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

MEMBERS OF THE GOVERNING BOARD

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

DISTRICT ADMINISTRATION

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

	STUDENT ENROLLMENT		
School	**2015-16 CALPADS**	**2/1/2017**	**3/1/2017**
Sheridan Elementary (K-5)	66	65	67
First Street Elementary (K-5)	465	424	419
Carlin C. Coppin Elementary (K-5)	394	444	443
Creekside Oaks Elementary (K-5)	607	622	632
Twelve Bridges Elementary (K-5)	632	625	621
Foskett Ranch Elementary (K-5)	471	459	462
Lincoln Crossing Elementary (K-5)	645	648	648
Glen Edwards Middle School (6-8)	866	891	884
Twelve Bridges Middle School (6-8)	773	765	766
Lincoln High School (9-12)	1,735	1,801	1,815
Phoenix High School (10-12)	77	74	75
TOTAL	**6731**	**6,818**	**6,832**

SDC Pre-School

Foskett Ranch	23
First Street/LIP	80
Carlin C. Coppin	0

Parent Education
Continuing Educ. Classes

GLOBAL DISTRICT GOALS

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
April 4, 2017, 7:00 P.M.
WPUSD District Office/City Hall Building-3rd Floor Conference Room
600 Sixth Street, Lincoln, CA 95648

AGENDA

2016-2017 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.

6:25 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.

6:30 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
~Gabe Simon, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
~Kerry Callahan, Assistant Superintendent of Educational Services

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

3.3 PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release
Employee # CL 16/17.6 Discipline/Dismissal/Release
Roll call vote:

3.4 STUDENTS
Student Private Placement – Case No. 2016070675

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

4.2 ***Page 10*** **- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477

4.3 ***Page 11*** **- PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release
Employee # CL 16/17.6 Discipline/Dismissal/Release

4.4 ***Page 12*** **- STUDENTS**
Student Private Placement – Case No. 2016070675

5. ***Page 15 - 89*** **- CONSENT AGENDA**

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

5.1 Certificated Personnel Report
5.2 Classified Personnel Report
5.3 Approval of Minutes for: March 7th & 21st, 2017
5.4 Approval of Warrants
5.5 Ratify Contract with Capitol Advisors Group, LLC and Western Placer U.S.D.
5.6 Approve Donation to Sheridan Elementary School
5.7 Approve Overnight Field Trip/Out of State Travel
5.8 Ratification of Contract with Learning Solutions
5.9 Ratification of Agreement between the Western Placer Teachers Association and the Western Placer U.S.D.
5.10 Ratification of Agreement between the Emics Inc. and the Western Placer U.S.D.
Roll call vote:

6. **COMMUNICATION FROM THE PUBLIC**

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7. REPORTS & COMMUNICATION

- Lincoln High School Student Advisory – Janna McCoy
- Western Placer Teacher's Association – Tara McCroskey
- Western Placer Classified Employee Association – Mike Kimbrough
- 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 *Page 67* – **CALIFORNIA SCHOOL DASHBOARD – Leehane** *(16-17 G & O Component I, II, III, IV, V)*

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

8.2 Action *Page 68* – **APPROVE BOARD POLICY BP 3470 DEBT ISSUANCE AND MANAGEMENT POLICY – Kilpatrick** *(16-17 G & O Component I, II, III, IV, V)*

- Voters within the District authorized two general obligation bond measures. On November 4, 2014, voters approved Measure A in the amount of $60,000,000. Measure A authorizes the District to issue bonds for construction of a new high school and modernization upgrades and construction upgrades at Lincoln High School.

8.3 Action *Page 79* – **APPROVE RESOLUTION NO. 16/17.26, AUTHORIZING THE PURCHASE AND INSTALLATION OF SYNTHETIC TURF FIELD FROM VALLEY PRECISION GRADING, INC./ASTRO TURF UNDER A PIGGYBACK CONTRACT PURSUANT TO PUBLIC CONTRACTS CODE SECTION 20118 – Adell** *(16-17 G & O Component I, II, III, IV, V)*

- The existing synthetic turf field at Lincoln High School Stadium has extended beyond its useful life and warranty period and the existing aggregate base subsurface has lost its planarity in various locations. It is in the best interest of the District for health and safety reason to replace the outdated turf with a new synthetic turf application and turf preparation including re-grading of existing aggregate base as part of the campus addition and modernization scope of work.

Roll call vote:

8.4 Information *Page 87* – **UPDATE OF REPORT REVIEW – HORIZON CHARTER SCHOOL & PARTNERSHIP FOR STUDENT-CENTERED LEARNING CHARTER SCHOOL – TERI RYLAND, RYLAND SCHOOL BUSINESS CONSULTING – Kilpatrick** *(16-17 G & O Component I, II, III, IV, V)*

- In April 2013 Ryland School Business Consulting was contracted by Horizon Charter Schools to provide an in-depth review of the lease and facilities agreements, the financial status of the charter schools, internal controls, processes and procedures and the overall fiscal health of the operations. Terri Ryland presented the result and recommendations to both boards as a result of the review.

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.

