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

MEMBERS OF THE GOVERNING BOARD

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

DISTRICT ADMINISTRATION

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

	STUDENT ENROLLMENT		
School	2018-2019 CALPADS	6/7/2019	8/28/2019
Sheridan Elementary (K-5)	56	57	65
First Street Elementary (K-5)	439	441	447
Carlin C. Coppin Elementary (K-5)	444	446	444
Creekside Oaks Elementary (K-5)	589	618	610
Twelve Bridges Elementary (K-5)	644	642	652
Foskett Ranch Elementary (K-5)	412	420	422
Lincoln Crossing Elementary (K-5)	666	669	699
Glen Edwards Middle School (6-8)	869	866	871
Twelve Bridges Middle School (6-8)	796	806	832
Lincoln High School (9-12)	2,004	1,959	2,081
Phoenix High School (10-12)	100	67	88
Atlas (K-12) (new 2019-2020)			40
SDC Program (18-22)	14	9	11
TOTAL	**7033**	**7,000**	**7,262**

SDC Pre-School	
Carlin C. Coppin	0
Foskett Ranch	5
First Street/LIP	46

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

October 1, 2019

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

AGENDA

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

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

6:15 P.M. START

1. **CALL TO ORDER** – WPUSD District Office/City Hall Bldg. – 3rd Floor Conference Room

2. **COMMUNICATION FROM THE PUBLIC**

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

6:20 P.M.

3. **CLOSED SESSION** – WPUSD District Office – 4th Floor Overlook Room

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

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

3.3 PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release

7:00 P.M.

4. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE** – District Office/City Hall Blvd., - 3rd Floor Conference Room
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

4.1 *Page 9* - CONFERENCE WITH LABOR NEGOTIATOR
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent

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

4.2 *Page 10* - **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF15-514477

4.3 *Page 11* - **PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release

5. *Page 13-70* - **CONSENT AGENDA**

NOTICE TO THE PUBLIC
All items on the Consent Agenda will be approved with one motion, which is not debatable and requires a unanimous vote for passage. If any member of the Board, Superintendent, or the public, so request, items may be removed from this section and placed in the regular order of business following the approval of the consent agenda.

5.1 Certificated Personnel Report
5.2 Classified Personnel Report
5.3 Approval Minutes for September 3 & 17, 2019
5.4 Approval of Warrants
5.5 Ratification of Contract with Point Break and Glen Edwards Middle School
5.6 Ratification of Contract with All West Coachlines – Transportation Services to Ashland, OR for Lincoln High School
5.7 Ratification of Contract with All West Coachlines – Transportation Services to Oregon & Washington for Lincoln High School
5.8 Ratification of Contract with Best Western Corvallis and Lincoln High School
5.9 Ratification of Contract with Holiday Inn Express Hotel & Suites and Lincoln High School
5.10 Approve Donation of desk for Glen Edwards Middle School Broadcast Classroom
Roll call vote:

6. **COMMUNICATION FROM THE PUBLIC**

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

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

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

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

8.1 Information/ Discussion *Page 72* – **2019-2020 COMMUNICATION PLAN – Oehler** *(19-20 G & O Component I, II, III, IV, V)*

8.2 Discussion/ Action *Page 73* – **CONSIDER APPROVING REVISED CLASSIFIED JOB DESCRIPTION FOR ACCOUNT TECHNICIAN II – Simon** *(19-20 G & O Component I, II, III, IV, V)*

8.3 Discussion/ Action *Page 76* – **CONSIDER APPROVING REVISED CLASSIFIED JOB DESCRIPTION FOR DEPARTMENT SECRETARY/ADMINISTRATIVE ASSISTANT AND CORRESPONDING REVISED SALARY SCHEDULE – Simon** *(19-20 G & O Component I, II, III, IV, V)*

8.4 Information/ Discussion *Page 81* – **TWELVE BRIDGES HIGH SCHOOL MASCOT – Leaman, Kilpatrick** *(19-20 G & O Component I, II, III, IV, V)*

8.5 Action *Page 83* – **ADOPTION OF REVISED/NEW EXHIBITS/ POLICIES/ REGULATIONS – Leaman** *(19-20 G & O Component I, II, III, IV, V)*

- The District Policy Committee and Management Team have reviewed the following new and revised policies/regulations/exhibits as per CSBA. They are now being presented for adoption by the Board of Trustees.
    - BP/AR 3260 – Fees and Charges

9. BOARD OF TRUSTEES

9.1 FUTURE AGENDA ITEMS

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

- School Safety

9.2 BOARD MEMBER REPORTS/COMMENTS

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- **October 15, 2019** 7:00 P.M., Regular Meeting of the Board of Trustees – Lincoln Crossing Elementary, 635 Groveland Lane, Lincoln

11. ADJOURNMENT

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

Posted: 092719
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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. – Overlook Room (Fourth Floor)**
Date: **Tuesday, September 17, 2019**
Time: **6:20 P.M.**

1. LICENSE/PERMIT DETERMINATION

2. SECURITY MATTERS

3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

4. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

6. LIABILITY CLAIMS

7. THREAT TO PUBLIC SERVICES OR FACILITIES

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

9. CONFERENCE WITH LABOR NEGOTIATOR

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

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

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

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Bargaining Groups:
WPTA & CSEA Negotiations
Agency Negotiators:
Scott Leaman, Superintendent
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:
October 1, 2019

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:
October 1, 2019

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.

DISTRICT GLOBAL GOALS

1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
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5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
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:
October 1, 2019

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 Employee 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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SUBJECT:
Certificated 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:
October 1, 2019

ROLL CALL REQUIRED:
Yes

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the certificated personnel report.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT

October 1, 2019

CERTIFICATED/MANAGEMENT

ADDITIONAL ASSIGNMENT:

1. Name: Sandra Phillips
   Position: Speech and Language Pathologist
   FTE: 0.2
   Effective: September 4, 2019
   Site: Carlin C. Coppin

REQUEST FOR CHILD REARING LEAVE OF ABSENCE:

1. Name: Hannah Kassis
   Position: 2nd Grade Teacher
   FTE: 1.0
   Effective: December 27, 2019 – May 27, 2020
   Site: Carlin C. Coppin

2. Name: Jennifer Vickner
   Position: SDC TK-2 Teacher
   FTE: 1.0
   Effective: January 6, 2020 - June 8, 2020
   Site: Twelve Bridges Elementary

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:
Gabriel Simon GS
Assistant Superintendent of Personnel Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund/Categorical

MEETING DATE:
October 1, 2019

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

October 1, 2019

CLASSIFIED/MANAGEMENT

NEW HIRES:

1. Name: Getsemani Alcaraz Taylor — Effective: 9/23/19
   Position: Grant Funded Instructional Aide — Site: Sheridan Elementary
   Salary: Range 1, Step A — Replacement
   FTE: 3.75 hours/5 days a week
   Days: 10 months/Year

REHIRE:

1. Name: Carolina Cabrera Harward — Effective: 9/18/19
   Position: Food Service Assistant — Site: Lincoln Crossing Elementary
   Salary: CSEA, Range 12, Step A — Replacement
   FTE: 2.25 hours/5 days a week
   Days: 10 months/Year

TRANSFER/PROMOTION:

1. Name: Martha Bond — Effective: 9/16/19
   Position: Paraprofessional Phys. Hlth Care — Site: Foskett Ranch Elementary
   FTE: 5.66 hours/5 days a week — Replacement
   Days: 10 months/Year
2. Name: Jenni Torgersen — Effective: 9/16/19
   Position: Paraprofessional Phys. Hlth Care — Site: Twelve Bridges Middle
   FTE: 5.66 hours/5 days a week — New
   Days: 10 months/Year

ADDITIONAL HOURS:

1. Name: Carol Lopez — Effective: 8/15/19
   Position: Paraprofessional Phys. Hlth Care — Site: Twelve Bridges Elementary
   Change: From 5.66 hours to 5.92 hours/5 days week

ADDITIONAL POSITION:

1. Name: Maribel Vergara — Effective: 9/23/19
   Position: Instructional Aide — Site: Glen Edwards Middle
   FTE: 2 hours/5 days a week — New
   Days: 10 months/Year

RESIGNATION/RETIREMENT:

1. Name: Christine Sanguinetti — Effective: 9/27/19
   Position: Department Secretary — Site: Maintenance

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
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5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Approval of Minutes:

- September 3 & 17, 2019 Regular Board of Trustee Meeting

AGENDA ITEM AREA:
CONSENT AGENDA

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
October 1, 2019

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- September 3 & 17, 2019 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

September 3, 2019

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

MINUTES

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

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

Board Members Present:
Damian Armitage, President
Paul Long, Vice President
Kris Wyatt, Clerk
Paul Carras, Member

Board Members Absent:
Brian Haley, Member

Others Present:
Scott Leaman, Superintendent
Kerry Callahan, Deputy Superintendent of Educational Services
Audrey Kilpatrick, Assistant Superintendent of Business & Operations
Maria Gonzalez, Administrative Assistant to the Superintendent
Mattie Ridgway, Student Advisory
Matthew Nobert, Lincoln News Messenger

6:15 P.M. START

1. **CALL TO ORDER** – WPUSD District Office/City Hall Bldg. – 3rd Floor Conference Room

2. **COMMUNICATION FROM THE PUBLIC**
   No communication from the public

6:20 P.M.

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

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

3.3 STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918
a. Student Discipline – Violation of Suspended Stipulated Expulsion Student #18-19-N
b. Student Discipline – Stipulated Expulsion Student #19-20-A

3.4 PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release
Roll call vote:

7:00 P.M.

4. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE – District Office/City Hall Blvd., - 3rd Floor Conference Room
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

4.1 *Page 9* - CONFERENCE WITH LABOR NEGOTIATOR
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Kerry Callahan, Deputy Superintendent of Educational Services
~Gabe Simon, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

No action taken

4.2 *Page 10* - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF15-514477

No action taken

4.3 *Page 11-12*-STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918
a. Student Discipline – Violation of Suspended Stipulated Expulsion Student #18-19-N

No action taken

b. Student Discipline – Stipulated Expulsion Student #19-20-A

No action taken

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

No action taken

5. ***Page 15-79*** **- CONSENT AGENDA**

5.1 Certificated Personnel Report
5.2 Classified Personnel Report
5.3 Ratification of Letter of Agreement between Western Placer Teachers Association and the Western Placer Unified School District
5.4 Approval Minutes for August 6 & 20, 2019
5.5 Approval of Warrants
5.6 Ratification of Contract with B Street Theatre and Twelve Bridges Elementary
5.7 Ratification of Agreement with Nutrition Ink Dietetic Internship Program and Western Placer Unified School District
5.8 Ratification of Contract with Placer County Office of Education and WPUSD
5.9 Ratification of Agreement with Scholastic Book Fairs and Western Placer Unified School District – Creekside Oaks Elementary School
5.10 Ratification of Contract with Real Inspiration Inc. and Glen Edwards Middle School
5.11 Ratification of Contract with Center for Hearing Health
5.12 Approval of Out of State Travel
5.13 Ratification of Contract EQ Schools
5.14 Student Discipline – Violation of Suspended Stipulated Expulsion Student #18-19-N
5.15 Student Discipline – Stipulated Expulsion Student #19–20-A

Motion by Mrs. Wyatt, seconded by Mr. Long and passed by a 4-0 (***Ayes****: Long, Wyatt, Carras, Armitage* ***No****: None*) roll call vote to approve consent agenda as presented.

6. COMMUNICATION FROM THE PUBLIC
No communication from the public

7. REPORTS & COMMUNICATION

➢Lincoln High School Student Advisory – Mattie Ridgway shared the following:

- First day of school students had a different schedule with four different stations/ character shirts worn by students included Care, Connect, Courage and Character, There were guest speakers. Second day of school was full of competitions between the student groups and teachers.
- Last Friday the first home football game. LHS won the games and it was a great turn out.
- Homecoming is the 20th of September with the Homecoming dance on Saturday the 21st Powder Puff is during homecoming and a lot of fun.
- Morning rally with Good Day Sacrament is next Friday with a morning rally
- Senior Parking is an issue. There are not enough spots and they are thinking of possibly having a fundraiser to bid on parking spots.

- Western Placer Teacher's Association – Tim Allen presented a member of WPTA as a guest speaker to share information and would like to do this once or twice a year. Tara Jeane stated that she was one of fifty from the National Education Association that was appointed to represent us in Bangkok Thailand this past summer. NEA is part of an international education union. There were 80 representatives from the US and there were 1400 attendees total from other countries at the conference. Tara shared pictures and stated it was an amazing experience. They discussed education issues from around the world. Tara stated that her biggest take away from the experience was "Global is Local and Local is Global".
- Western Placer Classified Employee Association – Gus Nevarez was not present
- Superintendent – Scott Leaman
  - Enrollment is up about 150 students at this point
  - We had our first holiday of the year, Labor Day.
  - Invited to speak at Chamber of Commerce this past week. It was very positive and well received.
  - Tonight at the Lincoln Downtown Plaza, LHS was represented with the LHS Football Players, Cheerleaders, Band and the Team, Dance Team.
  - Starting visits with new teachers
  - There is a Charter Law that is going to the Governor's desk soon. They are looking at having Charter Schools organized and overseen by either the County or Districts.
  - The Time Bill is a bill that states schools should start at 8:30 a.m. It looks like it may pass.
  - Shout out to Maria Gonzalez for working five jobs, organizing the front, her current job and training her replacement and working for the board.
  - On a personal note, Rebecca Leaman just go her placement in Otse Botswana with the Peace Corp and will be doing in home care for HIV families.

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

8.1 Action ***Page 81*** **– <u>APPROVE RESOLUTION #19/20.06 AUTHORIZED SIGNATORIES FOR WPUSD</u> – Kilpatrick** *(19-20 G & O Component I, II, III, IV, V)*

Audrey Kilpatrick presented Resolution no 19/20.06 that is brought to the board every year and shows who is authorized to sign for the District. Motion by Mrs. Wyatt, seconded by Mr. Carras and passed by a 4-0 *(Ayes: Wyatt, Carras, Long, Armitage No: None)* roll call vote to approved resolution no. 19/20.06.

8.2 Discussion/ Action ***Page 83*** **– <u>APPROVE RESOLUTION CE #19/20.7 REGARDING AUTHORIZATION TO TEACH ASSIGNED SUBJECTS</u> – Simon** *(19-20 G & O Component I, II, III, IV, V)*

Mr. Leaman presented Resolution no 19/20.7 on behalf of Gabe Simon regarding Authorization to Teach Assigned Subjects for specific teachers

listed on the resolution attachment. Motion by Mr. Long, seconded by Mrs. Wyatt and passed by a 4-0 (***Ayes**: Carras, Long, Wyatt, Armitage **No:** None)* roll call vote to approve resolution 19/20.7

8.3 **Discussion/ Action** ***Page 85*** **– APPROVE RESOLUTION CE #19/20.8 REGARDING AUTHORIZATION TO TEACH ASSIGNED SUBJECTS – Simon** *(19-20 G & O Component I, II, III, IV, V)*

Mr. Leaman presented Resolution no 19/20.8 on behalf of Gabe Simon regarding Authorization to Teach Assigned Subjects for specific teachers listed on the resolution attachment. Motion by Mrs., Wyatt, seconded by Mr. Carras and passed by a 4-0 (***Ayes**: Long, Wyatt, Carras, Armitage **No:** None)* roll call vote to approve resolution 19/20.8

8.4 **Action** ***Page 87*** **– SUBJECT MATTER VERIFICATION: CALIFORNIA ED. CODE 44258.7 – Simon** *(19-20 G & O Component I, II, III, IV, V)*

Mr. Leaman presented the Subject Matter Verification California Ed Code 44258.7 on behalf of Gabe Simon that is for a variety of teachers that teach electives at Lincoln High School. Motion by Mrs., Wyatt, seconded by Mr. Carras and passed by a 4-0 (***Ayes**: Armitage, Carras, Long, Wyatt **No:** None)* vote to approve Subject Matter Verification California Ed Code 44258.7

8.5 **Information/ Discussion** ***Page 90*** **– TWELVE BRIDGES HIGH SCHOOL MASCOT – Leaman, Kilpatrick** *(19-20 G & O Component I, II, III, IV, V)*

Audrey Kilpatrick presented the process for the naming of the Twelve Bridges High School Mascot. Management reviewed the list of mascot suggestions and selected the top 5 to 6 names to bring to the board for review. The six options are: Rams, Mustang, Broncos, Coyote, Rattler and Rhinos. Audrey stated that the complete list of submitted names is attached to the Board item and that the Board can add or remove any other mascot names from the list if they choose too. If the Board accepts the list of the top six, the next step will be to present the choices to students at our two middle schools. The students will be asked for input on the top six and to select their top mascot of the six choices. The results will then be brought back to the Board for review and discussion.

- **Mrs. Wyatt** stated that she felt the team did a great job on selecting the top six with choosing six that were not used by other nearby schools.
- **Mr. Armitage** asked if there was a reason the team focused on Animals. Audrey explained that the team wanted to keep an animal theme to keep in line with the Lincoln High School Zebras and our other school which are mostly animal themed.

