS TO DISTRICT RECORDS (continued)

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

***CALIFORNIA OFFICE OF THE** ATTORNEY GENERAL PUBLICATIONS*

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

California Department of Justice Guidelines for Access to Public Records, October 2017

~~*Summary of the California Public Records Act, 2004*~~

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

The People's Business: A Guide to the California Public Records Act, ~~2008~~ ***rev. April 2017***

WEB SITES

CSBA: http://www.csba.org

California Attorney General's Office: https://oag.ca.gov

Institute for Local Government: http://www.cacities.org

State Bar of California: http://www.calbar.ca.gov

ACCESS TO DISTRICT RECORDS

Definitions

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used or retained by the district regardless of physical form or characteristics. (Government Code 6252)

(cf. 3580 - District Records)
(cf. 9012 - Board Member Electronic Communications)

Writing means any handwriting, typewriting, printing, photostating, photographing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

Member of the public means any person, except a member, agent, officer, or employee or a federal, state, or other local agency acting within the scope of such membership, agency, office, or employment. (Government code 6252)

Public Records

Public records to which members of the public shall have access include, but are not limited to:

1. The proposed and approved district budgets and annual audit (Education Code 41020, 42103)

(cf. 3100 - Budget)
(cf. 3460 – Financial Reports and Accountability)

2. Statistical compilations

3. Reports and memoranda

4. Notices and bulletins

5. Minutes of public meetings (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

6. Meeting agendas (Government Code 54957.5)

(cf. 9322 - Agenda/Meeting Materials)

7. Official communications between the district and other governmental agencies

ACCESS TO DISTRICT RECORDS (continued

8. District and school plans, and the information and data relevant to the development and evaluation of such plans, unless otherwise prohibited by law

(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 7110 - Facilities Master Plan)

9. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

10. Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 6254, 6254.25)

(cf. 3320 - Claims and Actions Against the District)

11. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

(cf. 9270 - Conflict of Interest)

12. Documents containing names, salaries, and pension benefits of district employees

13. Employment contracts and settlement agreements (Government Code 53262)

(cf. 2121 - Superintendent's Contract)
(cf. 4117.5/4217.5/4317.5 - Termination Agreements)
(cf. 4141/4241 - Collective Bargaining Agreement)

14. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Access to public records of the district shall be granted to Board members on the same basis as any other member of the public. When Board of Trustees are authorized to access public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record,

ACCESS TO DISTRICT RECORDS (continued)

will be made available, or when it will be made available. (Government Code 6252.5, 6252.7)

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 6254.29, 6254.3)

Confidential Public Records

Unless otherwise authorized or required by law, information regarding an individual's citizenship or immigration status or religious beliefs, practices, or affiliation shall not be disclosed to federal government authorities. (Education Code 234.7; Government Code 8310.3)

(cf. 5145.13 - Response to Immigration Enforcement)

Records to which the members of the public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, interdistrict or intradistrict memoranda which are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 6254, 6254.25)

3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

(cf. 4112.5/4212.5/4312.5 – Criminal Record Check)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

The home addresses and home telephone numbers, personal cell phone numbers, or birth date of employees may be disclosed only as follows: (Government Code 6254.3)

ACCESS TO DISTRICT RECORDS (continued)

a. To an agent or a family member of the employee

b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties

c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions or the birth date of any employee, shall not be disclosed

Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, **personal email address,** or birth date, and the district shall remove ~~this information~~ **the home address, home telephone number, and personal cell phone number** from any mailing list of the district except a list used exclusively to contact the employee.

(cf. 4140/4240/4340 - Bargaining Units)

d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

(cf. 4154/4254/4354 - Health and Welfare Benefits)

4. Student records, except directory information and other records to the extent permitted ~~under the law, when disclosure is authorized~~ by law **and district policy**

(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 5125.3 - Challenging Student Records)

5. Test questions, scoring keys and other examination data except as provided by law (Government Code 6254)

(cf. 6162.51 – State Academic Achievement Testing

6. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)

ACCESS TO DISTRICT RECORDS (continued)

7. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information (Government Code 6254)

8. Library circulation and patron use records of a borrower or patron including, but not limited to, name, address, telephone number, email address borrowing information, or use of library information resources, except when disclosure is to persons acting within the scope of their duties in the administration of the library~~,~~**;** to persons authorized in writing, by the individual to whom the records pertain, **to inspect the records~~,~~;** or by court order (Government Code 6254, 6267)

(cf. 6163.1 - Library Media Centers)

9. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)

(cf. 9124 – Attorney)

10. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)

11. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of school districts (Government Code 6253.5)

(cf. 9223 - Filling Vacancies)

12. Minutes of Board meetings held in closed session (Government Code 54957.2)

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

13. Computer software developed by the district (Government Code 6254.9)

14. Information security records, the disclosure of which would reveal vulnerabilities to, or otherwise increase potential for an attack on, the district's information technology system (Government Code 6254.19)

15. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)

ACCESS TO DISTRICT RECORDS (continued)

(cf. 5141.6 – School Health Services)

16. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes

17. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

Any person may request a copy or inspection of any district record that is ~~open to the public and~~ not exempt from disclosure. (Government Code 6253)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester ~~and~~ setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request

2. The need to search for, collect and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request

3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request

4. In the case of electronic records, the need to compile data, write programming language or a computer program, or to construct a computer report to extract data

ACCESS TO DISTRICT RECORDS (continued)

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records shall be open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

Without charging any fees or costs, the Superintendent or designee shall allow members of the public to use their own equipment on district premises to photograph or otherwise copy or reproduce a disclosable record as long as the means of copy or reproduction: (Government Code 6253)

1. **Do not require the equipment to make physical contact with the record**

2. **Will not result in damage to the record**

3. **Will not result in unauthorized access to the district's computer systems or secured networks by using software, equipment, or any other technology capable of accessing, altering, or compromising the district's electronic records**

The Superintendent or designee may impose any reasonable limit on the use of personal equipment to photograph, copy, or reproduce a disclosable record that is necessary to protect the safety of the records, or to prevent the copying of records from being an unreasonable burden to the orderly function of the district and its employees. The Superintendent or designee may also impose any limit that is necessary to maintain the integrity of, or ensure the long-term preservation of, historic or high-value records. (Government Code 6253)

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's web site and, in response to a public records request, directing the member of the public to the location on the web site where the record can be found. However, if the member

ACCESS TO DISTRICT RECORDS (continued)

of the public is unable to access or reproduce the record from the web site, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 6253)

If any person requests a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals

2. The request would require data compilation, extraction, or programming to produce the record

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, the requester shall be assisted in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

   If after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist

3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

ACCESS TO DISTRICT RECORDS (continued)

Provisions of the Public Records Act shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

Regulation
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revised: November 16, 2010
revised: January 20, 2015
revised: May 7, 2019
revised: September 1, 2020