- High School in the Twelve Bridges Area
- Lincoln Crossing Elementary South/Facilities Update

9.2 BOARD MEMBER REPORTS/COMMENTS

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➢ **April 18, 2017** 7:00 P.M., Regular Meeting of the Board of Trustees – District Office/City Hall Bldg., 3rd Floor Conference Room

11. ADJOURNMENT

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

Posted: 033117

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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, April 4, 2017**
Time: **6:30 P.M.**

1. LICENSE/PERMIT DETERMINATION

2. SECURITY MATTERS

3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

4. **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

6. LIABILITY CLAIMS

7. THREAT TO PUBLIC SERVICES OR FACILITIES

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

9. **CONFERENCE WITH LABOR NEGOTIATOR**

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

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

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

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

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

AGENDA ITEM AREA:
Disclosure of action taken in closed session

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 4, 2017

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

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
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SUBJECT:
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

AGENDA ITEM AREA:
Disclosure of Action Taken in Closed Session

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

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 4, 2017

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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4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT:
Public Employee Discipline/Dismissal/Release

AGENDA ITEM AREA:
Closed Session

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

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund

MEETING DATE:
April 4, 2017

ROLL CALL REQUIRED:
Yes (Closed Session)

BACKGROUND:

The Board of Trustees will disclose any action taken in closed session in regard to Employee # CL 16/17.6 Discipline/Dismissal/Release

RECOMMENDATION:

Administration recommends the Board of Trustees disclose action taken in closed session in regard to Employee # CL 16/17.6 Discipline/Dismissal/Release.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:

Student Settlement Agreement
Case No. 2016070675

AGENDA ITEM AREA

Closed Session

REQUESTED BY:

Kerry Callahan
Assistant Superintendent

ENCLOSURES:

N/A

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

Special Education

MEETING DATE:

April 4, 2017

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will disclose any action taken during closed session in regards to Students Settlement Agreement Case No. 2016070675

RECOMMENDATION:

Administration recommends Board of Trustees disclose any action taken in regards to Student Settlement Agreement Case No. 2016070675.

CONSENT

AGENDA

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Certificated Personnel Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Gabe Simon
Assistant Superintendent of Personnel Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
Categorical/General

MEETING DATE:
April 4, 2017

ROLL CALL REQUIRED:

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the certificated personnel report.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT

April 4, 2017

CERTIFICATED/MANAGEMENT

REQUEST FOR LEAVE OF ABSENCE (SHARED CONTRACTS)

1. (a)	Name:	Carrie Sanchez
	Position:	Third Grade Teacher
	FTE:	0.5
	Effective Date:	July 1, 2017
	Site:	Twelve Bridges Elementary School
2. (b)	Name:	Kristin Snook
	Position:	Third Grade Teacher
	FTE:	0.5
	Effective Date:	July 1, 2017
	Site:	Twelve Bridges Elementary School

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Classified Personnel Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Gabriel Simon
Assistant Superintendent of Personnel Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund/Categorical

MEETING DATE:
April 4, 2017

ROLL CALL REQUIRED:

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the classified personnel report.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT

April 4, 2017

CLASSIFIED/MANAGEMENT

NEW HIRES:

1. Name: Margaret Behring
   Position: Campus/Café Supervisor
   Salary: CSEA, Range 13, Step A
   Hours: 2 Hours/5 Days a week
   Days: 10 Months/Year

   Effective: 3/285/17
   Site: Twelve Bridges Middle
   Replacement

TRANSFER/PROMOTION:

1. Name: Hailee Gullett
   Position: Program Facilitator
   Salary: Range 3, Step A
   Hours: 4 Hours/5 Days a week
   Days: 10 Months/Year

   Effective: 3/20/17
   Site: Sheridan Elementary
   Replacement

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:
Approval of Minutes:
- March 7, & 21, 2017 Regular Board of Trustee Meetings

AGENDA ITEM AREA:
CONSENT AGENDA

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 4, 2017

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- March 7, & 21, 2017 Regular Board of Trustee Meetings

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
March 7, 2017, 7:00 P.M.
WPUSD District Office/City Hall Building-3rd Floor Conference Room
600 Sixth Street, Lincoln, CA 95648

MINUTES

2016-2017 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

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

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

Others Present:
Scott Leaman, Superintendent
Audrey Kilpatrick, Assistant Superintendent of Business Services
Kerry Callahan, Assistant Superintendent of Educational Services
Gabe Simon, Assistant Superintendent of Personnel Services
Rosemary Knutson, Secretary to the Superintendent
Janna McCoy, LHS Student Advisory

6:10 P.M. START

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

2. **COMMUNICATION FROM THE PUBLIC**

6:15 P.M. Cheryl Dyock, shared her concerns of the loss of funds to the Title I program. Started with 60 first graders, the program expanded. She shared the assessment process and what the program has done to fill in the gaps with students who need help. She shared 60% of first graders were coming in needing help with reading, and they are monitored throughout the year. Once the student hits the benchmark, they are able to return back to the classroom. We spend an hour every day helping with newcomers. Working with 150 students on a daily bases, 72% are meeting benchmarks. She shared her concerns without the program. This program is highly successful, and without the additional funding, the students will go back into the classroom. The students will not have anyone to work with them without this program. Classroom teachers do not have time to work with a newcomer. Based on the assessment over the past 15 years, this program allows opportunity and this program gets results. We need to invest in our students. Isn't that why we are here? We need a program that moves hard to reach students, please consider investing in our student's future.