- **Mr. Long** stated that he was fine with the list submitted
- **Mr. Carras** stated that he was fine with the list submitted

8.6 Discussion/ Action

Page 92 – **SCHOOL RESOURCE OFFICER** – **Leaman** *(19-20 G & O Component I, II, III, IV, V)*

Mr. Leaman shared that the cost of the SRO for district has gone up this year. The SRO is actively working at Lincoln High School. A couple of small changes were made on the contract. One was reinforcing the SRO's proactive behavior on campus with a presence on campus and walking around the campus. Mr. Leaman stated we also set the time of day for the SRO to be on campus (8:30am -3:30pm). The SRO also attends our football games, which is part of the contract. This is a positive program for us. Currently the LPD is providing the SRO on LHS campus

- **Mr. Armitage** stated that the program has worked well and the increase is modest. He also stated that the contract is very well written.

Motion by Mrs. Wyatt and seconded by Mr. Long and passed by a 4-0 (***Ayes:*** *Armitage, Carras, Long, Wyatt* ***No****: None*) vote to approved the School Resource Officer contract.

8.7 Action

Page 98 – **ADOPTION OF REVISED/NEW EXHIBITS/ POLICIES/ REGULATIONS** – **Leaman** *(19-20 G & O Component I, II, III, IV, V)*

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

- BP 6146.1 – High School Graduation Requirements
- BP/AR 3515.4 Recovery for Property Loss or Damage

- Mrs. Wyatt had a question regarding the High School Graduation Requirements and the three courses required for English rather than the original four courses required. Kerry Callahan explained that this is the minimum English requirement. Lincoln High School still requires four English courses. This new policy is to assist those students who turn 18 who may have three English courses met. This will give them the option to attend for example Sierra College instead of becoming a fifth year senior situation.

Motion by Mr. Carras and seconded by Mrs. Wyatt with a 4-0 (***Ayes:*** *Armitage, Carras, Long, Wyatt* ***No****: None*) vote to Approve the Adoption of Revised/New Exhibits/Policies/Regulations

9. BOARD OF TRUSTEES

9.1 FUTURE AGENDA ITEMS

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

- School Safety

9.2 BOARD MEMBER REPORTS/COMMENTS

- **Mrs. Wyatt** stated that it was great to go downtown and see the students in the city plaza but feels that there should be more involvement with the crowd. Agreed with Mattie on the first couple of days of school being a great change for the students and the football game was great. Something new at the games is The Savanah club, which is a preferred seating section at the games that includes food that was catered by Sino's at the last game. Rotary will work the snack bar at the next home football game.
- **Mr. Long** stated that the Scott M Leaman Elementary School building process is going well.
- **Mr. Carras** stated that Mr. Leaman spoke at the City of Lincoln Chamber of Commerce breakfast and represented our district very well. Mr. Leaman provided an update in various areas including facilities. If you go on our website you can see that the Facilities Department has a section on the website that shows building updates.
- **Mr. Armitage** stated he moved his son to Northern Arizona University. He is a proud Lumberjack and waiting for cooler weather in Arizona.

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➢**September 17, 2019** 7:00 P.M., Regular Meeting of the Board of Trustees – District Office/City Hall Bldg., 3rd Floor Conference Room

11. ADJOURNMENT

There being no further business the meeting was adjourned at 7:50 p.m.

_____
Damian Armitage, President

_____
Kris Wyatt, 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.

Posted: 083019
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Western Placer Unified School District

Regular Meeting of the Board of Trustees

September 17, 2019

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

MINUTES

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

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

Board Members Present:
Damian Armitage, President
Paul Long, Vice President
Kris Wyatt, Clerk
Brian Haley, Member

Board Members Absent:
Paul Carras, Member

Others Present:
Scott Leaman, Superintendent
Kerry Callahan, Deputy Superintendent of Educational Services
Audrey Kilpatrick, Assistant Superintendent of Business & Operations
Gabe Simon, Assistant Superintendent of Personnel Services
Mike Adell, Director of Facilities
Susan Watkins, Director Special Education
Carrie Carlson, Director of Business Services
Maria Gonzalez, Administrative Assistant to the Superintendent
Mattie Ridgway, Student Advisory
Matthew Nobert, Lincoln News Messenger

6:15 P.M. START

1. **CALL TO ORDER** – WPUSD District Office/City Hall Bldg. – 3rd Floor Conference Room

2. **COMMUNICATION FROM THE PUBLIC**
   No communication from the public

6:20 P.M.

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

~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

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

3.3 PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release
a. Employee Discipline/Dismissal/Release - Employee #CL 19/20.1
Roll call vote:

7:00 P.M.

4. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE – District Office/City Hall Blvd., - 3rd Floor Conference Room
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

4.1 *Page 10* - CONFERENCE WITH LABOR NEGOTIATOR
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~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
a. Employee Discipline/Dismissal/Release – Employee #CL 19/20.1

Mrs. Wyatt reported that the Board unanimously approved and ratified a resignation agreement between Employee #CL 19/20.1 and the Western Placer Unified School District. The Board of Trustees has accepted the Employees resignation. It was a 4-0 unanimous vote

5. *Page 14* – SPECIAL ORDER OF BUSINESS
a. District will acknowledge donation from Bayside Covenant Church

Mr. Leaman stated that we were honored to have representatives from Bayside Church at the meeting tonight regarding a donation to the District. Mr. Leaman asked Susan Watkins to speak about the story of the donation. Susan

stated that a couple of years ago we started an 18-22 year old transition program and one of the difficulties for them was transportation to get to their jobs. One student was in a wheelchair so the need for wheelchair accessible transportation was needed for him. The students used to take the city bus and it would take them 90 minutes to get to Sierra College. Susan approached Bayside Church and asked if there was a way that Bayside could assist with the transportation needs of our students. Bayside Church was able to purchase two vans, a wheelchair accessible van and a minivan for the program. Per Susan, the students are thrilled about their transportation and their ability to get around now because of Bayside. Susan introduced John Volinsky who is a Pastor at Bayside and Jud Boies. Susan stated they were both phenomenal to work with. Jud stated that Susan came to them to ask for the donation and that they try to give back to the community in many ways and they always look for where there is a need. They felt that Susan's request represented a need for the program. They had a Christmas service this past year with over 33,000 people attending and part of the offerings during that time was for the need that Susan had requested. Board Members and Mr. Leaman thanked Bayside Church for their generous donation and presented them with a certificate of appreciation.

6. ***Page 16-204*** **- CONSENT AGENDA**

6.1 Approval of Request Unpaid Leave of Absence
6.2 Classified Personnel Report
6.3 Ratification of Agreement for Inspection Services with Criterion Construction Professionals, Inc. for Twelve Bridges High School Project
6.4 Ratification of Contract between Capitol Public Finance Group and WPUSD – Municipal Security Issuance Services
6.5 Report of Disclosure Requirements for Quarterly Reports of Investments
6.6 Disposal of Surplus Items – E Waste
6.7 Approval of Memorandum of Understanding between the Placer County Office of Education and the Western Placer Unified School District
6.8 Request for school-sponsored trips involving out-of-state, out-of country, and/or overnight travel
6.9 Ratification of Contract with PCOE and PBIS
6.10 Ratification of Contract with Placer Learning Center
6.11 Ratification of Contract with Odyssey Learning Center
6.12 Ratification of Contract with Medicab of Sacramento/Sierra
6.13 Ratification of Contract with Bright Start Therapies
6.14 Ratification of Contract with Learning Solutions
6.15 Ratification of Contract with Jabbergym
6.16 Ratification of Contract with Sierra School Eastern Lower
6.17 Ratification of Contract with School Steps, Inc.
6.18 Ratification of Contract with Sierra School at Marconi
6.19 Ratification of Contract with Sierra Foothills Academy
6.20 Well Permit Application for Rockwell (Mariner) Ranch

Motion by Mr. Haley, seconded by Mr. Long and passed by a 4-0 *(Ayes: Haley, Long, Wyatt, Armitage No: None)* roll call vote to approve consent agenda as presented.

7. COMMUNICATION FROM THE PUBLIC

No communication from the public

8. REPORTS & COMMUNICATION

➢Lincoln High School Student Advisory, Mattie Ridgway reported the following:

- Last Friday the Association of Latin American Students, which is a new club at Lincoln High School, held a celebration of Latin Heritage at lunch and it was well received by students.
- LHS vs Atwater game - we won 43-0.
- LHS beat Whitney High School 22-17. The "Zoo" was incredible with so many students and parents showing up. Whitney High parents complemented us on our school spirit.
- Homecoming is this week. Powder Puff is at 6:00 on Wednesday followed by a night rally. Friday night is the game vs Center with the Dance on Saturday.
- Today Stripes started. If you have a D or F in any class, you have to stay in class for all of your stripes periods until you get your grades up. Students will have conferences with their teachers to help with strategies.
- Fall play dates – November 8th ,9th and 15th and 16th at the LHS Theater.

➢Western Placer Teacher's Association, Tim Allen stated that there are a couple of things coming up. He stated that he is working with Mr. Leaman on a meeting with site representatives for the teachers associations and site principals. They will have a training and talk about their vision. This is also an opportunity for everyone to talk about how they want to build their relationships and work together. The other item coming up is the October 15th dinner with the Board of Trustees and Administrators. This is an opportunity to have a meal together and talk with representatives. Dinner will be held at Lincoln Crossing Elementary this year.

➢Western Placer Classified Employee Association – Jim Houck had no report

➢Superintendent – Scott Leaman

- Beginning of the year activities are happening. Spoke at the Schools Orientation. It is our Sun City Helping Our Outstanding Lincoln Schools. We have about 200 volunteers that come out to help our students
- Football is having a good year
- Everything is going well with Facilities.
- Emailed board about timeline of facilities funding
- District Day – October 14, 2019 – we will be focusing on safety
- All site reps and principals will be together for a training
- Administrative Tasks include: Dual language program, extended kindergarten, information regarding bond will be coming out, will begin looking at our boundaries
- Calendar October 29th for a one item meeting in the Zebra room

- Voting in March for bond on ballot which will assist with the Lincoln Aquatics Facility
- Interest rates are low so we will be refinancing

9. ***Page 206*** **– PUBLIC HEARING**

Public Hearing re: Sufficient Instructional Materials

Education Code 60119 requires that the governing board of a school district hold an annual instructional materials public hearing to determine whether the district has sufficient standards-aligned textbooks or instructional materials for students in each of its schools. A ten-day notice of the public hearing is required. Notices of Public Hearing were posted on our WPUSD District Website and sent to our local schools on September 6, 2019.

Mr. Armitage opened the Public Hearing at 7:22 p.m., there being no comments from the public hearing was closed.

10. **♦ACTION ♦DISCUSSION ♦INFORMATION**

10.1 Action ***Page 209*** **– APPROVE RESOLUTION #19/20.9 REGARDING INSTRUCTIONAL MATERIALS – Callahan***(19-20 G & O Component I, II, III, IV, V)*

Kerry Callahan presented the Resolution for approval. Motion by Mrs. Wyatt, seconded by Mr. Haley and passed by a 4-0 ***(Ayes: Long, Wyatt, Haley, Armitage No: None)*** roll call vote to approved resolution no. 19/20.09 regarding Instructional Materials.

10.2 Information/ Discussion ***Page 212*** **– SPECIAL EDUCATION STUDY – Callahan***(19-20 G & O Component I, II, III, IV, V)*

Kerry Callahan presented the Special Education Study and introduced Susan Watkins to share some highlights from the report. Kerry Callahan stated that Susan is amazing and that her advocacy for kids and for the teachers and the families in our district is amazing. Susan Watkins reviewed a few of the items in the study. Susan stated that there were differences in how other districts reported their information compared to our information. This led to some differences in the percentages. The first items she talked about was on page 245 of the board packet. This page compared administrators/student. We had one administrator to 812 students. When compared to Rocklin Unified who had one administrator to 281 students. The reason for this difference was that our two program specialist were not included as administrator at our district, yet in Rocklin, their program administrators were included. Susan found out that our program administrators were not included because our program specialist do not evaluate staff. The other difference was on page 240, regarding our Speech and Language Pathologist (SLP). The report shows us at 73.82 per SLP and our cap is 61 per SLP. We have 11 SLP's in the district, we contract for two additional SLP's, and when the numbers were ran, they only used our 11 SLP's. Some of the items that we were commended on were our co-

teach at secondary schools. Per Susan, we really wanted to do co-teach because our SPED students really need to be in general education classes. They also commended us on our professional development, our student files and our school Psychologist who report to Susan once a month and review monthly findings. They also looked at the rest of the special eudcation staffing and stated it looks good. One thing that was suggested was that we get our NPS students back to the district. We currently do not have the space for them, but once the new high school opens we will look at bringing back about five of those students (page 236). Our Speech and Language Impairment (SLI) was 8% higher than other districts so Susan will look at that with the SLP's. We were also advised that we need an MTSS model to help with the SLI numbers.

Mr. Armitage inquired about MTSS. Susan explained that MTSS is the Multiple Tiered System of Support. It is an intervention and they want district wide. Students will go through interventions before they are assessed for special education. If a student is making progress in an intervention then they would not need to be assessed. Mr. Armitage also added that it might be important to annotate some of the differences in the report so that later on when we look back at it we will understand the differences.
Mr. Long stated that the report was an amazing amount of work and that Susan put a lot of time into it. Mr. Long thanked Susan for her work.
Mrs. Wyatt stated that she was happy to hear that the special education teachers are doing great work on their student files.

10.3 Discussion/ Action *Page 277* – **APPROVE RESOLUTION #19/20.10 TO ADOPT THE 2018-19 AND 2019-20 GANN LIMITS FOR WESTERN PLACER UNIFIED SCHOOL DISTRICT – Kilpatrick** *(19-20 G & O Component I, II, III, IV, V)*
Roll call vote:

Audrey Kilpatrick presented Resolution no 19/20.10 for approval. Motion by Mr. Haley, seconded by Mr. Long and passed by a 4-0 *(Ayes: Wyatt, Haley, Long, Armitage No: None)* roll call vote to approved resolution no. 19/20.10 to Adopt the 2018-19 and 2019-20 Gann Limits for Western Placer Unified School District.

10.4 Discussion/ Action *Page 280* – **APPROVAL OF THE 2018-19 UNAUDITED ACTUALS – Kilpatrick** *(19-20 G & O Component I, II, III, IV, V)*

Carrie Carlson presented the unaudited actuals for review. Carrie stated that every year the accounts are closed and there are 11 different funds. She reviewed information to the board.

- Unrestricted
- Restricted

- Combined
- Est. Actuals vs Unaudited Actuals Variance
- Special Education Encroachment
- Special Education Non-public schools
- Unrestricted Program & Site Carryover
- Lottery
- Books and Supplies Carryover
- Water Refunds from the City of Lincoln
- Reserves for new schools and science adoption
- Reserve – Charter Technical Assistance

Motion by Mrs. Wyatt and seconded by Mr. Haley passed by a 4-0 (***Ayes:*** *Armitage, Haley, Long, Wyatt* ***No****: None*) vote to approved the 2018-2019 unaudited Actuals.

10.5 Information/Discussion ***Page 478*** **– 2019-20 ADMINISTRATIVE PRIORITIES – Leaman** *(19-20 G & O Component I, II, III, IV, V)*

Mr. Leaman presented administrative priorities for discussion. He shared highlights from the list. Looking at Dual Language Program, Atlas and extended day Kindergarten will make for a very busy year as part of Increasing Program Offerings. Working towards having plans in place by January. Two big bullets are also to complete GEMS and the new elementary school. The list covered the following:

- Increase Program Offerings
- Academic Achievement
- Financial Stability
- Plan for Future Opening of Schools
- Continue Planning and Construction of Facilities
- Competively Compensate Employees
- Maintain Positive Association Relationships

10.6 Discussion/Action ***Page 480*** **– INITIAL BOUNDARY STUDY FOR LEAMAN ELEMENTARY – Leaman** *(19-20 G & O Component I, II, III, IV, V)*

Mr. Leaman presented the Initial Boundary Study for Leaman Elementary by handing out maps of options for different boundary options for the new elementary school. During the last new school opening, Lincoln Crossing Elementary, Mr. Leaman stated that they found a few unknowns. Per Mr. Leaman, "We worked on our numbers for attendance and were expecting about 500 students to enroll but had many more show up than expected and the school was full since it opened". Mr. Leaman stated that they will need to have new boundaries in place to move forward in order to assign staff to the new school by January 2020. They will look at current enrollment at

our current school when they begin to look at boundaries. There were three options to review. Mr. Leaman was asking for input on the options with no action, just information and input. Option 1 is Highway 65 bypass split. Based on the number of current students, with this option the school would open full. Option 2 boundary is Ferrari Ranch Road South of Highway 65. Option 3 boundary is Ferrari Ranch Road South of Highway 65 to include two smaller developments North of Ferrari Ranch Road. Per Mr. Leaman "we do not have the number of any kids that attend Charter schools and this could affect the number of students at each school". Currently COES is the overflow school and approximately 80 students from LCE attend COES and could return to the LCE. Other items to consider are students who are currently on intradistrict transfers, 5th grade students who may want to stay at current overflowed school, students who live in our district and are attending charter schools. Mr. Leaman advised that he plans on going to the school sites that are affected to get input from school staff and parents about the boundary options and the possible outcomes.

Mr. Long asked if the options listed were based on Lincoln City Limits and Mr. Leaman advised yes.
Mr. Haley asked when Village 7 is being built. Per Mr. Leaman stated that they are looking at Village 7 being age restricted.
Mr. Armitage stated that the new homes going in near the Lincoln Crossing Club House will have about 89 new single-family homes and if they are included in the numbers, we are currently looking at. Mr. Leaman advised that we are not currently looking at the 89 new homes.