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

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

3.3 **PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release
a. Closed Session Resolution No. 16/17.25 Authorizing the Reduction in Certificated Staff due to Reduction of Particular Kinds of Service
Roll call vote:

b. Employee #CL 16/17.5 Discipline/Dismissal/Release
Roll call vote:

3.4 **STUDENTS**
Student Private Placement – Case No. 2016080639

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

No action taken

4.2 *Page 10* - **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477

No action taken

4.3 *Page 11-12* - **PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release

a. Closed Session Resolution No. 16/17.25 Authorizing the Reduction in Certificated Staff due to Reduction of Particular Kinds of Service

Mr. Haley reported in closed session the board took action to approve Resolution No. 16/17.25 Authorizing the Reduction in Certificated Staff due to Reduction in Particular Kinds of Service at the end of 2016-17 school year, and authorizing the district administration to serve required notices pursuant to Education Code sections 44949 and 44955. It was a unanimous vote.

b. Public Employee Discipline/Dismissal/Release – Employee #CL 16/17.5

Mr. Haley reported in closed session the board took action to approve the release of one classified probationary employee #CL 16/17.5 from her probationary position. It was a unanimous vote.

4.4 ***Page 13*** **- STUDENTS**
Student Private Placement – Case No. 2016080639

Mr. Haley reported board voted unanimously to approve settlement agreement for case #2016080639. It was a unanimous vote.

5. ***Page 15 - 89*** **- CONSENT AGENDA**

5.1 Certificated Personnel Report
5.2 Classified Personnel Report
5.3 Approval of Minutes for: February 7th & 21st, 2017
5.4 Approval of Warrants
5.5 Agreement for Linmoore Fencing and Iron Works Inc. and WPUSD
5.6 CARS/Consolidated Application (winter release)
5.7 Agreement for Audit Services with Crowe Horwath, LLP
5.8 Approval of Out of State Travel
5.9 Approve Under Armour, Inc donation to Western Placer Unified School District
5.10 Student Discipline Stipulated Expulsion – Student #16/17-F
5.11 Student Discipline Stipulated Expulsion – Student #16/17-G

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

6. COMMUNICATION FROM THE PUBLIC
There was not communication from the public

7. REPORTS & COMMUNICATION
➢Lincoln High School Student Advisory – Janna McCoy

- Students are unhappy with the construction going on, it's taking too much parking away.
- Students are not parking right, students are leaving nasty notes on other students cars
- They're upset because it's taking too long to finding parking.

- The students would like some kind of solution to the parking due to nasty notes being left on students cars
- Students are taking teachers parking
- Boys Soccer team got D3 Championship
- This Thursday and Friday is the Science Expo
- Shared information on the Extraordinary Pageant, which will be held on April 15th with all donations will going to FFA
- Choir went to Disneyland for a competition performance, they won gold in their division

➢Western Placer Teacher's Association, Tara McCroskey had no report
➢Western Placer Classified Employee Association, Mike Kimbrough had no report
➢Superintendent, Scott Leaman shared the following:

- We have the first PCOE appeal on Thursday
- Bring the 2017-18 Calendar for approval
- On March 12th, no classified month employees will not be working, except for 12th month employees
- Spoke at Rotary last week
- Kerry Callahan is on top of Accountability
- Audrey Kilpatrick is working on the multi-year budget
- Gabe Simon has been working on staffing

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

8.1 Action *Page 91* – **MASTER ARCHITECT AGREEMENT FOR ARCHITECTURAL SERVICES AND AMENDMENT NO. 1 TO MASTER AGREEMENT FOR ARCHITECTURAL SERVICES FOR PRE-DESIGN, DESIGN, AND CONSTRUCTION ADMINISTRATION SERVICES FOR DISTRICT HIGH SCHOOL #2 WITH HMC ARCHITECTS – Adell** *(16-17 G & O Component I, II, III, IV, V)*

•On January 17, 2017, the Board received and considered information regard the selection on HMC Architects, from the District's current pool of six (6) architect firms, for architectural pre-design, design, and construction administration services for District High School #2.

Mike Adell presented the architect agreement for approval. After some discussion regarding construction, Motion by Mr. Long, seconded by Mr. Armitage, and passed by a 5-0 ***(Ayes:** Armitage, Carras, Haley, Long, Wyatt **No:** None)* vote to approve the Master Architect Agreement for Architectural services and amendment No. 1 to master agreement for Architectural services for pre-design, design, and construction administration services for district high school #2 with HMC Architects.

8.2 Discussion/ Action *Page 132* – **CONSIDER APPROVAL OF 2017-2018 WESTERN PLACER UNIFIED SCHOOL DISTRICT CALENDAR – Simon** *(16-17 G & O Component I, II, III, IV, V)*

•A tentative agreement has been reached between WPUSD and WPTA on the portion of Article XV-Work Year 2017-2018 and it has been ratified by the WPTA membership. This portion of the calendar was Board approved on February 7, 2017. The attached calendar has been updated to include early release Mondays.

Gabe Simon presented the 2017-2018 calendar for approval. He shared the revised version including quarter dates. Motion Mrs. Wyatt, seconded by Mr. Haley, and passed by a 5-0 *(Ayes: Armitage, Carras, Haley, Long, Wyatt No: None)* vote to approve the revised 2017-18 School Year calendar.

8.3 Action *Page 134* - **ADOPTION OF REVISED/NEW POLICIES/EXHIBITS/ REGULATIONS – Leaman** *(16-17 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 4151 Employee Compensation
- BP/AR 4157.1 Work-Related Injuries

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

9. BOARD OF TRUSTEES

9.1 FUTURE AGENDA ITEMS

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

- High School in the Twelve Bridges Area
- Lincoln Crossing Elementary South/Facilities Update

9.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Armitage no report
Mrs. Wyatt shared she attended the 2x2 meeting, felt it was very positive and there is so much more communication going on between the school and city. Shared she visited the high school with the Coalition youth on photos.
Mr. Haley no report
Mr. Long also shared he attended the 2 x2 meeting, and it was really positive, attended the farm foundation. Reminded everyone of the April 19th ribbon cutting at the farm for the new welding building, it's going to be a big event.
Mr. Carras asked Paul Long to bring back the Open House in April as a reminder.

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➢**March 21, 2017** 7:00 P.M., Regular Meeting of the Board of Trustees – Twelve Bridges Elementary School

11. ADJOURNMENT

There being no further business the meeting was adjourned at 7:28 p.m.

Paul Carras, President

Brian Haley, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
March 21, 2017, 7:00 P.M.
Twelve Bridges Elementary School – Multipurpose Room
2450 Eastridge Drive, Lincoln, CA 95648

MINUTES

2016-2017 Goals & Objectives (G & 0) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

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

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

Others Present:
Scott Leaman, Superintendent
Audrey Kilpatrick, Assistant Superintendent of Business Services
Kerry Callahan, Assistant Superintendent of Educational Services
Gabe Simon, Assistant Superintendent of Personnel Services
Rosemary Knutson, Secretary to the Superintendent
Janna McCoy, LHS Student Advisory
Mackenzie Myers, Lincoln News Messenger

6:00 P.M. START

1. **CALL TO ORDER** – Twelve Bridges Elementary School – Multipurpose Room

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

6:05 P.M.

3. **CLOSED SESSION** – Twelve Bridges Elementary School – Conference Room

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

3.2 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
Property Adjacent to Lincoln High School *(Parcel: 008-043-006, 008-043-007)*

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

3.4 **PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release -

3.5 **STUDENT**
Student Discipline/Expulsion Pursuant to E.C. 48918
a. Student Expulsion #16-17-H
b. Student Expulsion #16-17-I
c. Stipulated Student Expulsion #16-17-J

7:00 P.M.

4. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE** – Twelve Bridges Elementary School - Multipurpose Room
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

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

No action was taken

4.2 ***Page 10*** **- CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
Property Adjacent to Lincoln High School *(Parcel: 008-043-006, 008-043-007)*

No action was taken

4.3 ***Page 11*** **- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477

No action was taken

4.4 ***Page 12*** **- PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release
Roll Call vote:

No action was taken

4.5 *Page 13 - 15* - **STUDENT**
Student Discipline/Expulsion Pursuant to E.C. 48918
a. Student Expulsion #16-17-H

Motion by Mr. Haley, seconded by Mr. Armitage, and passed by a 5-0 *(**Ayes:** Armitage, Carras, Haley, Long, Wyatt **No:** None)* vote to accept the recommendation of the hearing panel to suspend the expulsion from Western Placer Unified School District for Student #16-17-H.

b. Student Expulsion #16-17-I

Motion by Mr. Haley, seconded by Mr. Long, and passed by a 5-0 *(**Ayes:** Armitage, Carras, Haley, Long, Wyatt **No:** None)* vote to accept recommendation of the hearing panel to Expel Student #16-17-I for the 16/17 school year and extend it to one full calendar school year.

c. Stipulated Student Expulsion #16-17-J

Motion by Mr. Haley, seconded by Mrs. Wyatt, and passed by a 4-1 *(**Ayes:** Carras, Haley, Long, Wyatt **No:** None **Abstain:** Armitage)* vote to accept recommendation of the panel to Expel Student #16-17-J.

5. *Page 17* - **SPECIAL ORDER OF BUSINESS**
Twelve Bridges Elementary School will be featured

Mr. Leaman welcomed everyone and introduced Mr. Cubies shared he invited the K-Kids program with the Kiwanis to share their purpose. Kiwanis Steve Hoover, and Mark Schumacher shared the different monthly projects the students are doing, and how they are involved with different groups throughout the year, as well campus clean up monthly. The group has officers, and there are 20 to 25 students involved in the K-kids Program. They meet every Monday after school. Mr. Leaman presented several students with a Certificate of Recognition for their service to our community.

Mr. Cubias invited the PTC President Maduri Duddukuri, she shared the many different things PTC is doing as a group. They plan and organize school events, there is open communication amongst the group, and they focus on fund raising for the school. Money is spent for the following: Art room supplies, band and choir, chrome books, students to perform at the river cats, new books for the library. There is also money from the book fair that goes to teachers to purchase books for their classroom, as well as $300.00 that is given to each teacher to purchase supplies for their classroom. The following community events are held to help raise funds, harvest festival; father daughter dance; McTeacher Night, Monte Carlo night, Fun Run as well as box tops that are collected.