10.7 Action *Page 486* – **ADOPTION OF REVISED/NEW EXHIBITS/ POLICIES/ REGULATIONS – Leaman** *(19-20 G & O Component I, II, III, IV, V)*

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

- BP 1112 – Media Relations
- AR 4117.7/4317.7- Employment Status Reports
- BP 4119.24/4219.24/4319.24 - 3515.4 – Maintaining Appropriate Adult – Student Interactions
- BP/AR 4218 – Dismissal/Suspension/Disciplinary Action
- BB/E 9321, E(1) & E(2) Closed Session
- BB 9321.1 – Closed Session Actions and Reports

Amendments were made policies BP1112, AR4117.7/4317.7, AR4218, and BB9321. Copies of the updates were given to the board members for review. The amendments were minor typos. There was no change to the content of any of the policies. Motion by Mrs. Haley and seconded by Mrs. Wyatt and passed by a 4-0 (***Ayes:*** *Armitage, Haley, Long, Wyatt* ***No:*** *None*) vote to approved the adoption of revised/new/ exhibit/ policies/ regulations.

11. BOARD OF TRUSTEES

11.1 FUTURE AGENDA ITEMS

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

- School Safety

11.2 BOARD MEMBER REPORTS/COMMENTS

Mrs. Wyatt asked if the Placer Valley Tourism was still interested in the swimming pool complex. Mr. Leaman advised that they are still interested in willing to help out. Mr. Wyatt also stated that there is a new campaign to get a new Zebra Mascot for Lincoln High School because it is falling apart. They are looking to raise about $6000.00. They are going to start a push on donations from alumni with classes challenging each other. They will be at the Powder Puff game on Wednesday night. Funds will be going through Lincoln High School Student Body account.

Mr. Long stated that this last Saturday he had the honor of marrying two Lincoln High School graduates. There was a heavy presence of Lincoln FFA students there who handed out cookies, waited on people and cleared tables. There were about seven teachers in attendance.

Mr. Haley no report

Mr. Armitage no report

12. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- **October 1, 2019** 7:00 P.M., Regular Meeting of the Board of Trustees – District Office/City Hall Bldg., 3rd Floor Conference Room
- **October 15, 2019** 7:00 P.M., Regular Meeting of the Board of Trustees – Lincoln Crossing Elementary 635 Groveland Lane, Lincoln

13. ADJOURNMENT

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

_____
Damian Armitage, President

_____
Kris Wyatt, 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.

Posted: 091319
h:\wpfiles\board\minutes\09172019

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:
October 1, 2019

ROLL CALL REQUIRED:
N/A

BACKGROUND:

The Board of Trustees will consider approval of warrants paid since the September 3, 2019 board meeting.

RECOMMENDATION:

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

wp/rk/factsheetwarrants

Checks Dated 09/20/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85705596	09/20/2019	AIR CONTROL SERVICES, INC.	13-5600		1,114.74
85705597	09/20/2019	CROWN DISTRIBUTING INC.	13-4380		1,930.69
85705598	09/20/2019	CULTURE SHOCK YOGURT	13-4710		240.00
85705599	09/20/2019	D & P ENTERPRISES-RESCO NV	13-6400		6,622.63
85705600	09/20/2019	DANIELSEN COMPANY	13-4380	57.79	
			13-4710	1,922.07	
			Unpaid Tax	2.61-	1,977.25
85705601	09/20/2019	EAST BAY RESTAURANT SUPPLY	13-6400		42,797.55
85705602	09/20/2019	GOLD STAR FOODS, INC	13-4710		14,359.26
85705603	09/20/2019	NUTIRIKIDS -HEARTLAND PMNT SYS	13-4300	618.00	
			13-5800	5,600.00	6,218.00
85705604	09/20/2019	PROPACIFIC FRESH	13-4380	101.79	
			13-4710	1,245.77	1,347.56
85705605	09/20/2019	SCHOLASTIC BOOKS	01-4300		3,228.70
85705606	09/20/2019	UNIFIRST CORPORATION	13-5800		177.56
85705607	09/20/2019	Alcorn, Daniel T	01-4300		113.32
85705608	09/20/2019	Brothers, Annie Z	01-4300		41.11
85705609	09/20/2019	Coyle, Shamryn L	01-5200		80.00
85705610	09/20/2019	Fleshman, Amanda T	01-5200		8.00
85705611	09/20/2019	Ford, Melanee	01-5200		139.38
85705612	09/20/2019	Lazaro, Norma P	01-4300		32.25
85705613	09/20/2019	Mandel, Jamie	01-5200		80.00
85705614	09/20/2019	Miller, Linda M	01-4300		297.58
85705615	09/20/2019	Nelson, Clinton J	01-5800		38.66
85705616	09/20/2019	Newman, Karen C	01-5200		42.06
85705617	09/20/2019	Noonan, Jason R	01-4300		83.87
85705618	09/20/2019	Roberts, Karen A	01-4300		8.10
85705619	09/20/2019	Salinger, Adam P	01-4300		240.05
85705620	09/20/2019	Seacrist, Scott L	01-4300		429.09
85705621	09/20/2019	Shelton, Lauretta L	01-5200		8.00
85705622	09/20/2019	Tomasello, Katelyn R	01-4300		39.67
85705623	09/20/2019	AMPLIFY EDUCATION INC	01-4300		944.90
85705624	09/20/2019	ATHLETICS UNLIMITED	01-4300		9,417.55
85705625	09/20/2019	B&H PHOTO VIDEO	01-4300		256.20
85705626	09/20/2019	BURKETT'S OFFICE	01-4300	3,512.98	
			13-4300	253.60	3,766.58
85705627	09/20/2019	CAMBIUM LEARNING INC	01-4300		1,517.59
85705628	09/20/2019	CARIN CONTRERAS	01-5800		2,340.00
85705629	09/20/2019	CDW GOVERNMENT INC	01-4300	10,376.08	
			01-4400	1,583.66	11,959.74
85705630	09/20/2019	COAST TO COAST COMPUTER PRODUCTS	01-4300		56.83
85705631	09/20/2019	COMPUTER-USING EDUCATORS, INC.	01-5200		638.00
85705632	09/20/2019	CORWIN PRESS	01-4200		35.93
85705633	09/20/2019	CRA - CALIFORNIA READING ASSOC	01-5200		610.00

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Checks Dated 09/20/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85705634	09/20/2019	CREATIVE MATHEMATICS	01-4300		105.47
85705635	09/20/2019	DECKER EQUIPMENT	01-4300		155.67
85705636	09/20/2019	DEVON EDWARD-CHARLES CRESS ANCHOR AUDIO STORE	01-4400		1,587.65
85705637	09/20/2019	EATON INTERPRETING SVCS INC	01-5800		105.00
85705638	09/20/2019	ENTERPRISE RENT A CAR	01-5800		436.00
85705639	09/20/2019	EXPLORIT SCIENCE CENTER	01-5800		917.44
85705640	09/20/2019	FOLLETT SCHOOL SOLUTIONS, INC.	01-4300		620.98
85705641	09/20/2019	HODGE PRODUCTS, INC.	01-4300		323.36
85705642	09/20/2019	J & C BOOKS, LLC	01-4100		4,658.94
85705643	09/20/2019	JAN MOORE DBA JM PUBLISHING	01-5200		40.00
85705644	09/20/2019	KRISTON L TAGUE - DBA TAGUE BAND INSTRUMENT SERVICES	01-5600		4,129.05
85705645	09/20/2019	KYOCERA.	01-4300	519.67	
			01-5600	323.72	
			01-5800	451.04	1,294.43
85705646	09/20/2019	LAKESHORE LEARNING MATERIALS	01-4300		345.75
85705647	09/20/2019	LCS PRODUCTS, INC.	01-4300	88.62	
			Unpaid Tax	5.12-	83.50
85705648	09/20/2019	MEMBEAN, INC.	01-4300		1,010.00
85705649	09/20/2019	MICHAEL K. MARSHALL - DBA MARSHALL MEMO, LLC	01-4300		50.00
85705650	09/20/2019	MJB WELDING SUPPLY, INC.	01-4300		379.60
85705651	09/20/2019	MOSA MACK SCIENCE	01-5800		1,485.00
85705652	09/20/2019	MUSIC IN MOTION	01-4300	227.06	
			Unpaid Tax	14.04-	213.02
85705653	09/20/2019	NORTH STATE SCREENPRINT & ATHLETIC	01-4300		214.50
85705654	09/20/2019	OFFICE DEPOT	01-4300		87.79
85705655	09/20/2019	ORIENTAL TRADING COMPANY INC	01-4300		216.47
85705656	09/20/2019	PLACER COUNTY WATER AGENCY	01-4300		48.53
85705657	09/20/2019	PLACER FARM SUPPLY	01-4300		122.81
85705658	09/20/2019	REAL INSPIRATION, INC.	01-5800		500.00
85705659	09/20/2019	REALLY GOOD STUFF	01-4300		143.61
85705660	09/20/2019	RIEBES AUTO PARTS	01-4300		1,057.27
85705661	09/20/2019	RISO PRODUCTS OF SAC INC	01-4300		5,502.30
85705662	09/20/2019	SCHOLASTIC BOOK FAIRS - 13	01-4300		2,305.36
85705663	09/20/2019	SCHOLASTIC MAGAZINE	01-4300		2,783.00
85705664	09/20/2019	SCHOLASTIC TEACHING RESOURCES	01-4300		480.46
85705665	09/20/2019	SCHOOL NURSE SUPPLY INC.	01-4300		589.68
85705666	09/20/2019	SCHOOL SPECIALTY INC	01-4300		624.77
85705667	09/20/2019	SIERRA HAY & FEED	01-4300		273.25
85705668	09/20/2019	TEACHERS PAY TEACHERS DEPT. 6759	01-4300		128.81
85705669	09/20/2019	WAVE Cable TV	01-5800		20.98
85705670	09/20/2019	WILLIAM CONRADI	01-4300		412.91

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ESCAPE CONTINUE

Checks Dated 09/20/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85705671	09/20/2019	WORLDS FINEST CHOCOLATE	01-4300		7,265.00
85705672	09/20/2019	Sukhleen Gill	01-5800		250.00
85705673	09/20/2019	Gale, Audrey E	01-5200		340.00
85705674	09/20/2019	Harrigan, Nicolas J	01-5200		144.05
85705675	09/20/2019	Pickett, Scott E	01-5200		1,395.00
85705676	09/20/2019	Sommer, Tammy J	01-5200		16.59
85705677	09/20/2019	Villanueva, Guillermo	01-4300		112.61
85705678	09/20/2019	A-Z BUS SALES INC	01-4365		600.52
85705679	09/20/2019	ACI SPECIALTY BENEFITS ACI ENTERPRISES INC	01-3901		3,171.69
85705680	09/20/2019	ADVANCE SOUND & ELECTRIC INC	01-5800		272.00
85705681	09/20/2019	AT&T BUSINESS SERVICE	01-5560		42.12
85705682	09/20/2019	ATTAINMENT COMPANY INC	01-4390		100.45
85705683	09/20/2019	BACK TO LIFE AUTOMOTIVE	01-5800		39.75
85705684	09/20/2019	BANK OF AMERICA #4333	01-4300	108.00	
			01-5200	57.95-	
			01-5800	36.73-	13.32
85705685	09/20/2019	BENCHMARK EDUCATION COMPANY	01-4100		11,282.71
85705686	09/20/2019	BI JAMAR INC QUALITY SOUND SYSTEMS	01-5600		360.00
85705687	09/20/2019	BLACKBURN CONSULTING	21-6140		77,531.35
85705688	09/20/2019	BRIGHT START THERAPIES INC	01-5800		2,527.50
85705689	09/20/2019	BUS WEST - DIVISION OF VELOCITY VEHICLE GROUP	01-4365		126.51
85705690	09/20/2019	CAROLINA BIOLOGICAL SUPPLY	01-4300		279.01
85705691	09/20/2019	CDW GOVERNMENT INC	01-4300	8,534.29	
			01-5800	3,300.00	11,834.29
85705692	09/20/2019	CITY OF LINCOLN - ALARM PRGM LINCOLN POLICE DEPARTMENT	01-5800		275.00
85705693	09/20/2019	CITY OF LINCOLN / PG&E REIMB	01-5510		4,168.72
85705694	09/20/2019	COLLEGE BOARD	01-4100		540.33
85705695	09/20/2019	CURRICULUM ASSOCIATES INC.	01-4300	719.52	
			01-5800	1,608.75	2,328.27
85705696	09/20/2019	CUSTOM LANYARDS 4 ALL	01-4300		110.00
85705697	09/20/2019	DIRECT PRESS 2	01-4300		109.26
85705698	09/20/2019	EAI EDUCATION ERIC ARMIN INC.	01-4300		3,595.81
85705699	09/20/2019	FOLLETT SCHOOL SOLUTIONS, INC.	01-4300		1,605.40
85705700	09/20/2019	GERALYN M CLANCY ATTNY AT LAW	01-5800		2,000.00
85705701	09/20/2019	GRAINGER	01-4300		66.16
85705702	09/20/2019	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		107.87
85705703	09/20/2019	HMC GROUP	21-6210		72,703.35
85705704	09/20/2019	HUNT & SONS INC	01-4365		95.27
85705705	09/20/2019	J & C BOOKS, LLC	01-4100		29,699.67
85705706	09/20/2019	J & J SCREEN & GLASS	01-5600		325.00

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Checks Dated 09/20/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85705707	09/20/2019	LINMOORE FENCING & IRONWORKS	01-5800		2,700.00
85705708	09/20/2019	MEDICAB	01-5800		8,315.50
85705709	09/20/2019	MWG MESTMAKER & ASSOCIATES	01-3901		136.60
85705710	09/20/2019	NCM - NATIONAL CINEMEDIA LLC	01-4300		884.00
85705711	09/20/2019	NORMAC	01-4300		142.64
85705712	09/20/2019	OJO TECHNOLOGY INC.	21-4300	1,327.40	
			21-4400	20,573.20	
			21-5800	4,454.25	
			25-4300	111.61	
			25-4400	533.54	27,000.00
85705713	09/20/2019	OMG DIVERSIFIED DOOR & LOCK	21-4300	393.66	
			21-4400	1,161.52	
			21-6200	5,491.67	7,046.85
85705714	09/20/2019	PLACER COUNTY TREASURER TAX COLLECTOR	01-5800		28,025.80
85705715	09/20/2019	POSTMASTER / ADMIN	01-4300		110.00
85705716	09/20/2019	RICK TROW PRODUCTIONS INC THE CAREER GAME	01-4300		9.95
85705717	09/20/2019	SCHOOL FACILITY CONSULTANTS	25-5800		5,000.00
85705718	09/20/2019	SIERRA BUILDING SYSTEMS INC	01-4300	287.52	
			01-5600	1,488.03	
			01-5800	699.45	2,475.00
85705719	09/20/2019	STAR AUTISM SUPPORT, INC.	01-4100		962.03
85705720	09/20/2019	STATE OF CALIFORNIA - DOJ	01-5821		490.00
85705721	09/20/2019	TEACHER SYNERGY, LLC	01-4300		245.93
85705722	09/20/2019	VICTORIA MILLER	01-5800		607.84
85705723	09/20/2019	WAXIE'S SANITARY SUPPLY	01-4300		1,081.05
85705724	09/20/2019	WORKABILITY REGION 4, INC. CENTER HIGH SCHOOL - S.PACHECO	01-5200		250.00
		Total Number of Checks	**129**		**467,609.53**

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	114	201,308.30
13	Cafeteria Fund	11	77,041.45
21	Building Fund #1	4	183,636.40
25	Capital Facilities Fund	2	5,645.15
	Total Number of Checks	129	467,631.30
	Less Unpaid Tax Liability		21.77-
	Net (Check Amount)		**467,609.53**

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 09/13/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85704261	09/13/2019	Shorkey, Jordan L	01-5821		94.00
85704262	09/13/2019	ADD SOME CLASS	01-4300		341.75
85704263	09/13/2019	APPROVED SAFE & LOCK	01-4300	337.25	
			01-5600	674.51	1,011.76
85704264	09/13/2019	AT&T	01-5560		5,306.60
85704265	09/13/2019	C & S TELECOMMUNICATIONS INC	01-4300	731.09	
			01-5600	627.43	1,358.52
85704266	09/13/2019	CARIN CONTRERAS	01-5800		10,395.00
85704267	09/13/2019	CLIMATE CONTROL INC	01-5600		1,872.96
85704268	09/13/2019	DANG ELECTRIC	01-5600		16,647.78
85704269	09/13/2019	GRAINGER	01-4300		917.03
85704270	09/13/2019	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		948.58
85704271	09/13/2019	HILLYARD / SACRAMENTO	01-4300		1,373.94
85704272	09/13/2019	HORIZON	01-4300		309.39
85704273	09/13/2019	L & H AIRCO	01-5600		243.60
85704274	09/13/2019	LOWE'S	01-4300		1,664.73
85704275	09/13/2019	MITEL BUSINESS SYSTEMS INC	01-6400		10,527.00
85704276	09/13/2019	PACIFIC GAS & ELECTRIC CO	01-5530		2,054.67
85704277	09/13/2019	PLACER COUNTY AIR POLLUTION	01-5800		4,181.40
85704278	09/13/2019	POWER PROTECTION PLUS	01-5600		4,455.40
85704279	09/13/2019	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		110.14
85704280	09/13/2019	SCHOOL NURSE SUPPLY INC.	01-4300		3,249.27
85704281	09/13/2019	SUPPLYWORKS	01-4300		2,564.36
85704282	09/13/2019	WAVE BUSINESS	01-5560		106.08
85704283	09/13/2019	WESTERN PLACER WASTE MGT AUTH ACCOUNTING DIVISION WPWMA	01-5540		223.84
85704284	09/13/2019	Fury, Lori J	01-5200		50.69
85704285	09/13/2019	Luci, David T	01-5200		194.64
85704286	09/13/2019	Milovanovich, Casey E	01-4300		46.35
85704287	09/13/2019	A-Z BUS SALES INC	01-4365		2,213.15
85704288	09/13/2019	ADVANCED INTEGRATED PEST	01-5800		1,226.00
85704289	09/13/2019	BACK TO LIFE AUTOMOTIVE	01-5800		198.75
85704290	09/13/2019	BALLARD & TIGHE PUBLISHERS	01-4300		1,295.74
85704291	09/13/2019	BARNES & NOBLE BOOKSTORES	01-4300		115.23
85704292	09/13/2019	BUS WEST - DIVISION OF VELOCITY VEHICLE GROUP	01-4365		15.25
85704293	09/13/2019	CALIFORNIA MATHEMATICS COUNCIL	01-5200		100.00
85704294	09/13/2019	CAPITOL CLUTCH AND BRAKE INC	01-4365		481.67
85704295	09/13/2019	CDW GOVERNMENT INC	01-4300	3,405.91	
			01-4390	6.50	
			01-4400	1,468.69	4,881.10
85704296	09/13/2019	CITY OF LINCOLN/NON UTILITY	01-5800		107,188.00
85704297	09/13/2019	CITY OF LINCOLN/NON UTILITY	01-5500		14,193.83