6. *Page 20 - 77* - **CONSENT AGENDA**
6.1 Certificated Personnel Report
6.2 Classified Personnel Report
6.3 Ratification of Contract with All West Coachlines – Transportation Services to Ashland, Oregon for Lincoln High School.

6.4 Ratification of Contract with All West Coachlines – Transportation Services to Santa Cruz & San Jose California for Lincoln High School
6.5 Approval of Change Order #2 for the Lincoln High School Addition and Modernization Project
6.6 Ratification of Agreement between the University of West Florida and the Western Placer Unified School District
6.7 Ratification of Memorandum of Understanding between California School Employees Association Chapter #741 and the Western Placer Unified S. D.
6.8 Ratification of Stipend Memorandum of Understanding between the Western Placer Teachers Association and the Western Placer Unified School District
6.9 Ratification of Early Release Memorandum of Understanding between the Western Placer Teachers Association and the Western Placer Unified S. D.
6.10 Stipulated Expulsion Student #16-17-K
6.11 Ratification of 2017-2018 Contract with AVID
6.12 Ratification of 2017-2018 Contract with AVID-EXCEL

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

7. COMMUNICATION FROM THE PUBLIC

No communication from the public

8. REPORTS & COMMUNICATION

➢Lincoln High School Student Advisory, Janna McCoy shared the following:

- Happy to see lines were painted for parking at the high school, thanked everyone
- Science Fair was really good, shared about a couple projects
- Tessa Greenough was nominated for an officer with FFA Officer, she will be interviewed in April for the position
- Seniors did a duct tape project
- Scholarships were due

➢Western Placer Teacher's Association, Tara McCroskey no report

➢Western Placer Classified Employee Association, Mike Kimbrough, Gus Nevarez was present for CSEA, but had no report

➢Superintendent, Scott Leaman shared the following:

- Introduced Mackenzie Myers from the news messenger
- Attended the LHS Career Fair
- Attended the Science Expo, and it was really good
- Thanked Audrey for handling the parking issues at the high school
- All information on open enrollment for Twelve Bridges is on the website, and information for 6th grade parents. TBMS is declining, GEMS is increasing
- Audrey will report on budget cuts tonight, and a member of both associations will be attending the Governors Workshop with us in May
- Still working on negotiations

9. ♦ACTION ♦DISCUSSION ♦INFORMATION

9.1 Discussion/ Action *Page 79* – **CONSIDER APPROVING RESOLUTION NO. 16/17.24, AUTHORIZING THE ELIMINATION AND/OR REDUCTION OF CERTAIN CLASSIFIED EMPLOYEE POSITIONS DUE TO LACK OF WORK/LACK OF FUNDS** – **Simon** *(16-17 G & O Component I, II, III, IV, V)*

- Pursuant to Education Code section 45117, the District administration is making a recommendation that would require the Governing Board of the Western Placer Unified School District to eliminate and/or reduce certain Classified Employee positions due to lack of work/lack of funds by adopting Resolution No. 16/17.24.

Gabe Simon presented a resolution. Motion by Mr. Haley, seconded by Mr. Armitage and passed by a 5-0 *(Ayes: Long, Wyatt, Armitage, Haley, Carras No: None)* roll call vote to approve Resolution 06/17.24 authorizing the elimination and/or reduction of certain classified employee positions due to lack of work/lack of funds.

9.2 Discussion/ Action *Page 82* – **CONSIDER APPROVAL OF REVISED TENTATIVE AGREEMENT BETWEEN WPUSD AND WPTA REGARDING ARTICLE XV – WORK YEAR (CALENDAR) FOR THE 2017 – 2018 SCHOOL YEAR** – **Simon** *(16-17 G & O Component I, II, III, IV, V)*

- A tentative agreement has been reached between WPUSD and WPTA on the portion of article XV – Work Year 2017-2018 as outlined in the attached document as it relates to the school calendar.

Gabe Simon presented the revised agreement for approval. Motion by Mr. Long, seconded by Mrs. Wyatt, and passed by a 5-0 vote to approve the revised tentative agreement between WPUSD and WPTA regarding Article XV – Work Year (Calendar) for the 2017-2018 School Year.

9.3 Action *Page 84* – **2016-17 SECOND INTERIM REPORT** – **Kilpatrick** *(16-17 G & O Component I, II, III, IV, V)*

- The Second Interim budget report is a snapshot in time of the local educational agency's (LEA) revenue and expenditure forecasts for the current fiscal year as well as a projection of the two subsequent fiscal years.

Audrey Kilpatrick presented the Second Interim, and reviewed the following:

- 2016-17 Budget – Second Interim
- First Interim vs. Second Interim
- Major Expenditure Changes to 2016-17 Budget Since First Interim Budget
- Contributions to Restricted Programs
- Multiple-Year Budget Projections
- MYP – Budget Assumptions – Revenues
- MYP – Budget Assumptions – Expenditures
- Multi – Year Projections
- CalSTRS and CalPERS Employer Contributions
- Components of Fund Balance
- Multiple Year Projections – Fund Balance Reserves

Motion by Mr. Armitage, seconded by Mrs. Wyatt, and passed by a 5-0 *(**Ayes:** Long, Wyatt, Armitage, Haley, Carras **No:** None)* vote to approve the 2016-17 Second Interim Report as presented.

9.4 Action *Page 243* - **ADOPTION OF REVISED/NEW POLICIES/EXHIBITS/ REGULATIONS – Leaman** *(16-17 G & O Component I, II, III, IV, V)*

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

- BP/AR/E(1)/E(2) 6173 Education for Homeless Children
- E 9323.2 Action by the Board

Motion by Mr. Wyatt, seconded by Mr. Long and passed by a 5-0 vote to approve revised policies as presented.

10. BOARD OF TRUSTEES

10.1 FUTURE AGENDA ITEMS

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

- High School in the Twelve Bridges Area
- Lincoln Crossing Elementary South/Facilities Update

10.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Haley no report
Mr. Long enjoyed the presentation, remembered the armed services presentation from two years ago. Asked about the vernal pools around the new high school area. Recommended if the property has to be mitigated, look at property out at the farm.
Mrs. Wyatt very impressed with the K-kids Program, thanked Audrey Kilpatrick for her quick response on the parking issue at LHS. Asked if WPUSD will be involved in the Clay Fest event. Will not be at the April 4th board meeting
Mr. Armitage attended the science fair, enjoyed the Lego display.
Mr. Carras attended the science fair, approached the exhibitor and asked them to explain their project, they did a great job, congratulations to Susan Watkins.

11. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- **April 4, 2017** 7:00 P.M., Regular Meeting of the Board of Trustees - District Office/City Hall Bldg., 3rd Floor Conference Room
- **April 18, 2017** 7:00 P.M., Regular Meeting of the Board of Trustees – District Office/City Hall Bldg., 3rd Floor Conference Room

12. ADJOURNMENT

There being no further business the meeting was adjourned at 8:07 p.m.

Paul Carras, President

Brian Haley, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

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

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WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Approval of Warrants

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Audrey Kilpatrick
Assistant Superintendent of
Business and Operations

ENCLOSURES:
Warrants may be found at
www.wpusd.k12.ca.us

DEPARTMENT:
Business Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 4, 2017

ROLL CALL REQUIRED:
N/A

BACKGROUND:

The Board of Trustees will consider approval of warrants paid since the March 7, 2017 board meeting.

RECOMMENDATION:

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

wp/rk/factsheetwarrants

Checks Dated 03/24/2017

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85546659	03/24/2017	DISCOVERY OFFICE SYSTEMS	01-5600		80.67
85546660	03/24/2017	FLINT BUILDERS, INC.	21-6270		637,003.00
85546661	03/24/2017	FLINT BUILDERS, INC.	21-6270		33,527.00
85546662	03/24/2017	LPA INC.	01-6210		7,155.00
85546663	03/24/2017	PLACER COUNTY CLERK-RECORDER ELECTIONS DIVISION	21-5813		50,220.20
85546664	03/24/2017	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		649.73
85546665	03/24/2017	WALLACE-KUHL & ASSOCIATES	21-5800		7,427.88
85546666	03/24/2017	Kerry A. Callahan	01-5200		51.00
85546667	03/24/2017	Clelia Jocoy	01-4300		364.19
85546668	03/24/2017	Rosemary Knutson	01-4300		26.28
85546669	03/24/2017	A-Z BUS SALES INC	01-4365		480.90
85546670	03/24/2017	ALL ELECTRIC MOTORS INC	01-4300	349.53	
			01-4400	680.50	1,030.03
85546671	03/24/2017	APPLE INC.	01-4390		511.48
85546672	03/24/2017	BUS WEST - FRESNO	01-4365		849.30
85546673	03/24/2017	CAPITOL CLUTCH AND BRAKE INC	01-4365		650.15
85546674	03/24/2017	FAR WEST RENTS & READY MIX	01-5600		140.00
85546675	03/24/2017	FOLLETT SCHOOL SOLUTIONS, INC.	01-4100		954.97
85546676	03/24/2017	GRAINGER .	01-4300		3.52
85546677	03/24/2017	HANKIN SPECIALTY ELEVATORS INC	01-5600	461.53	
			01-5800	438.47	900.00
85546678	03/24/2017	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		186.61
85546679	03/24/2017	INTEGRATED FIRE SYSTEMS INC	01-4300	134.70	
			01-5600	256.14	
			01-5800	472.16	863.00
85546680	03/24/2017	J & J SCREEN & GLASS	01-5600		257.99
85546681	03/24/2017	JABBERGYM INC.	01-5800		5,550.00
85546682	03/24/2017	MEDICAL BILLING TECHNOLOGIES	01-5800		90.00
85546683	03/24/2017	O'REILLY'S AUTO PARTS O'REILLY AUTOMOTIVE, INC.	01-4365		10.70
85546684	03/24/2017	PLACER LEARNING CENTER	01-5800		39,460.50
85546685	03/24/2017	PRECISION CONCRETE CUTTING	01-5600		3,596.25
85546686	03/24/2017	PRECISION WEST TECHNOLOGIES	01-5800		6,852.04
85546687	03/24/2017	PRO-ED	01-4300		258.28
85546688	03/24/2017	ROBERT SMITH / BIDWELL H2O DBA - BIDWELL WATER	01-4300		40.00
85546689	03/24/2017	RSD - REFRIGERATION SUPPLIES	01-4300		1,040.01
85546690	03/24/2017	SPECIALIZED EDUC OF CA, INC. DBA SIERRA SCHOOLS	01-5800		2,230.00
85546691	03/24/2017	STATE OF CALIFORNIA - DOJ	01-5821		98.00
85546692	03/24/2017	SUTTER MEDICAL FOUNDATION	01-5800		255.00
85546693	03/24/2017	TAG / AMS INC	01-5800		172.00