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ESCAPE to continue

Checks Dated 09/13/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85704298	09/13/2019	CITY OF ROSEVILLE PARK & REC DEPT	01-5800		550.00
85704299	09/13/2019	CITY OF ROSEVILLE PARK & REC DEPT	01-5800		550.00
85704300	09/13/2019	COAST TO COAST COMPUTER PRODUCTS	01-4300		392.45
85704301	09/13/2019	DANNIS WOLIVER KELLEY DWK ATTORNEYS AT LAW	01-5810		290.00
85704302	09/13/2019	DAWSON OIL COMPANY	01-4345	2,757.92	
			01-4350	2,551.76	5,309.68
85704303	09/13/2019	FLINT BUILDERS, INC.	21-6200		3,185,185.00
85704304	09/13/2019	FOLLETT SCHOOL SOLUTIONS, INC.	01-4100		1,795.21
85704305	09/13/2019	GCR TIRES & SERVICE	01-4360		450.37
85704306	09/13/2019	HOUGHTON MIFFLIN COMPANY	01-4200		1,681.95
85704307	09/13/2019	JABBERGYM INC.	01-5800		3,800.00
85704308	09/13/2019	JOHN A. MILLEN	21-6290		12,800.00
85704309	09/13/2019	KINGSLEY BOGARD THOMPSON LLP	01-5800		8,126.95
85704310	09/13/2019	KYOCERA.	01-4300	43.63	
			01-5600	14.54	58.17
85704311	09/13/2019	LANDMARK CONSTRUCTION	21-6200	1,046,447.41	
			21-6270	688,556.05	1,735,003.46
85704312	09/13/2019	LEARNING SOLUTIONS INC	01-5800		2,416.33
85704313	09/13/2019	MAVERICK NETWORKS, INC.	01-5800		8,774.25
85704314	09/13/2019	MCGRAW-HILL	01-4100		234.80
85704315	09/13/2019	MEDICAL BILLING TECHNOLOGIES	01-5800		823.50
85704316	09/13/2019	N2Y	01-4100		519.44
85704317	09/13/2019	NANCY ALEXANDER-STORM	01-5800		1,708.00
85704318	09/13/2019	ODYSSEY LEARNING CENTER, INC.	01-5800		5,596.80
85704319	09/13/2019	PACIFIC GAS & ELECTRIC CO	01-5530		83.28
85704320	09/13/2019	PEARSON EDUCATION	01-4100		5,536.03
85704321	09/13/2019	PLACER LEARNING CENTER	01-5800		31,281.00
85704322	09/13/2019	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		931.39
85704323	09/13/2019	RIEBES AUTO PARTS	01-4365		1,725.91
85704324	09/13/2019	RIVERSIDE INSIGHTS	01-4300		1,147.17
85704325	09/13/2019	ROEBBELEN CONTRACTING INC	21-6270		1,403,532.20
85704326	09/13/2019	SCHOOL NURSE SUPPLY INC.	01-4300		162.94
85704327	09/13/2019	SCHOOL STEPS, INC.	01-5800		17,437.50
85704328	09/13/2019	SHARP ARCHITECTURE, INC.	21-5800		7,480.00
85704329	09/13/2019	SIERRA OFFICE SUPPLIES &	01-4300		44.17
85704330	09/13/2019	SOUTHPAW ENTERPRISES INC.	01-4300	39.35	
			Unpaid Tax	2.85-	36.50
85704331	09/13/2019	SUPER DUPER SCHOOL COMPANY	01-4300		434.36
85704332	09/13/2019	SUTTER MEDICAL FOUNDATION	01-5800		142.00
85704333	09/13/2019	TEACHER'S DISCOVERY	01-4300	119.54	
			Unpaid Tax	7.39-	112.15

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

ESCAPE ONLINE

Checks Dated 09/13/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85704334	09/13/2019	UNIFIRST CORPORATION	01-5800		223.53
85704335	09/13/2019	UNIVERSITY OF OREGON EDUCATIONAL COMMUNITY SUPPORT	01-5800		350.00
85704336	09/13/2019	VIKING SHRED LLC	01-5800		145.30
85704337	09/13/2019	WALLACE-KUHL & ASSOCIATES	21-5800	2,349.50	
			21-6170	490.00	2,839.50
85704338	09/13/2019	WALTER MAY	21-6290		14,080.00
85704339	09/13/2019	WESTERN PSYCHOLOGICAL SERVICES	01-4300		747.97
85704340	09/13/2019	Castillo, Abigail C	01-5200		206.48
85704341	09/13/2019	AIR CONTROL SERVICES, INC.	13-5600		358.99
85704342	09/13/2019	CROWN DISTRIBUTING INC.	13-4380		3,049.93
85704343	09/13/2019	CULTURE SHOCK YOGURT	13-4710		360.00
85704344	09/13/2019	DANIELSEN COMPANY	13-4710		1,176.59
85704345	09/13/2019	GOLD STAR FOODS, INC	13-4710		20,466.58
85704346	09/13/2019	PRODUCERS DAIRY FOODS, INC.	13-4710		12,751.15
85704347	09/13/2019	PROPACIFIC FRESH	13-4380	203.59	
			13-4710	1,277.87	1,481.46
85704348	09/13/2019	SAX ARTS & CRAFTS SCHOOL SPECIALTY	01-4300		241.68
85704349	09/13/2019	UNIFIRST CORPORATION	13-5800		177.56
85704350	09/13/2019	ANNETTE PAGE	13-8634		67.15
85704351	09/13/2019	JESSICA COLBY	13-8634		49.25
85704352	09/13/2019	MELANIE DELBRIDGE	13-8634		36.65
85704353	09/13/2019	NICOLE NETTLES	13-8634		42.00
85704354	09/13/2019	SCOTT ALMASY	13-8634		6.00
85704355	09/13/2019	APPLE INC.	01-4300		1,302.71
85704356	09/13/2019	APPLIED LANDSCAPE MATERIALS	01-4300	686.40	
			01-5600	1,040.00	1,726.40
85704357	09/13/2019	BI JAMAR INC QUALITY SOUND SYSTEMS	01-4300		683.57
85704358	09/13/2019	CDW GOVERNMENT INC	01-4300	5,286.15	
			01-4400	8,056.64	13,342.79
85704359	09/13/2019	FEDEX / ACCT 1266-6713-2	01-4100		3,250.80
85704360	09/13/2019	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-5800		875.00
85704361	09/13/2019	MITEL BUSINESS SYSTEMS INC	21-4300	42,558.36	
			21-4400	1,574.18	44,132.54
85704362	09/13/2019	OMG DIVERSIFIED DOOR & LOCK	21-4300		31.37
85704363	09/13/2019	U.S. BANK NATIONAL ASSOCIATION U.S. BANCORP PURCHASING CARD	01-4300	4,120.51	
			01-4390	69.93	
			01-4400	1,222.31	
			01-5200	1,879.27	
			13-4300	3,729.08	
			13-4380	62.62	

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ESCAPE [illegible]

Checks Dated 09/13/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85704363	09/13/2019	U.S. BANK NATIONAL ASSOCIATION U.S. BANCORP PURCHASING CARD	13-4710	17.60	
			13-5200	31.92	
			21-4300	1,943.25	
			21-4400	3,137.71	
			21-6160	6.00	16,220.20
85704364	09/13/2019	WALLACE-KUHL & ASSOCIATES	21-6170		16,419.65
85704365	09/13/2019	WARREN CONSULT ENGINEERS INC	21-6140		900.00
85704366	09/13/2019	ZIEGELMANN'S REFRIGERATION	01-5600		3,759.86
85704367	09/13/2019	APPLE INC.	01-4300		1,628.39
		Total Number of Checks	**107**		6,811,442.21

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	83	340,097.24
13	Cafeteria Fund	14	43,864.53
21	Building Fund #1	12	6,427,490.68
	Total Number of Checks	**107**	6,811,452.45
	Less Unpaid Tax Liability		10.24-
	Net (Check Amount)		**6,811,442.21**

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 08/30/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85701877	08/30/2019	Adams, Shelly E	01-5200		50.00
85701878	08/30/2019	Arnold, Krystal G	01-4300		472.62
85701879	08/30/2019	Berg, Sandra R	01-5200		147.09
85701880	08/30/2019	Chapman, Vivian G	01-5200		11.60
85701881	08/30/2019	Duarte, Danielle L	01-5200		195.50
85701882	08/30/2019	Garbett, Carrie A	01-5200		138.26
85701883	08/30/2019	Gonzalez, Felicitas M	01-5200		279.77
85701884	08/30/2019	Ortiz, Emily M	01-5200		130.79
85701885	08/30/2019	Robinson, Gina M	01-4300		85.79
85701886	08/30/2019	Watkins, Susan E	01-4300		174.75
85701887	08/30/2019	A-Z BUS SALES INC	01-4365		366.45
85701888	08/30/2019	ADD SOME CLASS	01-4300		180.29
85701889	08/30/2019	AT&T BUSINESS SERVICE	01-5560		67.60
85701890	08/30/2019	BACK TO LIFE AUTOMOTIVE	01-5800		119.50
85701891	08/30/2019	BANK OF AMERICA #4333	01-5200	10,581.85	
			01-5800	182.45	10,764.30
85701892	08/30/2019	BENCHMARK EDUCATION COMPANY	01-4100		10,111.53
85701893	08/30/2019	BLACKBURN CONSULTING	21-6140		39,901.95
85701894	08/30/2019	BRCO CONSTRUCTION, INC.	01-6200		17,840.00
85701895	08/30/2019	BUS WEST - DIVISION OF VELOCITY VEHICLE GROUP	01-4365		813.74
85701896	08/30/2019	CAPITOL CLUTCH AND BRAKE INC	01-4365		369.15
85701897	08/30/2019	CARIN CONTRERAS	01-5800		6,930.00
85701898	08/30/2019	CITRUS HEIGHTS SAW & MOWER	01-4365	205.13	
			01-5600	148.26	353.39
85701899	08/30/2019	CLIMATE CONTROL INC	01-5600		228.50
85701900	08/30/2019	COLLEGE BOARD	01-4100		4,041.47
85701901	08/30/2019	DAWSON OIL COMPANY	01-4345	890.08	
			01-4350	823.55	1,713.63
85701902	08/30/2019	ESGI - EDUCATIONAL SOFTWARE FOR GUIDING INSTRUCTION	01-5800		1,490.00
85701903	08/30/2019	GRAINGER	01-4300		70.76
85701904	08/30/2019	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		138.35
85701905	08/30/2019	HILLYARD / SACRAMENTO	01-4300		2,411.51
85701906	08/30/2019	INTEGRA REALTY RESOURCES	21-6120		3,500.00
85701907	08/30/2019	LINMOORE FENCING & IRONWORKS	01-5800		375.00
85701908	08/30/2019	MEDICAB	01-5800		1,270.50
85701909	08/30/2019	OMG DIVERSIFIED DOOR & LOCK	01-4300		358.94
85701910	08/30/2019	PACIFIC GAS & ELECTRIC CO	01-5530		99.90
85701911	08/30/2019	PEARSON ASSESSMENTS ORDERING DEPARTMENT	01-4300		4,349.00
85701912	08/30/2019	PLANK ROAD PUBLISHING INC	01-4100		119.45
85701913	08/30/2019	PSYCHOLOGICAL ASSESS RESOURCES	01-4300		85.32

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Checks Dated 08/30/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85701914	08/30/2019	RAINFORTH GRAU ARCHITECTS	21-6210		30,268.75
85701915	08/30/2019	RIVERSIDE INSIGHTS	01-4300		2,887.40
85701916	08/30/2019	Schools Insurance Group	01-3402	1,889.89	
			01-5400	135,352.35	137,242.24
85701917	08/30/2019	SHARP ARCHITECTURE, INC.	21-5800		16,320.00
85701918	08/30/2019	SIERRA STRIPING INC	01-5600		18,500.00
85701919	08/30/2019	SIG EMPLOYEE BENEFITS TRUST	76-9558		722,160.30
85701920	08/30/2019	VERIZON WIRELESS	01-5560	1,395.87	
			13-5560	81.64	
			21-5560	36.16	1,513.67
85701921	08/30/2019	VIKING SHRED LLC	01-5800		61.99
85701922	08/30/2019	WALLACE-KUHL & ASSOCIATES	21-5800	666.25	
			21-6170	10,602.50	11,268.75
85701923	08/30/2019	WAXIE'S SANITARY SUPPLY	01-4300		1,057.96
85701924	08/30/2019	Brothers, Annie Z	01-4300		23.72
85701925	08/30/2019	Gordon, Kelley D	01-5200		51.04
85701926	08/30/2019	Hamasaki, Wendy S	01-5200		45.00
85701927	08/30/2019	Hawe, Michelle C	01-4300		275.22
85701928	08/30/2019	Rennie, April G	01-4300		34.30
85701929	08/30/2019	Schumann, Madeleine	01-5200		29.58
85701930	08/30/2019	Weiss-Karr, Diana S	01-5200		48.23
85701931	08/30/2019	CARMAX	01-6400		17,566.52
85701932	08/30/2019	CURRICULUM ASSOCIATES INC.	01-4100	57,394.57	
			01-5800	31,814.35	89,208.92
85701933	08/30/2019	EQUAL OPPORTUNITY SCHOOLS	01-5800		13,500.00
85701934	08/30/2019	ESGI - EDUCATIONAL SOFTWARE FOR GUIDING INSTRUCTION	01-5800		149.00
85701935	08/30/2019	ESS ENVIRONMENTAL	21-6140		11,305.00
85701936	08/30/2019	HANDWRITING WITHOUT TEARS	01-4100		3,379.63
85701937	08/30/2019	J.W. PEPPER & SON INC	01-4300		253.04
85701938	08/30/2019	Loomis Union School Dist	01-4100		135.00
85701939	08/30/2019	ODYSSEYWARE / GLYNLYON, INC.	01-5800		2,250.00
85701940	08/30/2019	CROWN DISTRIBUTING INC.	13-4380		3,453.21
85701941	08/30/2019	CULTURE SHOCK YOGURT	13-4710		420.00
85701942	08/30/2019	DANIELSEN COMPANY	13-4710		1,774.60
85701943	08/30/2019	EASTBAY INC.	13-6400		42,797.55
85701944	08/30/2019	FIERY GINGER FARM	13-4710		143.75
85701945	08/30/2019	GOLD STAR FOODS, INC	13-4710		23,306.76
85701946	08/30/2019	PRODUCERS DAIRY FOODS, INC.	13-4710		1,745.85
85701947	08/30/2019	PROPACIFIC FRESH	13-4380	237.53	
			13-4710	3,499.26	3,736.79
85701948	08/30/2019	UNIFIRST CORPORATION	13-5800		177.56
85701949	08/30/2019	BEN CHRISTEN	13-8634		40.00
85701950	08/30/2019	GERALD STALIANS	13-8634		5.25
85701951	08/30/2019	JESSICA GINGRICH	13-8634		118.40
85701952	08/30/2019	Bartlett, Nicole R	01-4300		96.87