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

ESCAPE ONLINE

Checks Dated 03/24/2017

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85546694	03/24/2017	THE FRUITGUYS	01-4300		280.00
85546695	03/24/2017	TOTAL EDUCATIONAL SYS SUPPORT	01-5800		9,500.00
85546696	03/24/2017	CROWN DISTRIBUTING INC.	13-4380		1,440.22
85546697	03/24/2017	CULTURE SHOCK YOGURT	13-4710		577.80
85546698	03/24/2017	DANIELSEN COMPANY	13-4380	66.67	
			13-4710	2,303.97	2,370.64
85546699	03/24/2017	GOLD STAR FOODS, INC	13-4710		8,467.29
85546700	03/24/2017	PRODUCERS DAIRY FOODS, INC.	13-4710		3,609.14
85546701	03/24/2017	PROPACIFIC FRESH	13-4380	49.96	
			13-4710	7,099.71	7,149.67
85546702	03/24/2017	SAMI'S CIRCUIT	01-5800		500.00
85546703	03/24/2017	SYSCO SACRAMENTO	13-4380	52.18	
			13-4710	1,676.26	1,728.44
85546704	03/24/2017	UNIFIRST CORPORATION	13-5800		303.44
85546705	03/24/2017	Daniel T. Alcorn	01-4300		16.03
85546706	03/24/2017	Cesar H. Balderas	01-4300		25.71
85546707	03/24/2017	Lana M. Parr	01-4300		343.49
85546708	03/24/2017	Karen A. Roberts	01-4300		14.99
85546709	03/24/2017	Mark C. Rodriguez	01-4300		29.99
85546710	03/24/2017	Amber D. Shannon	01-4300		65.05
85546711	03/24/2017	Sheri S. Stone	01-4300		109.46
85546712	03/24/2017	AIRGAS	01-4300		94.98
85546713	03/24/2017	ALL METALS SUPPLY INC	01-4300		121.57
85546714	03/24/2017	ATHLETICS UNLIMITED	01-4300		266.61
85546715	03/24/2017	BIO CORPORATION	01-4300	276.69	
			Unpaid Tax	15.92-	260.77
85546716	03/24/2017	CDW GOVERNMENT INC	01-4300	684.04	
			01-4400	1,182.51	1,866.55
85546717	03/24/2017	COAST TO COAST COMPUTER PRODUCTS	01-4300		48.26
85546718	03/24/2017	DIRECT PRESS 2	01-4300		105.15
85546719	03/24/2017	DISCOUNT DANCE LLC	01-4300		82.75
85546720	03/24/2017	DISCOVERY OFFICE SYSTEMS	01-4300	219.50	
			01-5600	370.51	590.01
85546721	03/24/2017	FAR WEST RENTS & READY MIX	01-4300		148.00
85546722	03/24/2017	FOLLETT SCHOOL SOLUTIONS, INC.	01-4300		110.64
85546723	03/24/2017	FORESTRY SUPPLIERS INC	01-4300	378.49	
			Unpaid Tax	25.59-	352.90
85546724	03/24/2017	LAKESHORE LEARNING MATERIALS	01-4300		85.78
85546725	03/24/2017	MJB WELDING SUPPLY, INC.	01-4300		229.86
85546726	03/24/2017	OFFICE DEPOT	01-4300		218.67
85546727	03/24/2017	ORIENTAL TRADING COMPANY INC	01-4300	30.49	
			Unpaid Tax	1.53-	28.96
85546728	03/24/2017	PCOE - PLACER CO OFFICE OF ED	01-5200		200.00
85546729	03/24/2017	POINT 2 STRUCTURAL ENGINEERS	21-5800		640.00

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ESCAPE ONLINE

Checks Dated 03/24/2017

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85546730	03/24/2017	PRECISION WEST TECHNOLOGIES	01-4400		1,143.33
85546731	03/24/2017	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-4300		485.00
85546732	03/24/2017	RISO PRODUCTS OF SAC INC	01-4300		753.38
85546733	03/24/2017	SCHOOL SPECIALTY INC	01-4300		196.68
85546734	03/24/2017	SCHOOL TECH SUPPLY	01-4300	28,145.83	
			01-4400	3,065.27	31,211.10
85546735	03/24/2017	SCOTT MACHINERY	01-6400		11,518.50
85546736	03/24/2017	SIERRA OFFICE SUPPLIES &	01-4300		12.01
85546737	03/24/2017	TEACHERS PAY TEACHERS DEPT. 6759	01-4300	45.88	
			Unpaid Tax	2.90-	42.98
85546738	03/24/2017	TOLEDO P.E. SUPPLY	01-4300	769.94	
			Unpaid Tax	57.40-	712.54
85546739	03/24/2017	WAVE Cable TV	01-5800		20.06
85546740	03/24/2017	WOODWIND & BRASSWIND	01-4300		377.79
85546741	03/24/2017	Monica Stanley	01-4300		170.44
85546742	03/24/2017	BANK OF AMERICA #4333	01-4300	700.10	
			01-5200	980.64	1,680.74
85546743	03/24/2017	MEDICAB OF SACRAMENTO/SIERRA	01-5800		2,544.50
85546744	03/24/2017	BANK OF AMERICA #4333	01-5200		104.65
		Total Number of Checks	**86**		**895,942.20**