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Checks Dated 08/30/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85701953	08/30/2019	Buchman, Savannah R	01-4300		104.22
85701954	08/30/2019	Cassidy, Stephanie A	01-4300		122.63
85701955	08/30/2019	Derry, Alyeska M	01-4300		21.51
85701956	08/30/2019	Jeffs, Tami D	01-4300		58.87
85701957	08/30/2019	Maul, Stephanie C	01-4300		99.54
85701958	08/30/2019	McGrath, Rene	01-4300		70.93
85701959	08/30/2019	Merwin, Emily J	01-4300		36.76
85701960	08/30/2019	Moss, Kimberly A	01-4300		129.90
85701961	08/30/2019	Rennie, April G	01-4300		97.44
85701962	08/30/2019	Reynolds, Lyndsay E	01-4300		179.37
85701963	08/30/2019	Ruiz, Michelle L	01-4300		115.21
85701964	08/30/2019	Sanchez-Okusako, Marilu	01-4300		91.28
85701965	08/30/2019	Silva, Nicole M	01-4300		50.95
85701966	08/30/2019	Soha, Pamela S	01-4300		68.00
85701967	08/30/2019	Tomasello, Katelyn R	01-5200		85.05
85701968	08/30/2019	Trueman, William D	01-4300		96.41
85701969	08/30/2019	Van Court, Lance R	01-4300		127.49
85701970	08/30/2019	Willard, Kelli M	01-4300		77.61
85701971	08/30/2019	Wright, Jennifer A	01-4300		257.37
85701972	08/30/2019	ACADEMIC PLANNERS PLUS	01-4300		3,574.70
85701973	08/30/2019	AQUA CLEAN SOLUTIONS	13-5800		2,585.00
85701974	08/30/2019	BSN SPORTS SPORTS SUPPLY GROUP	01-4300		5,528.31
85701975	08/30/2019	BUCKETFILLERS FOR LIFE, INC.	01-4300	650.00	
			01-5800	650.00	1,300.00
85701976	08/30/2019	CDW GOVERNMENT INC	01-4300	2,372.85	
			01-4400	330.56	2,703.41
85701977	08/30/2019	COAST TO COAST COMPUTER PRODUCTS	01-4300		975.85
85701978	08/30/2019	CODECOMBAT INC.	01-5800		2,000.00
85701979	08/30/2019	COLLEGE BOARD	01-4300		330.00
85701980	08/30/2019	EDMENTUM INC.	01-4100	564.84	
			01-5800	376.56	941.40
85701981	08/30/2019	FOUNDATION FOR EDUCATION ADMIN	01-5200		1,395.00
85701982	08/30/2019	GRAINGER	01-4300		788.65
85701983	08/30/2019	J.W. PEPPER & SON INC	01-4300		67.60
85701984	08/30/2019	JB DISTRIBUTORS, INC.	01-4300		32.14
85701985	08/30/2019	JUPITER ED, INC.	01-4300		699.30
85701986	08/30/2019	KYOCERA.	01-5800		25.63
85701987	08/30/2019	LAKESHORE LEARNING MATERIALS	01-4300		502.80
85701988	08/30/2019	MUSIC IN MOTION	01-4300	34.71	
			Unpaid Tax	1.81-	32.90
85701989	08/30/2019	OFFICE DEPOT	01-4300		505.66
85701990	08/30/2019	ORIENTAL TRADING COMPANY INC	01-4300		32.15
85701991	08/30/2019	QUENCH USA, INC	01-4300		424.71
85701992	08/30/2019	REALLY GOOD STUFF	01-4300		197.15

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ESCAPE

Checks Dated 08/30/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85701993	08/30/2019	ROLLER KING SKATING & BLADING	01-5800		100.00
85701994	08/30/2019	SCHOLASTIC MAGAZINE	01-4300		189.75
85701995	08/30/2019	SCHOOL DATEBOOKS, INC.	01-4300		684.26
85701996	08/30/2019	SCHOOL SPECIALTY INC	01-4300		550.91
85701997	08/30/2019	SOUND PRODUCTIONS LLC	01-4300		231.13
85701998	08/30/2019	STUDIES WEEKLY INC.	01-4300		630.95
85701999	08/30/2019	TEACHERS PAY TEACHERS DEPT. 6759	01-4300		82.69
85702000	08/30/2019	WORLDS FINEST CHOCOLATE	01-4300		1,625.00
		Total Number of Checks	**124**		**1,297,735.84**

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	104	382,590.38
13	Cafeteria Fund	14	80,386.36
21	Building Fund #1	7	112,600.61
76	Payroll Fund	1	722,160.30
	Total Number of Checks	124	1,297,737.65
	Less Unpaid Tax Liability		1.81-
	Net (Check Amount)		**1,297,735.84**

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Checks Dated 09/06/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85702975	09/06/2019	Armstrong, Maria J	01-4300		17.99
85702976	09/06/2019	Hochstatter, Krista M	01-5200		33.65
85702977	09/06/2019	Marello, Marlene A	01-5200		135.49
85702978	09/06/2019	Moss, Kimberly A	01-5200		29.86
85702979	09/06/2019	Tucker, Kirsten L	01-5200		92.55
85702980	09/06/2019	A-Z BUS SALES INC	01-4365		2,045.99
85702981	09/06/2019	ASSOC OF 2-WAY & DUAL LNG EDUC	01-5200		2,370.00
85702982	09/06/2019	AT&T BUSINESS SERVICE	01-5560		69.21
85702983	09/06/2019	BACK TO LIFE AUTOMOTIVE	01-5800		159.25
85702984	09/06/2019	BI JAMAR INC QUALITY SOUND SYSTEMS	01-4400	7,874.03	
			01-5600	9,000.00	16,874.03
85702985	09/06/2019	BUS WEST - DIVISION OF VELOCITY VEHICLE GROUP	01-4365		27.70
85702986	09/06/2019	CAPITOL CLUTCH AND BRAKE INC	01-4365		369.15
85702987	09/06/2019	CDW GOVERNMENT INC	01-4300	1,105.98	
			01-4400	52.33	1,158.31
85702988	09/06/2019	CITY OF LINCOLN / PG&E REIMB	01-5510		3,444.16
85702989	09/06/2019	CLIMATE CONTROL INC	01-5600		3,316.95
85702990	09/06/2019	CURRICULUM ASSOCIATES INC.	01-4100	69,238.35	
			01-5800	46,767.29	116,005.64
85702991	09/06/2019	GARY L. TAYLOR - DBA TAYLOR MATH CONSULTING	01-5800		600.00
85702992	09/06/2019	GEARY PACIFIC SUPPLY	01-4300		150.38
85702993	09/06/2019	GRAINGER	01-4300		612.37
85702994	09/06/2019	HANDWRITING WITHOUT TEARS	01-4100		752.10
85702995	09/06/2019	HILLYARD / SACRAMENTO	01-4300		115.98
85702996	09/06/2019	HOME DEPOT CREDIT SERVICES	01-4300		1,604.53
85702997	09/06/2019	INDUSTRIAL PLUMBING SUPPLY	01-4300		87.39
85702998	09/06/2019	JAMIE PUCCETTI ESCOBAR	01-5800		125.28
85702999	09/06/2019	KYOCERA.	01-5600		30.95
85703000	09/06/2019	LINCOLN NEWS MESSENGER	01-4300		47.19
85703001	09/06/2019	MEDICAB	01-5800		8,300.50
85703002	09/06/2019	NANCY ALEXANDER-STORM	01-5800		9,756.76
85703003	09/06/2019	NAVIA BENEFIT SOLUTIONS	01-5800		143.00
85703004	09/06/2019	NORMAC	01-4300		147.03
85703005	09/06/2019	PACIFIC GAS & ELECTRIC CO	01-5510	123,337.70	
			01-5530	949.27	124,286.97
85703006	09/06/2019	PCOE - PLACER CO OFFICE OF ED	01-5800		8,850.00
85703007	09/06/2019	PITNEY BOWES INC	01-5600		2,187.27
85703008	09/06/2019	PLACER COUNTY SCHOOL BOARDS	01-5300		75.00
85703009	09/06/2019	SCHOOL TECH SUPPLY	01-4300		20,187.63
85703010	09/06/2019	SIERRA BUILDING SYSTEMS INC	01-4300	107.09	
			01-4400	1,200.00	
			01-5600	554.22	

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ESCAPE ONLINE

Checks Dated 09/06/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85703010	09/06/2019	SIERRA BUILDING SYSTEMS INC	01-5800	260.51	2,121.82
85703011	09/06/2019	SIERRA OFFICE SUPPLIES &	01-4300		421.30
85703012	09/06/2019	VAN DERMYDEN MADDUX LAW CORP	01-5800		320.28
85703013	09/06/2019	WAXIE'S SANITARY SUPPLY	01-4300		1,329.37
85703014	09/06/2019	WILCO SUPPLY	01-4300		198.76
85703015	09/06/2019	AIR CONTROL SERVICES, INC.	13-5600		804.97
85703016	09/06/2019	CROWN DISTRIBUTING INC.	13-4380		695.54
85703017	09/06/2019	DANIELSEN COMPANY	13-4380	90.93	
			13-4710	3,276.21	
			Unpaid Tax	5.21-	3,361.93
85703018	09/06/2019	GOLD STAR FOODS, INC	13-4710		7,303.36
85703019	09/06/2019	PRODUCERS DAIRY FOODS, INC.	13-4710		3,152.21
85703020	09/06/2019	PROPACIFIC FRESH	13-4380	135.74	
			13-4710	886.74	1,022.48
85703021	09/06/2019	UNIFIRST CORPORATION	13-5800		177.56
85703022	09/06/2019	Buchman, Savannah R	01-4300		71.26
85703023	09/06/2019	Colombo, Megan D	01-5200		64.63
85703024	09/06/2019	Derouin-St John, Desiree L	01-5200		150.00
85703025	09/06/2019	Hernandez, Santiago	01-4300		56.13
85703026	09/06/2019	Kassis, Hannah C	01-5200		110.68
85703027	09/06/2019	Lazaro, Norma P	01-4200	203.03	
			01-4300	536.92	739.95
85703028	09/06/2019	McGuire, Tiffany L	01-5200		157.99
85703029	09/06/2019	Middleton, William R	01-4300		272.98
85703030	09/06/2019	Nelson, Jennifer D	01-4300		65.16
85703031	09/06/2019	Nohel, Jenna M	01-4300		137.74
85703032	09/06/2019	Ortiz, Emily M	01-4300		52.98
85703033	09/06/2019	Penders, Reno P	01-4300		550.37
85703034	09/06/2019	Quinn, Lauren M	01-5200		125.32
85703035	09/06/2019	Rodriguez, Mark C	01-4300		109.75
85703036	09/06/2019	Soha, Pamela S	01-4300		29.94
85703037	09/06/2019	Thompson, Daniela M	01-5200		160.00
85703038	09/06/2019	Tomasello, Katelyn R	01-4300		160.83
85703039	09/06/2019	Van Zile, Julie M	01-4300		88.62
85703040	09/06/2019	AMPLIFY EDUCATION INC	01-4300		2,235.00
85703041	09/06/2019	AVALON PRINTING & GRAPHICS	01-4300		151.01
85703042	09/06/2019	AVID CENTER	01-5200		550.00
85703043	09/06/2019	BRAIN POP	01-4300		1,895.00
85703044	09/06/2019	CDW GOVERNMENT INC	01-4300	1,811.83	
			01-4400	928.60	2,740.43
85703045	09/06/2019	CHEVRON WEX BANK	01-4300		244.57
85703046	09/06/2019	COAST TO COAST COMPUTER PRODUCTS	01-4300		564.06
85703047	09/06/2019	CURRICULUM ASSOCIATES INC.	01-4300		10,031.93
85703048	09/06/2019	DELTA WIRELESS	01-4300		826.56
85703049	09/06/2019	DEMCO MEDIA	01-4300		109.30

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 CONTINUE

Checks Dated 09/06/2019

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85703050	09/06/2019	KNOWBUDDY	01-4300	101.71	
			Unpaid Tax	6.88-	94.83
85703051	09/06/2019	KYOCERA.	01-4300		11.50
85703052	09/06/2019	LAKESHORE LEARNING MATERIALS	01-4300		395.39
85703053	09/06/2019	MAGNET STREET	01-4300	743.25	
			Unpaid Tax	50.25-	693.00
85703054	09/06/2019	MARENEM INC.	01-4300	88.49	
			Unpaid Tax	5.99-	82.50
85703055	09/06/2019	MCGRAW-HILL	01-4300		81.61
85703056	09/06/2019	MI PUEBLITO TAQUERIA	01-4300		385.00
85703057	09/06/2019	MOUNTAIN MATH/LANGUAGE LLC	01-4300		99.90
85703058	09/06/2019	NASCO MODESTO	01-4300		301.07
85703059	09/06/2019	NICKY'S COMMUNICATOR	01-4300	1,363.58	
			Unpaid Tax	92.18-	1,271.40
85703060	09/06/2019	OFFICE DEPOT	01-4300		249.87
85703061	09/06/2019	ORIENTAL TRADING COMPANY INC	01-4300		784.17
85703062	09/06/2019	PROJECT LEAD THE WAY INC	01-4300		137.28
85703063	09/06/2019	PURCHASE POWER	01-4300		20.52
85703064	09/06/2019	REALLY GOOD STUFF	01-4300		332.24
85703065	09/06/2019	RISO PRODUCTS OF SAC INC	01-5800		808.00
85703066	09/06/2019	ROCHESTER 100 INC	01-4300	1,568.00	
			Unpaid Tax	106.00-	1,462.00
85703067	09/06/2019	SCHOLASTIC TEACHING RESOURCES	01-4300		170.78
85703068	09/06/2019	SCHOOL DATEBOOKS, INC.	01-4300	2,335.13	
			01-4400	206.13	2,541.26
85703069	09/06/2019	SCHOOL SPECIALTY INC	01-4300		757.73
85703070	09/06/2019	SEABIRD LODGE	01-5800		257.64
85703071	09/06/2019	TEACHER SYNERGY, LLC	01-4300		177.99
85703072	09/06/2019	TEACHERS PAY TEACHERS DEPT. 6759	01-4300		60.99
85703073	09/06/2019	THINKMAP INC VOCABULARY.COM	01-5800		2,000.00
85703074	09/06/2019	UNIVERSITY OF OREGON EDUCATION & COMMUNITY SUPPORT	01-5800		810.00
85703075	09/06/2019	VIKING SHRED LLC	01-5600		47.99
85703076	09/06/2019	WILLIAM A. SIDNEY JR - DBA SAC TOWN ZEBOPS	01-5800		1,893.00
		Total Number of Checks	102		383,499.69

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	95	367,242.94
13	Cafeteria Fund	7	16,523.26

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

ESCAPE ONLINE

Checks Dated 09/06/2019

Check Number	Check Date	Pay to the Order of		FD-OBJT	Expensed Amount	Check Amount
		Total Number of Checks	102		383,766.20	
		Less Unpaid Tax Liability			266.51-	
		Net (Check Amount)			383,499.69	

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:

Ratification of Contract with Point Break And Glen Edwards Middle School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick, Assistant Superintendent of Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Site Title I Funds

MEETING DATE:

October 1, 2019

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is for services with Point Break and Glen Edwards Middle School. The services are for a two-day workshop on October 1st and 2nd, 2019 designed to break down educational and social barriers that exist between students on campus. The total cost of these services is $5,600.00 and will be paid with school site Title I funds.

RECOMMENDATION:

Administration recommends that the Board ratify the contract agreement between Point Break and Glen Edwards Middle School.

Contract and Memorandum of Understanding

EVENT: Point Break Workshop

Description

Point Break is a workshop designed to break down educational and social barriers that exist between students on campus. Through high-energy activities, interaction with caring adults and relevant discussion (regarding communication styles, bullying, painful life experiences and emotional expression), Point Break draws students together focusing on empathy and understanding for one another. Students respond to the day's challenges with self-reflection and the acknowledgement of personal responsibility. The end result is students who begin the pursuit of behavioral change.

Additional information may be found at www.PointBreakOnline.com

School: Glen Edwards Middle School # of Students: 145/day Date: Tuesday, October 1, 2019; Wednesday, October 2, 2019
Workshop Location: McBean Pavillion Time: 8:30am-2:15pm

# of Point Break Facilitators: ≥10 Workshop Fee: $5600 (Workshops $2500/day, Little Caesar's Pizza option $300/day)

Expectations of the School

- Provide the designated number of students to participate in the day-long workshop
- Obtain a parent or guardian signed, school generated permission form for each student participant
- Provide transportation for participants if off-site
- Provide campus staff members to participate with students during the workshop
    - Work with Point Break to reach an adult to student ratio of 1:10 or better
    - All Adult Volunteers, including school staff & faculty, must attend an orientation session prior to the event.
- Provide oversight and immediate handling of any disciplinary issues
- Identify two staff members to act as school administration liaisons for student concerns. These individuals must be present for the entire program and will typically be school counselors or social workers.

Expectations of Point Break

- Provide Point Break program and materials for the agreed upon number of students
- Provide group facilitators, working with the school to reach an adult to student ratio of 1:10 or better
- Arrange for a facility where the Point Break event can be held
- Provide a morning snack and lunch for all participants
- Provide a sample "Letter to Parents of Participants" to the school for delivery to parents.
- Provide a follow-up session with school staff immediately after the program

Special Advisory

During Point Break participants will have the opportunity to express thoughts and emotions that could involve acts of self-harm including, but not limited to, suicide. Additionally, students may reveal instances of abuse in their past or current circumstances. The school assumes full responsibility in addressing these concerns in an appropriate and timely manner, including reports to school officials, protective agencies and families.

POINT BREAK®

Indemnification

The school and the school district shall indemnify, defend and hold harmless Point Break from any losses, damages, claims, or liabilities arising, directly or indirectly, out of the school's activities during the Point Break Workshop as well as the actions of all persons rendering services under the direction and control of school. The school agrees to reimburse Point Break for all court and arbitration costs, including reasonable attorneys' fees incurred by Point Break, in any way related to such claims.

Point Break shall indemnify, defend and hold harmless the school and the school district from any losses, damages, claims, or liabilities arising, directly or indirectly, out of Point Break activities under this Agreement as well as the actions of all persons rendering services under the direction and control of Point Break. Point Break agrees to reimburse the school and school district for all court and arbitration costs, including reasonable attorneys' fees incurred by them, in any way related to such claims.

Payment Terms

The payment is due within 30 days of delivering the Point Break program. Please remit payment at the time of signing to:

Point Break
PO Box 277728
Sacramento CA 95827-7728

Acceptance of Terms

By signing below, I accept the terms of this contract and agree to the outlined expectations of this memorandum of understanding.

Name: Carrie Carlson Signature Carrie L Carlson Date 9/18/19

School: Glen Edwards Middle School Title: Director of Business

Point Break Representative: Denzel Peoples Signature D. Pp Date: 08/12/19

Title: Point Break Workshop Director

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 All West Coachlines - Transportation Services to Ashland, OR For Lincoln High School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of Business Services and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

LHS Student Body Fund

MEETING DATE:

October 1, 2019

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is for transportation services with All West Coachlines for students and staff of Lincoln High School for a field trip to Ashland, OR on October 10th, 2019. The trip will be from October 10th-11th. The cost of the services is $3,667.45 and will be paid with LHS Student Body Funds.

RECOMMENDATION:

Administration recommends that the Board ratify the contract proposal agreement between All West Coachlines and Western Placer Unified School District.

CONFIRMATION

Charter ID	81493
Movement ID	91601
Move Date	10/10/2019
ClientID	LIHI002
Phone	(916) 548-0909
Contact	
Customer	LINCOLN HIGH SCHOOL 790 J STREET LINCOLN, CA 95648
Group Name	

All West Coachlines
7701 Wilbur Way
Sacramento, CA 95828
Phone: (916) 423-4000
Fax: (916) 689-5926

Salesperson: Tammy Walker

Spot Time	10/10/19 8:00 am
Depart Time	10/10/19 9:00 am
First Pickup	790 J STREET, LINCOLN, CA
Arrival	10/10/19 2:00 pm

Destination	ASHLAND, OR
Leave Time	10/11/19 8:45 am
Back Time	10/11/19 10:30 pm

First Pickup Instructions
LINCOLN HIGH SCHOOL - PICK UP IN FRONT OF THE SCHOOL - USE CIRCLE DR

SPAB
DVD PLAYER
BOOKED BY TARA JEANE
REST & MEAL STOPS AS ADVISED

Destination Instructions
1) LUNCH - WEED, CA - TEACHER WILL DIRECT DRIVER
2) COMFORT INN & SUITES -

GROUP RESPONSIBLE FOR DRIVER ROOM

VEHICLES

Seats	Vehicle Description	Vehicle ID	
56	56 Coach		$3,667.45
	Vehicle Total including PUC Tax if applicable		**$3,667.45**
		Movement Total	**$3,667.45**

Payment Terms: Payment is due 14 days in advance of charter
Deposit Requirements: Please provide copy of purchase order

Please sign and return one copy of this agreement to confirm your order. Agreement includes terms on the reverse side. Should you need to change or cancel this reservation please call the charter department at All West Coachlines, 916-423-4000.

Signature: _____ **Title:** Asst Supt of Business Svs and Operations **Date:** 9/17/19

GENERAL TERMS AND CONDITIIONS

1. *GENERAL.* This document contains all of the terms and conditions under which CUSA AWC LLC, dba all West Coachlines (the "Company","Us","We") agrees to furnish service to you ("Customer" or "You"). When you sign this document it is a legally binding contract, and it can only be changed by a later written agreement between us. Carefully read this entire document before signing.

2. *ITINERARY.* A written itinerary must be received no later than fourteen (14) days before departure. Our driver will be given a copy of your entire itinerary, and he will be instructed to follow it strictly. He has no authority to agree to make any changes in the trip schedule without the prior approval of an authorized Company supervisor. Therefore, if, after your trip begins, you want to make any change in the agreed itinerary, you must notify your driver at once and he will contact the Company. If we agree to the change you request, you must then pay the full amount of any increase in the contract price immediately upon completion of the trip. Any additional charges will be based on the Company's current published rates.

3. *COMPLIANCE WITH LAWS.* All itineraries must allow the driver and the Company to comply with all Federal, State and local regulations or ordinances. Drivers are limited to: a) 15 consecutive hours on duty in any one day (including ½ hour driver preparation; and b) of this 15 hours, a maximum of 10 hours may be actual driving hours. If your itinerary requires the use of more than one driver, either the price of the charter will be adjusted or the itinerary must be changed to allow for only one driver. Upon reaching your destination, if the drivers' total on-duty hours have been used, the driver must have a minimum of 9 hours off-duty. The Customer is responsible for the driver(s) overnight room accommodations unless you and the Company have agreed in advance that the Company will provide the driver's room and bill you for the charges.

4. *RESPONSIBILITY FOR BAGGAGE.* The Company assumes no risk for handling baggage and other passenger's property and is not liable for any loss of such items stored anywhere in the bus. Passengers may only bring baggage and other property in an amount that can conveniently be carried in the chartered bus. Each passenger is responsible for removing all of their personal property and baggage from the interior of the bus at the end of each travel day and when the trip ends.

5. *STANDING WHILE BUS IN MOTION.* Buses may start or stop suddenly. Passengers are requested not to change seats or utilize the restroom when the bus is in motion unless exercising extreme caution. The Company will not be responsible for injuries to passengers who stand or walk while the bus is in motion. Charter groups must provide adequate supervision and discipline.

6. *SERVICE SUBJECT TO TARIFF.* Customer agrees that the performance of the service described in this order is subject to tariff regulations.

7. *RIGHT TO SUBSTITUTE EQUIPMENT.* The Company has the right, at it's sole discretion to substitute equipment from our fleet or from other companies in order to fulfill this charter agreement.

8. *CHARGES.* The "TOTAL CHARTER PRICE" shown is the Company's estimate based upon our current tariff and our best estimate of the specific services you have requested before adding any fuel surcharge. Charters exceeding the miles or hours booked will be billed for additional charges. Additional hours are billed in 1 hour increments. Charges do not include driver gratuity.

9. *FUEL SURCHARGE.* All trips are subject to a fuel surcharge. Fuel surcharges are subject to change.

10. *DEPOSIT.* When a deposit is required, there is a 50% deposit per bus due 10 days after you receive your confirmation in the mail. If the deposit is not received when it is due, we may cancel the charter.

11. *PAYMENT.* Payment is due 14 days before departure unless satisfactory credit arrangements have been made and approved. Payment must be made in cash or by check payable to All West Coachlines. We accept VISA, MasterCard, American Express or Discover Card. A handling fee will be charged when paying with a credit card.

12. *FINANCE CHARGES.* If you have made credit arrangements with us to pay after departure and you fail to pay on time, we will charge you a finance charge on all past-due amounts of 1.5% for each 30 day period that the bill is past-due.

13. *CLEANING AND REPAIRS.* The Customer is liable for extraordinary cleaning and for all repairs to our vehicle (beyond normal wear) caused by members of your party. You agree to pay for all repairs and excess cleaning charged within the company's terms of payment.

14. *EXTRA FEES.* Parking, tolls, airport fees and entry fees for parks and/or attractions are the responsibility of the Customer.

15. *ALCOHOLIC BEVERAGES.* If alcoholic beverages are brought on board our vehicle, a $300.00 deposit is required. Alcohol deposits will be refunded after completion of the trip if the coach is left in good condition. Please allow 10 working days for refund to be processed. The Company reserves the right to refuse or terminate transportation to any person that displays aggressive behavior or appears to be under the influence of alcohol, or other intoxicating substances. Glass containers and kegs are not allowed on our buses.

16. *SMOKING ON THE BUS.* No smoking is permitted on our buses.

17. *CANCELLATIONS.* Charters booked, but not prepaid or confirmed by either party, may be cancelled by either You or the Company without notice. Trips cancelled less than 72 hours but more than 24 hours before spot time are subject to a $250.00 per bus cancellation fee. Trips cancelled less than 24 hours before spot time are subject to a cancellation fee of 50% of the charter price. Cancellation at spot is subject to no refund.

18. *TIME OF ARRIVAL AND DEPARTURE.* The Company does not guarantee to arrive at or depart from any point at a specific time, but will endeavor to meet the schedule submitted by its agent or employee.

19. *FORCE MAJEURE.* The Company is not responsible for any delays, changes of schedule or cancellations resulting, directly or indirectly, from any act of God, public enemies, authority of law, quarantine, perils of navigations, riots, strikes, the hazard or dangers incident to a state of war, accidents, breakdowns, road conditions, weather conditions, and other conditions beyond the Company's control.

20. *ACCOMODATIONS FOR THE DISABLED.* Any group which requires an ADA accessible bus is requested to inform us at the time of the reservation, and must notify us in writing no later than 48 hours prior to the charter's departure.

21. *OXYGEN BROUGHT ON BOARD.* Groups with members using personal oxygen canisters must give the Company 48 hours advance notice. Each group member may have two (2) canisters inside the bus. Additional canisters must be transported under the bus and properly secured in the forward baggage compartment. Canisters stored under the bus must be properly packaged by the group member in protective cases with safety caps on the valves. Canisters may not exceed 4.5 inches in diameter and 26 inches in length.

22. *CASINO/INDIAN GAMING All Passengers must be at least 21 years of age. NO CHILDREN ALLOWED.*

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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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 All West Coachlines - Transportation Services to Oregon & Washington for Lincoln High School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of Business Services and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Site Supplemental Funds

MEETING DATE:

October 1, 2019

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is for transportation services with All West Coachlines for students and teachers of Lincoln High School for a field trip to Oregon & Washington from November 13-17, 2019. The purpose of this field trip is to visit colleges in Oregon & Washington for students and families to tour colleges. The cost of the services is $10,027.50 and will be funded with Site Supplemental Funds.

RECOMMENDATION:

Administration recommends that the Board ratify the contract proposal agreement between All West Coachlines and Western Placer Unified School District.

CONFIRMATION

Charter ID	81882
Movement ID	92098
Move Date	11/13/2019
ClientID	LIHI002
Phone	(916) 548-0909
Contact	
Customer	LINCOLN HIGH SCHOOL 790 J STREET LINCOLN, CA 95648
Group Name	

All West Coachlines
7701 Wilbur Way
Sacramento, CA 95828
Phone: (916) 423-4000
Fax: (916) 689-5926

Salesperson: Michelle LaLonde

Spot Time	11/13/19 3:15 pm
Depart Time	11/13/19 3:30 pm
First Pickup	790 J STREET, LINCOLN, CA
Arrival	11/13/19 4:00 pm

Destination	SEATTLE, WA
Leave Time	11/17/19 10:00 am
Back Time	11/17/19 6:00 pm

First Pickup Instructions
LINCOLN HIGH SCHOOL

SPAB
BOOKED BY MARILOU EDWARDS

Destination Instructions
COLLEGE TOUR - VARIOUS OREGON & WASHINGTON STOPS- NEED DETAILED ITINERARY****

MAX OF 10 HOURS DRIVING PER DAY BEFORE DRIVER REQUIRES 9 HOURS OFF IN HOTEL

GROUP RESPONSIBLE FOR DRIVERS ROOM- NEED INFO

VEHICLES

Seats	Vehicle Description	Vehicle ID	
56	56 Coach		$10,027.50
	Vehicle Total Including PUC Tax if applicable		**$10,027.50**
	Movement Total		**$10,027.50**

Payment Terms: Payment is due 14 days in advance of charter
Deposit Requirements: Please provide copy of purchase order

Please sign and return one copy of this agreement to confirm your order. Agreement includes terms on the reverse side. Should you need to change or cancel this reservation please call the charter department at All West Coachlines, 916-423-4000.

Signature: _____ **Title:** Asst Supt of Business Svs and Operations **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.
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5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:

Ratification of Contract with Best Western Corvallis and Lincoln High School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Asst Superintendent - Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Site Supplemental Funds

MEETING DATE:

October 1, 2019

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contact with Best Western Corvallis is for lodging for students and employees in Corvallis, Oregon for one night from November 14-15, 2019. Seventeen rooms will be booked for students and teachers of Lincoln High School. The trip will cost $1,954.83 and will be paid using Site Supplemental Funds.

RECOMMENDATION:

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

Best Western Corvallis
925 NW Garfield::
Corvallis, OR 97330
Tel: 541)758-8571::Fax: 541)758-0834

Best Western

GROUP BLOCK ROOMS AGREEMENT

Group Name: WPUSD
Contact Person: Marilou Edwards
Address:
Phone: Fax: Email: medwards@wpusd.org
Arrival Date: November 14, 2019 Departure Date: November 15, 2019
Guarantee Info: will provide a school credit card

Room Types Needed	Rate Per Room	Additional Charges
Suite 1 king bed :		$10 per Rollaway/Crib
Suite 2 queen beds: 17	$114.99 plus tax	$10 per Extra Person
Master Suite :		
One bedroom suite 1 king bed:		
Total: 17	(PLUS TAX)	

The group block will be guaranteed per a school credit card If the entire block of rooms needs to be cancelled we must have 2 weeks notice prior to date of arrival. The school will be responsible for room and tax and any incidentals incurred during the stay.

We are located directly across from the newest shopping center in Corvallis. The rate includes our buffet style hot breakfast of scrambled eggs, sausage, Belgium waffles, biscuits and gravy, muffins, juice, coffee, tea, milk, hot and cold cereal, fresh fruit, and yogurt.

The Best Western Grand Manor Inn & Suites, Corvallis, is here to serve you and make your stay as enjoyable as possible. If there is anything that we can do, or if your group requires any special assistance, please note it below so that we can make the necessary arrangements.

Asst Supt of Business Svs and Operations

FRONT DESK

Guest Signature Date Best Western Rep Date

[[Please sign and return the contract within (10) ten days of receipt. All rooms are subject to local tax in addition to the contracted rate.]]

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:

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

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Asst Superintendent - Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Site Supplemental Funds

MEETING DATE:

October 1, 2019

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contact with Holiday Inn Express Hotel & Suites is for lodging for students and employees in Eugene, Oregon for one night from November 13-14, 2019. Seventeen rooms will be booked for students and teachers of Lincoln High School. The trip will be paid using Site Supplemental Funds.

RECOMMENDATION:

Staff recommends the Board ratify the contact with Holiday Inn Express Hotel & Suites and Lincoln High School for lodging needs of employees and students.

GROUP ROOM BOOKING CONTRACT

Holiday Inn Express Hotel & Suites - Eugene
2117 Franklin Blvd. Eugene, OR 97403
541-342-1243 Fax 541-342-1246

Lincoln High School				11/13/2019
GROUP NAME				EVENT DATES
Marilou		**Phadra Chappell**		**9/24/2019**
NAME OF CONTACT	TITLE	SALESPERSON		TODAY'S DATE
	ADDRESS OF CONTACT			
	medwards@wpusd.org	**1-5**	**17**	**17**
AREA CODE - TELEPHONE	EMAIL	NO.OF PEOPLE	NO.OF ROOMS	TOTAL ROOM NIGHTS
Bill R&T only to Company		**10/30/2019**		
Guarantee for contracted rooms		Cut-Off Date		Group Code

ROOM REQUIREMENTS

Day	wed	thu	fri	sat	sun	mon	tue	wed	thu
Date	**11-13**	**11-14**	**11-15**	**11-16**	**11-17**	**11-18**	**11-19**	**11-20**	**11-21**
King Unit	1								
Dbl Queen Unit	13								
King Suite									
Dbl Queen Suite	3								
Spa Suite 1									
Spa Suite 2									
Total Rooms	17								

Net Total: 17

DAILY ROOM RATES

King Unit	$109	King Suite	
Double Queen Unit	$109	Double Queen Suite	$119
Spa Suite 1		Spa Suite 2	
Occupancy Tax	11.3 %	*Meetings not subject to tax	

BILLING PROCEDURES

Rooms

	Individual to Pay
x	Bill R&T only to Company
	Bill all charges to Company
	DB Credit Card on File
	Check Prior to Function

Function

	DB Credit Card on File
	Db Company on File
	Check Prior to Function
	Due at End of Function
	Prepaid

Reservations

	Individual Reservations
x	Rooming List

PROGRAM/SPECIAL ARRANGEMENTS

DATE/TIME	FUNCTION	SET UP	# OF PEOPLE	RENTAL CHARGES

Hot Breakfast Included from 6:30am-10am Each Morning. Indoor Pool and Spa, 24-Hour Fitness and Buiness Centers and Walking Distance to the University of Oregon.

Dear Marilou

This is a copy of the contract. We are delighted to have Lincoln High School staying with us. Please return signed contract back (both pages) to my attention. We take rooms out of inventory and block them for your group now and will finalize upon receipt of this signed contract. We do have a grace period of 14 days for you to return contract. Best Wishes,

Hotel Representative *Phadra Chappell* Title *AGM* *September 24, 2019*

See other side for additional terms and conditions.

SIGN ACCEPTANCE COPY AND RETURN TO ARRIVE IN OUR OFFICE NO LATER THAN **September 27, 2019**

IF ACCEPTANCE COPY IS NOT RECEIVED BY THIS DATE, WE RESERVE THE RIGHT TO RELEASE ALL ROOMS HELD.

ACCEPTED BY _____ Title Asst Supt of Business Svs and Operations Date 9/24/19

TERMS AND CONDITIONS OF GROUP ROOM BOOKING CONTRACT
(Continued from Page 1)

1. Hotel Check-In and Check-Out Times: Check-out time is 12 noon and check-in time is 3pm. We will do everything possible to try to accommodate all early arrivals but cannot guarantee that the rooms will be ready until 3pm. We reserve the right to substitute room types where a particular room type is unavailable at check-in. Late check-out may be arranged on a space-available basis at additional charge. Once a group has been checked-in, it shall be financially responsible for paying the contract rate for all room nights contracted for, even if the group, or part of the group, checks out early.

2. Reservations: Reservations must be received on or before the Cut-Off date. After the Cut-Off date, we will release the unreserved rooms into our general room inventory. Group attendees may still reserve rooms at the confirmed group rate after the Cut-Off, based on availability, up to the number of rooms in the original block. After the block is filled, prevailing rates will apply.

   * If reservations are to be made on an individual basis, they may be made by contacting the hotel directly and giving the name of the group. Or by booking online through the e-link provided by the Sales Department. All individual reservations must be guaranteed to a credit card.

3. Parking: There is parking at and near the hotel. We make every attempt to see that spaces are available, but cannot reimburse parking charges that may be incurred by attendees. Bus parking is not available. Bus parking will be made available for team if needed.
4. Accessibility: Our facilities are reasonably accessible to persons with disabilities; however, due to limited availability we cannot guarantee disabled accessible guest rooms without prior identification.

5. The foregoing constitutes all the agreed upon terms of this contract. Any changes to this pre-printed form must be written and initialed by both parties to be effective. The signatories to this contract hereby warrant they have the authority to enter into the agreement and hereby agree to the terms set forth therein.

Client Initials 



113 09-24-19

Lincoln High School-RL	Folio No.	:		Room No.	: **9005**
1.503.651.4717	A/R Number	:		Arrival	: **11-13-19**
LINCOLN	Group Code	: **LHS**		Departure	: **11-14-19**
United States	Company	:		Conf. No.	:
	Membership No.	:		Rate Code	:
	Invoice No.	:		Page No.	: **1 of 3**

Date	Description		Charges	Credits
11-13-19	*Accommodation	Routed From Lincoln High school Of Room #	109.00	
11-13-19	Occupancy Tax 9.5%	Routed From Lincoln High school Of Room #	10.36	
11-13-19	State Tax 1.8%	Routed From Lincoln High school Of Room #	1.96	
11-13-19	*Accommodation	Routed From Lincoln High school Of Room #	109.00	
11-13-19	Occupancy Tax 9.5%	Routed From Lincoln High school Of Room #	10.36	
11-13-19	State Tax 1.8%	Routed From Lincoln High school Of Room #	1.96	
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11-13-19	Occupancy Tax 9.5%	Routed From Lincoln High school Of Room #	10.36	
11-13-19	State Tax 1.8%	Routed From Lincoln High school Of Room #	1.96	
11-13-19	*Accommodation	Routed From Lincoln High school Of Room #	119.00	
11-13-19	Occupancy Tax 9.5%	Routed From Lincoln High school Of Room #	11.31	
11-13-19	State Tax 1.8%	Routed From Lincoln High school Of Room #	2.14	
11-13-19	*Accommodation	Routed From Lincoln High school Of Room #	109.00	
11-13-19	Occupancy Tax 9.5%	Routed From Lincoln High school Of Room #	10.36	
11-13-19	State Tax 1.8%	Routed From Lincoln High school Of Room #	1.96	
11-13-19	*Accommodation	Routed From Lincoln High school Of Room #	119.00	
11-13-19	Occupancy Tax 9.5%	Routed From Lincoln High school Of Room #	11.31	
11-13-19	State Tax 1.8%	Routed From Lincoln High school Of Room #	2.14	
11-13-19	*Accommodation	Routed From Lincoln High school Of Room #	109.00	
11-13-19	Occupancy Tax 9.5%	Routed From Lincoln High school Of Room #	10.36	
11-13-19	State Tax 1.8%	Routed From Lincoln High school Of Room #	1.96	
11-13-19	*Accommodation	Routed From Lincoln High school Of Room #	109.00	

Holiday Inn Express Hotel & Suites - Eugene
2117 Franklin Boulevard
Eugene, Oregon 97403
Tel: (541) 342-1243 Fax: (541) 342-1246



113 09-24-19

Lincoln High School-RL
1.503.651.4717
LINCOLN
United States

Folio No. :
A/R Number :
Group Code : **LHS**
Company :
Membership No. :
Invoice No. :

Room No. : **9005**
Arrival : **11-13-19**
Departure : **11-14-19**
Conf. No. :
Rate Code :
Page No. : **2 of 3**

Date	Description		Charges	Credits
11-13-19	Occupancy Tax 9.5%	Routed From Lincoln High school Of Room #	10.36	
11-13-19	State Tax 1.8%	Routed From Lincoln High school Of Room #	1.96	
11-13-19	*Accommodation	Routed From Lincoln High school Of Room #	109.00	
11-13-19	Occupancy Tax 9.5%	Routed From Lincoln High school Of Room #	10.36	
11-13-19	State Tax 1.8%	Routed From Lincoln High school Of Room #	1.96	
11-13-19	*Accommodation	Routed From Lincoln High school Of Room #	109.00	
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113 09-24-19

Lincoln High School-RL	Folio No.	:		Room No.	: **9005**
1.503.651.4717	A/R Number	:		Arrival	: **11-13-19**
LINCOLN	Group Code	: **LHS**		Departure	: **11-14-19**
United States	Company	:		Conf. No.	:
	Membership No.	:		Rate Code	:
	Invoice No.	:		Page No.	: **3 of 3**

Date	Description	Charges	Credits
11-13-19	State Tax 1.8% Routed From Lincoln High school Of Room #	1.96	
	Total	**2,095.83**	**0.00**
	Balance	**2,095.83**	

Guest Signature: Asst Supt of Business Svs and Operations 9/24/19

I have received the goods and / or services in the amount shown heron. I agree that my liablity for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express Hotel & Suites - Eugene
2117 Franklin Boulevard
Eugene, Oregon 97403
Tel: (541) 342-1243 Fax: (541) 342-1246

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:
Donation Approval for
Glen Edwards Middle School

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
October 1, 2019

ROLL CALL REQUIRED:
No

BACKGROUND:

A "Anchor Desk" valued at $2500.00 is being donated to the Glen Edwards Middle School Broadcasting class. The desk will be used by Glen Edwards Middle School students for their broadcasted news stories.

ADMINISTRATION RECOMMENDATION:

Administration recommends we accept the donation, and it is greatly appreciated.

wp/rk/donationfactform

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 NUMBER OF DONOR:

Diana Reynolds
3325 Folklore Way Sacramento Ca 95827

Gift or Donation: 916-342-4496

Desk - Anchor Desk

Donated to (School/Program: Glen Edwards Middle / Broadcasting

Intent of Gift or Donation: Furniture For new STUDIO

Value of Gift or Donation (to be completed by the Donor:

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

Donated Item: ✓ **Estimated Dollar Value $** 2500

Certification of Receipt by Site/Program Administrator: _____ (Typed Name) Jane Lee (Signature)

FOR BUSINESS OFFICE USE ONLY

Assistant Superintendent of Business & Support Services: Carol Carlson
Signature

Revenue Code: _____
Review Comments:

Superintendent's Signature:
Board Agenda Date:
Board of Trustee Comments/Remarks:

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

INFORMATION

DISCUSSION

ACTION

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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SUBJECT:
2019-20 Communication Plan

AGENDA ITEM AREA:
Information/Discussion

REQUESTED BY:
Emma Oehler

ENCLOSURES:
No

DEPARTMENT:
Superintendent

FINANCIAL INPUT/SOURCE:
General Fund

MEETING DATE:
October 1, 2019

ROLL CALL REQUIRED:
No

BACKGROUND:

We have increased the district communication position to full time. A plan for this year's activities will be presented.

RECOMMENDATION:

Provide input and comments on the plan for the 2019-20 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.
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5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Consider Approving Revised Classified Job Description for Account Technician II

AGENDA ITEM AREA:
Discussion/Action

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

ENCLOSURES:
Proposed Job Description for Account Technician II

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General

MEETING DATE:
October 1, 2019

ROLL CALL REQUIRED:
No

BACKGROUND:

As a part of the ongoing review of District needs, programs, and staffing by the District, there exists a need to approve a revised job description for the Account Technician II, a classified position. This job description will go into effect following Board approval.

RECOMMENDATION:

Approve the attached revised job description for Account Technician II.

Western Placer Unified School District

POSITION DESCRIPTION

GS 9/13/19 9-24-19

Position Title: **Accounting Technician II**
Department: Business Department
Reports to:

SUMMARY:
Performs highly responsible technical accounting and clerical work involving the district's pupil accounting system, budgeting, and other related functions. Employees in this classification receive limited supervision within a framework of standard policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
* Audit and reconcile District financial and budget records
* Attendance: Review site reports. Prepare P1, P2 and Annual ADA reports
* Assist the in the budget development process
* Monitor the General Ledger and prepare budget transactions, transfers, journal entries and corrections
* eview deposits of all income
* Maintain revolving cash fund
* Prepare accounts receivable billings, abatement, and income transmittals
* Post journal entries
* Prepare and process warrant payments for funds
* Prepare Federal and State cafeteria claims
Process Facility Applications
* Collect developer fees and maintain records as directed
* Process deposit permits and backup
* Provide assistance to other areas in the Business Department as required
* Operate a wide variety of office equipment including personal computers and peripherals, scanner and 10-key calculator, and copier
* Attend meetings as required
* Other duties as assigned

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
High School graduate or equivalent and three years experience in office bookkeeping capacity.

OTHER SKILLS and ABILITIES:
Accounting and financial record keeping principles and practices, especially as they pertain to governmental and school district accounting. Personal computers and interfacing with mainframe computers and other office equipment. Personal computer software including spreadsheets,

data systems and word processing. Typical business area including payable, receivable, purchasing, student accounting, budgeting, and financial statements.

Perform difficult clerical and technical work rapidly and accurately. Understand and carry out oral instructions independently. Work cooperatively with those contacted in the course of work. Prepare accurate financial summaries and reports, establish and maintain a variety of complex records. Analyze situations accurately and adopt an effective course of action. Perform arithmetical calculations with speed and accuracy. Learn and apply office policies, rules and procedures rapidly; read, understand and interpret written laws, rules, and standards. Use initiative and judgment in discussing problems with public and District staff. Assemble and organize data and prepare worksheets and reports as requested. Communicate effectively and tactfully in both oral and written form.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before vendors, administrators and staff.

MATHEMATICAL SKILLS:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts basic algebra and geometry.

REASONING ABILITY:
Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and operate a computer. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as payroll reports. Specific vision abilities required by this job include close 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 usually quiet. Position usually demands meeting deadlines with severe time constraints.

~~*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*~~

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
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3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Consider Approving Revised Classified Job Description for Department Secretary/Administrative Assistant and Corresponding Revised Salary Schedule

AGENDA ITEM AREA:
Discussion/Action

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

GS

ENCLOSURES:
Proposed Job Description for Department Secretary/Administrative Assistant and Corresponding Revised Salary Schedule

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General

MEETING DATE:
October 1, 2019

ROLL CALL REQUIRED:
No

BACKGROUND:

As a part of the ongoing review of District needs, programs, and staffing by the District, there exists a need to approve a revised job description for the Department Secretary/Administrative Assistant, a classified position. This job description will go into effect following Board approval. The classified salary schedule has also been revised to reflect the corresponding revised salary scale placement.

RECOMMENDATION:

Approve the attached revised job description for Department Secretary/Administrative Assistant and revised classified salary schedule.

Western Placer Unified School District

POSITION DESCRIPTION

GS 9/17/19 9-18-

Position Title:	**DEPARTMENT SECRETARY/ADMINISTRATIVE ASSISTANT**
Department:	~~Maintenance Services~~ Specific Department
Reports to:	Department Director ~~of Maintenance & Operations~~

SUMMARY:

Performs a variety of complex and responsible secretarial/administrative assistant support functions, including preparation and review of departmental financial transactions and records. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification may direct and coordinate the work of others. This job class requires in-depth knowledge of secretarial/administrative assistant and organizational skills, and functions in a highly visible and independent manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Acts as secretary/administrative assistant to the site/departmental manager performing a wide variety of complex and responsible clerical and secretarial/administrative assistant support duties as well as relieving the departmental manager of routine administrative functions not requiring his/her immediate attention
* Converses with and furnishes information to outside agencies, principals, and other staff throughout the district and with the public in general
* Processes documents such as purchase orders, payables, and budget transfers
* Assists in departmental budget development and monitoring
* Prepares and processes warrants for payment
* Audits, reconciles, tabulates and classifies invoices
* Responsible for department purchase order processing
* Maintains account code list for department
* Manages ~~maintenance and operations~~ department -vendors, gathering information and setting up accounts
* ~~Manages the District's work order system for the Maintenance and Operations department~~
* Tracks absence forms for the department
* ~~Co-ordinate surplus material/equipment/furnishings~~
* Researches and orders materials, supplies and equipment
* ~~Retain records and facilitate replacement for all keys issued district wide, coordinating all lock and key repairs with the sites~~
* Takes notes and/or transcribes dictation of letters, memoranda, and other documents
* ~~Acts as a receptionist to g~~Greets ~~and interview~~ visitors, takes and screens phone calls for the department.
* ~~Takes and screens phone calls for the department~~
* Coordinates meetings and appointments with vendors or staff as directed
* Acts as a resource person to teachers, students, parents, and the general public regarding general and specific information on the policies, procedures and activities of assigned department
* Processes, reviews, and verifies various forms, reports, records, and other material for accuracy, completeness and conformity with established standards
* Composes and types correspondence, memos, and/or reports on own initiative, from marginal notes, or from oral and written directions
* Types a variety of materials from clear draft, hand-written copy, notes, and verbal direction including memos, correspondence, reports, purchase orders, forms, cards, and records
* Receives, date stamps, and routes mail; maintains files and records; compiles and prepares reports

* Ensures office supplies are ordered and stocked as necessary
* Performs other related duties as assigned

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
High School graduate or general education degree (GED) and two years of responsible secretarial experience, preferably in a school district environment.

OTHER SKILLS and ABILITIES:
Knowledge of school district clerical operations and functions. Knowledge of proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing. Knowledge of correct English usage, spelling, grammar, and punctuation. Knowledge of financial record keeping methods and practices. Ability to understand and apply successfully a variety of complex directions to specific situations. Ability to proofread work accurately. Ability to take notes and dictation and transcribe them accurately. Ability to communicate effectively and tactfully in both oral and written formats. Ability to establish and maintain a variety of record keeping, reference, and data collection systems. Ability to analyze situations and take appropriate action in a variety of procedural matters without immediate supervision. Ability to prioritize and coordinate workflow and timelines. Ability to establish and maintain effective work relationships when contacted in the performance of required duties. Ability to operate a variety of office equipment. Ability to utilize word processing (preferably Microsoft Word), database, spreadsheet programs, and financial programs on the computer. Ability to type accurately at a minimum rate of 60 w.p.m.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to staff and public. Ability to speak and/or write Spanish desirable.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to multi-task in a variety of situations while meeting time constraints and deadlines. Ability to effectively handle emergency situations.

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.

While performing the duties of this job, the employee is almost continuously required to sit, talk, or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion

many times, as in typing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

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 acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will remain within the acceptable noise level range. The employee continuously is interacting with the public and staff. The employee frequently will be required to meet multiple demands from several people.

~~*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*~~

WESTERN PLACER UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE 2019-2020

Range: Cafeteria

14 Cafeteria Site Cashier
16 Central Kitchen Assistant
20 Central Kitchen Lead
23 Child Nutritional Clerk
12 Food Service Assistant
16 Food Service Lead
20 Middle School Cafeteria Lead
23 High School Cafeteria Lead

Range: Clerical

26 Accounting Technician I
28 Accounting Technician II
17 Adult School Account Clerk
24 Alternative Education Secretary/Administrative Assistant
22 Assistant Principal Secretary/Administrative Assistant
16 Bilingual School Clerk
22 Counselor Secretary/Administrative Assistant
24 **25 Department Secretary/Administrative Assistant**
22 District ELD & Intervention Program Secretary/Administrative Assistant
20 District Office Clerk
23 District Receptionist Clerk
42 Facilities Planner
26 Facilities Support Clerk, Grant Funded
15 Grant Funded Bilingual Clerk
14 Grant Funded Clerk
14 Grant Funded Support Services Clerk
18 Grant Funded Transition Support Provider
20 Health Clerk
22 Preschool Clerk
24 Registrar/Student Data Manager
20 School Office Clerk II
22 School Office Clerk III
24 School Secretary I/Administrative Assistant (K-5)
25 School Secretary I/Administrative Assistant (6-12)
22 Special Education Clerk
28 Special Education Secretary/Administrative Assistant
28 Supplemental Programs & Accountability Secretary/ Administrative Assistant
28 Educational Services Secretary/Administrative Assistant

Range: Education

13 Campus Monitor
13 Campus/Cafeteria Supervisor
17 Computer Laboratory Technician
21 High School Library Technician
14 Infant/Toddler Paraprofessional
15 Instructional Aide
16 Instructional Aide-Bilingual/ESL
17 Instructional Aide-Special Education
25 Interpreter - Oral ***(Paid on Step A only)***
25 Interpreter- Deaf & Hard of Hearing
20 Intervention Services Provider
19 Library Technician
32 Licensed Vocational Nurse
28 LVN/Paraprofessional, Specialized Phys Hlth Care
28 Occupational Therapist Assistant I
17 Paraprofessional, Specialized Physical Health Care
25 Parent/School/Community Liaison
15 Preschool Instructional Aide
24 Preschool Instructor
28 Speech-Language Pathology Assistant
33 Translator - Written ***(Paid on Step A only)***

RANGE	Step A	Step B	Step C	Step D	Step E	Step F*
12	14.16	14.82	15.55	16.29	17.10	17.96
13	14.52	15.19	15.93	16.71	17.54	18.42
14	14.82	15.55	16.29	17.10	17.96	18.86
15	15.19	15.93	16.71	17.54	18.36	19.28
16	15.55	16.29	17.10	17.96	18.80	19.74
17	15.93	16.71	17.54	18.36	19.29	20.26
18	16.29	17.10	17.96	18.80	19.77	20.76
19	16.71	17.54	18.36	19.29	20.22	21.23
20	17.10	17.96	18.80	19.77	20.72	21.76
21	17.54	18.36	19.29	20.22	21.24	22.30
22	17.94	18.80	19.77	20.72	21.75	22.83
23	18.36	19.29	20.22	21.24	22.28	23.39
24	18.80	19.77	20.72	21.75	22.79	23.93
25	19.29	20.22	21.24	22.28	23.36	24.53
26	19.77	20.72	21.75	22.79	23.93	25.12
27	20.22	21.24	22.28	23.36	24.52	25.75
28	20.72	21.75	22.79	23.93	25.14	26.40
29	21.24	22.28	23.36	24.52	25.74	27.02
30	21.75	22.79	23.93	25.14	26.38	27.70
31	22.28	23.36	24.52	25.74	27.03	28.38
32	22.79	23.93	25.14	26.38	27.69	29.08
33	23.36	24.52	25.74	27.03	28.36	29.77
34	23.93	25.14	26.38	27.69	29.07	30.53
35	24.52	25.74	27.03	28.36	29.79	31.28
36	25.14	26.38	27.69	29.07	30.52	32.05
37	25.74	27.03	28.36	29.79	31.27	32.83
38	26.38	27.69	29.07	30.52	32.06	33.66
39	27.03	28.36	29.79	31.27	32.86	34.50
40	27.69	29.07	30.52	32.06	33.63	35.32
41	28.36	29.79	31.27	32.86	34.49	36.22
42	29.07	30.52	32.06	33.63	35.30	37.07
43	29.79	31.27	32.86	34.49	36.17	37.98
44	30.52	32.06	33.63	35.30	37.06	38.91
45	31.27	32.86	34.49	36.17	37.99	39.89
46	32.06	33.63	35.30	37.06	38.92	40.87
47	32.86	34.49	36.17	37.99	39.89	41.89
48	33.63	35.30	37.06	38.92	40.89	42.93
49	34.49	36.17	37.99	39.89	41.91	44.00
50	35.30	37.06	38.92	40.89	42.94	45.09

Range: Technology

33 District & Site Support Tech
45 Network Administrator
45 Technology Data Specialist
33 CALPADS Coord/Tech Project Tech/Tech Sup Tech I
36 Technology Support Tech II

Range: Transportation & Maintenance

33 Assistant Mechanic
24 Bus Driver, Special Needs
22 Custodian/Groundsman
37 Dispatcher/Driver Trainer
33 District Maintenance Worker
24 Grounds Maintenance Worker
26 Lead Custodian
24 Maintenance/Custodian
42 Mechanic

Longevity: 2.5% salary increase for 10 years of service and 2.5% for each additional 5 years of completed service.

Retiree Benefits: After 15 years of service, 3,600 for a maximum of five (5) consecutive years or to age 65 or $6,000 per year for a maximum of three (3) consecutive years or until age 65.

* STEP F: Employees will be placed on Step F at the beginning of the school year in their 15th year of service with the District

Effective 7/1/14 5% added to the 2014-2015 salary schedule & elimination of Employer paid PERS
Effective 7/1/15 3.75% added to the 2015-2016 salary schedule, retro to 3/1/15
Effective 3/15/16 4% added to the 2015-2016 salary schedule, retro to 1/1/16
Effective 7/1/16 1.5% lump sum pay from 2016-2017 salary schedule
Effective 7/1/17 1.53% added to the 2017-2018 salary schedule
Effective 7/1/18 .50% added to the 2018-2019 salary schedule retro to 1/1/19
Effective 7/1/19 .25% added to the 2019-2020 salary schedule, Step F added
Effective 10/1/19 Department Secretary position placed at Step 25

*****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:
Twelve Bridges High School Mascot

AGENDA ITEM AREA:
Information/Discussion

REQUESTED BY:
Scott Leaman, Superintendent
Audrey Kilpatrick, Asst. Supt. - Business & Operations

ENCLOSURES:
Yes

DEPARTMENT:
Superintendent
Business Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
October 1, 2019

ROLL CALL REQUIRED:
No

BACKGROUND:
At the September 3, 2019 board meeting the board was presented with all mascot suggestions and a list of six suggested mascots. They were Rams, Mustang, Broncos, Coyote, Rattlers and Rhinos.

Flyers were sent to Twelve Bridges Middle School and Glen Edwards Middle School asking for all students to complete the flyer by picking their top mascot from the list of six suggested mascots. The survey was completed last week by both middle schools and all completed flyers were returned to the district office. Glen Edwards Middle School had 91% of the students complete the survey and Twelve Bridges Middle School had 93% of the students complete the survey. The survey results are listed below:

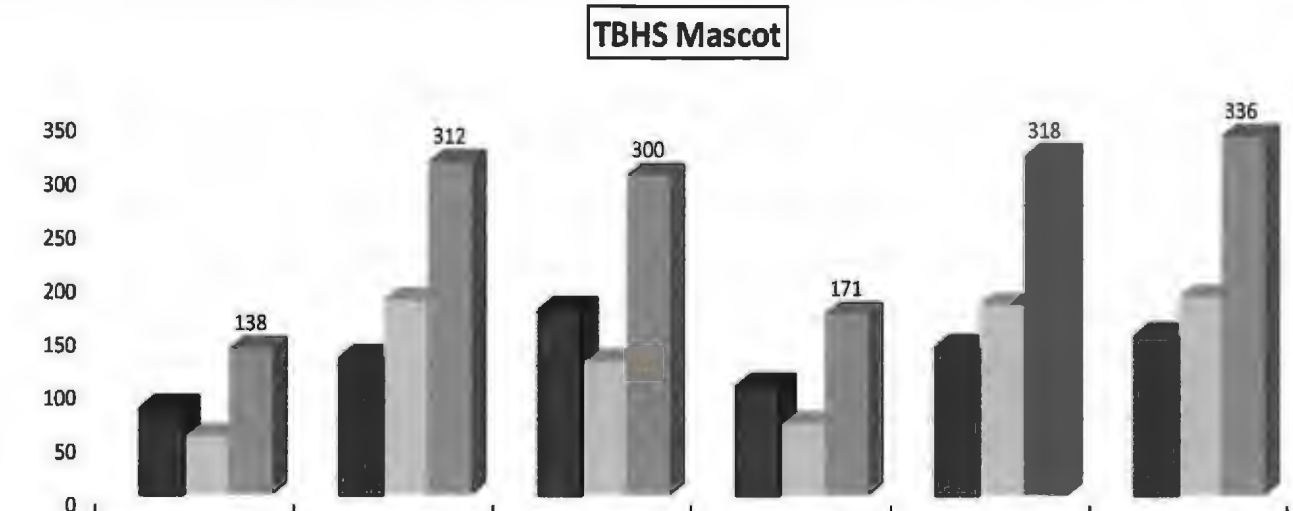
	TBMS	GEMS	TOTAL
Broncos	82	56	138
Coyotes	129	183	312
Mustangs	174	126	300
Rams	103	68	171
Rattlers	139	179	318
Rhinos	150	186	336
Total	777	798	1575

A chart showing the results is presented on the following page.

RECOMMENDATION:

This is an information and discussion item only. Based on board feedback, Administration will bring back a mascot recommendation for the Twelve Bridges High School at the October 15, 2019 board meeting

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET



	Broncos	Coyotes	Mustangs	Rams	Rattlers	Rhinos
TBMS	82	129	174	103	139	150
GEMS	56	183	126	68	179	186
TOTAL	138	312	300	171	318	336

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:
October 1, 2019

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 3260 – Fees and Charges

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

wp/rk/factform

FEES AND CHARGES

The Board of Trustees recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the educational program are made available to them at no cost.

No student shall be required to pay any fees, deposit~~ions~~, or other charges for ~~his/her~~ participation in an education activity which constitutes an integral fundamental part of the district's educationa**l** program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

(cf. 3100 – Budget)
(cf. 6145 - Extracurricular and Cocurricular Activities)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. ~~For such authorized~~ **When approving such** fees, deposits, or **charges** establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socio-economic conditions of ~~the district~~ students' families and their ability to pay.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 3250 - Transportation Fees)
~~(cf. 3515.4 - Recovery for Property Loss or Damage)~~
(cf. 3553 - Free and Reduced Price Meals)
(cf. 5143 - Insurance)
(cf. 9323.2 - Actions by the Board)

The prohibition against student fees shall not ~~restrict~~ **prevent** the district from soliciting for donations, ~~participating in~~ **conducting** fundraising activities, and providing prizes or other recognition for participants in such activities and events. The Superintendent or designee shall emphasize that participation of students, parents/guardians, district employees, volunteers, or educational or civic organizations in such activities and events is voluntary. ~~However,~~ ~~t~~The district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student. **The district** ~~and~~ **also** shall not remove, or threaten to remove, from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3290 - Gifts, Grants and Bequests)

The Superintendent or designee ~~shall~~ **may** provide ~~additional~~ information or professional development opportunities to administrators, teachers, and other personnel ~~to learn about~~ **regarding** permissible fees.

(cf. 4131 - Staff Development)

FEES AND CHARGES (continued)

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

Complaints

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

(cf. 1312.3 - Uniform Complaint Procedures)

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification of uniform complaint procedures to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

Collection of Debt

The Superintendent or designee shall, in accordance with law, recover any debt owed to the district as a result of unpaid permissible student fees approved by the Board. However, the district shall not bill a current or former student for accumulated debt, nor take negative action against a student or former student because of such debt, including, but not limited to, any of the following: (Education Code 49014)

1. **Denying full credit for any class assignment**

2. **Denying full and equal participation in any classroom activity**

3. **Denying access to the library or other on-campus educational facilities**

4. **Denying or withholding grades or transcripts**

5. **Denying or withholding a diploma**

6. **Limiting or barring participation in an extracurricular activity, club, or sport**

FEES AND CHARGES (continued)

7. Limiting or excluding the student from participation in an educational activity, field trip, or school ceremony

Legal Reference:

EDUCATION CODE
8239 Preschool and wraparound child care services
8250 Child care and development services for children with disabilities
8263 Child care eligibility
8422 21st Century High School After School Safety and Enrichment for Teens programs
8482.6 After School Education and Safety programs
*8760-8773~~4~~ Outdoor science, ~~and~~ conservation, **and forestry** programs*
*17453.1 District sale or lease of Internet appliances or personal computers to ~~students or~~ parents **of students***
17551 Property fabricated by students
19910-19911 Offenses against libraries
32033 Eye protective devices
32221 Insurance for athletic team member
32390 Fingerprinting program
35330-35332 Excursions and field trips
35335 School camp programs
38080-38085 Cafeteria establishment and use
38120 Use of school band equipment on excursions to foreign countries
39801.5 Transportation of adults
39807.5 Payment of transportation costs
39837 Transportation of students to places of summer employment
48050 Residents of adjoining states
48052 Tuition for foreign residents
48904 Liability of parent or guardian
49010-49013 Student fees
49014 Public School Fair Debt Collection Act
49065 –Charge for copies
49066 Grades, effect of physical education class apparel
49091.14 Prospectus of school curriculum
49557.5 Unpaid school meal fees
51810-51815 Community service classes
52612 Tuition for adult classes
52613 Nonimmigrant foreign nationals
56504 School records; students with disabilities
60410 Students in classes for adults
GOVERNMENT CODE
6253 Request for copy; fee
CALIFORNIA CONSTITUTION
Article 9, Section 5 Common school system
CODE OF REGULATIONS, TITLE 5
350 Fees not permitted
4600-4687 Uniform complaint procedures
UNITED STATES CODE, TITLE 8
*1184 ~~Foreign~~ **Nonimmigrant** students*

Legal Reference: (see next page)

FEES AND CHARGES (continued)

Legal Reference: (continued)

COURT DECISIONS
***Arcadia Unified School District v. State Department of Education** (1992) 2 Cal 4th 251*
Driving School Assn of CA v. San Mateo Union HSD ~~(1993)~~ (1992) 11 Cal. App. 4th 1513
~~Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251~~
Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739
Hartzell v. Connell (1984) 35 Cal. 3d 899
CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
*Pupil Fees: ~~Damage to School Property~~, **Deposits and Other Charges,** Fiscal Management Advisory ~~16-01, September 16, 2016~~ 17-01, July 28, 2017*
~~Pupil Fees: Parent Service Hours, Fiscal Management Advisory 15-01, January 20, 2015~~
~~Pupil Fees, Deposits, and Other Charges: Cap and Gown for High School Graduation Ceremony, Addendum to Fiscal Management Advisory 12-02, October 4, 2013~~
~~Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013~~
WEB SITES
CSBA: http://www.csba, org
California Department of Education: http://www.cde.ca.gov

Policy
adopted: September 4, 2007
revised: April 15, 2014
revised: June 2, 2015
revised: May 2, 2017
revised: October 1, 2019

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

FEES AND CHARGES

When approved by the Board of Trustees, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)

3. Expenses of students' participation in a field trip or excursion **within the stated or** to another state, the District of Columbia or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8773~~4~~ provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

(cf. 6142.5 - Environmental Education)

6. Reimbursement **to the district** for the direct cost of materials ~~provided by the district to a student for the fabrication of nonperishable personal property the student~~ **used by students to fabricate property they** will take home for ~~his/her~~ **their** own possession and use, such as wood shop, art, or sewing projects kept by ~~the~~ students (Education Code 17551)

7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student**, the district provides a waiver based on financial need,** and **an** exemptions ~~are~~ **is** made for ~~indigent and disabled students~~ **any student with a disability whose individualized education program includes transportation as a related service necessary to receive a free appropriate public education** (Education Code 39807.5)

(cf. 3250 - Transportation Fees)
(cf. 6159 - Individualized Education Program)
(cf. 6178.2 - Regional Occupational Center/Program)

FEES AND CHARGES (continued)

8. Transportation for students to and from their places of employment in connection with any summer employment programs for youth (Education Code 39837)

9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)

10. Sale or lease of ~~Internet appliances or~~ personal computers **or of Internet appliances** ~~for the purpose of providing access to the district's educational computer network, at no more than cost, as long as~~ ~~the~~ **that allow a person to connect or access the district's educational network, provided that the items are sold or leased to parents/guardians at no more than coast and the** district provides network access for families who cannot afford it (Education Code 17453.1)

(cf. 0440 - District Technology Plan)
(cf. 6163.4 - Student Use of Technology)

11. An adult education or secondary school community service classes in civic, vocational, illiteracy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810, 51815)

(cf. 6142.4 – Service Learning/Community Service Classes)

12. Eye safety devices, worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32003)

(cf. 3514.1 – Hazardous Substances)
(cf. 5142 – Safety)

13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)

(cf. 5125 - Student Records)

14. Actual costs of duplication for reproduction of the prospectus of school curriculum or copies of public records (Education Code 49091.14; Government Code 6253)

(cf. 1340 - Access to District Records)
(cf. 5020 – Parent Rights and Responsibilities)

FEES AND CHARGES (continued)

15. Food sold at school subject to free and reduced price meal program eligibility and other restrictions specified in law (Education Code 38084)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Funds)
(cf. 3552 – Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3554 - Other Food Sales)

16. ~~As allowed in~~ **In accordance with** law, replacement cost or reimbursement for lost or damaged district books, supplies, or property, or for district property loaned to a student that ~~he/she~~ **the student** fails to return (Education Code 19910-19911, 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)

17. Tuition for district school attendance by an out-of-state and out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.1 - District Residency)
cf. 5111.2 - Nonresident Foreign Students)

18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects, classes for which high school credit is granted when taken by a person who does not hold a high school diploma or, effective July 1, 2015, classes in English and citizenship (Education Code 39801.5, 52612, 60410)

(cf. 6200 - Adult Education)

19. Preschool and child care and development services in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is **exempted from fees by law** ~~for severely disabled children and the student is eligible to enroll in it~~ (Education Code 8239, 8250, 8263)

(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

20. Participation in a before-school or after-school program that is funded as an After School Education and Safety (ASES) programs, 21st Century Community Learning Center (21st CCLC), or 21 Century High School After School Safety and Enrichment for Teens program, provided that fees are waved or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the district knows the student is a homeless or foster youth (Education Code 8422, 8482.6)

FEES AND CHARGES (continued)

(cf. 5148.2 - Before/After School Programs)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

(cf. 6141.4 – International Baccalaureate Program)
(cf. 6141.5 - Advanced Placement)

Collection of Debt

Before pursuing payment of any debt that has accumulated from unpaid permissible fees, the Superintendent or designee shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student. The invoice shall reference district policies related to debt collection and the rights established pursuant to Education Code 49014 and 49557.5. For each payment received, the district shall provide a receipt to the parent/guardian. (Education Code 49014)

The Superintendent or designee shall not sell debt owed by a parent/guardian of a student or former student. (Education Code 49014)

Regulation
approved: September 4, 2007
revised: April 15, 2014
revised: June 2, 2015
revised: May 2, 2017
revised: October 1, 2019