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	73	141,580.82
13	Cafeteria Fund	8	25,646.64
21	Building Fund #1	5	728,818.08
	Total Number of Checks	**86**	896,045.54
	Less Unpaid Tax Liability		103.34-
	Net (Check Amount)		**895,942.20**

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Checks Dated 03/17/2017

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85545346	03/17/2017	Amber N. Hichborn	01-5200		158.68
85545347	03/17/2017	Clelia Jocoy	01-5200		48.79
85545348	03/17/2017	Jamie L. Watkins	01-4300		336.19
85545349	03/17/2017	A-Z BUS SALES INC	01-4365		438.13
85545350	03/17/2017	ADVANCE SOUND & ELECTRIC INC	01-6200		19,259.00
85545351	03/17/2017	AIRGAS	01-4300		30.85
85545352	03/17/2017	BUS WEST - FRESNO	01-4365		66.60
85545353	03/17/2017	C & S TELECOMMUNICATIONS INC	01-4300	16.08	
			01-5600	93.92	110.00
85545354	03/17/2017	CDW GOVERNMENT INC	01-4300		1,147.66
85545355	03/17/2017	CLIMATE CONTROL INC	35-5600		1,225.00
85545356	03/17/2017	DAWSON OIL COMPANY	01-4345	4,143.85	
			01-4350	1,603.67	5,747.52
85545357	03/17/2017	GCR TIRES & SERVICE	01-4360		20.00
85545358	03/17/2017	GRAINGER .	01-4300		135.75
85545359	03/17/2017	HANDWRITING WITHOUT TEARS	01-4300		205.29
85545360	03/17/2017	HILLYARD / SACRAMENTO	01-4300		6.44
85545361	03/17/2017	KRISTINE N CORN DBA SIERRA PEDIATRIC THERAPY CLINIC	01-5800		874.00
85545362	03/17/2017	LOWE'S	01-4300		769.60
85545363	03/17/2017	LOZANO SMITH LLP	01-5810	25,812.00	
			21-5810	126.50	
			25-5810	783.50	
			40-5810	1,388.62	28,110.62
85545364	03/17/2017	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		504.00
85545365	03/17/2017	MELISSA L. OLIVE APPLIED BEHAVIORAL STRATEGIES	01-5200		100.00
85545366	03/17/2017	NOR-CAL ROOFING INC	01-5600		3,042.00
85545367	03/17/2017	PAUL LEE NUZMAN - DBA OMG DIVERSIFIED DOOR & LOCK	01-4300		135.45
85545368	03/17/2017	PITNEY BOWES INC	01-5600		2,009.05
85545369	03/17/2017	RIEBES AUTO PARTS	01-4365		1,243.21
85545370	03/17/2017	ROY R. RADTKE - DBA APPROVED SAFE & LOCK	01-4300	252.86	
			01-5600	43.18	296.04
85545371	03/17/2017	RSD - REFRIGERATION SUPPLIES	01-4300		50.42
85545372	03/17/2017	SCHOOL STEPS, INC.	01-5800		21,000.00
85545373	03/17/2017	SIERRA OFFICE SUPPLIES &	01-4300		114.91
85545374	03/17/2017	U.S. BANK NATIONAL ASSOCIATION U.S. BANCORP PURCHASING CARD	01-4300	2,620.61	
			01-4365	983.39	
			01-4390	99.00	
			01-5200	6,094.18	
			01-5800	3,724.73	
			21-4400	662.20	
			25-5200	700.40	14,884.51

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Checks Dated 03/17/2017

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85545375	03/17/2017	US BANK BUSINESS EQUIPMENT	01-5600		203.53
85545376	03/17/2017	WESTERN PLACER WASTE	01-5540		52.76
85545377	03/17/2017	AT&T	01-5560		5,595.07
85545378	03/17/2017	CITY OF LINCOLN	01-5540	6,253.12	
			01-5550	3,474.79	
			01-5570	11,770.23	21,498.14
85545379	03/17/2017	CITY OF LINCOLN / PG&E REIMB	01-5510		1,907.01
85545380	03/17/2017	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		334.13
85545381	03/17/2017	SPURR	01-5530		19,996.68
85545382	03/17/2017	WAVE BUSINESS WAVE BROADBAND-ROCKLIN	01-5560		27,462.19
85545383	03/17/2017	DISCOUNT SCHOOL SUPPLY	01-4300		206.63
85545384	03/17/2017	PRODUCERS DAIRY FOODS, INC.	13-4710		3,758.51
85545385	03/17/2017	PROPACIFIC FRESH	13-4710		3,106.19
85545386	03/17/2017	S & S WORLDWIDE	01-4300		1,003.63
85545387	03/17/2017	SCHOOL SPECIALTY INC	01-4300		479.84
85545388	03/17/2017	Henry S. Florence	01-4300		513.60
85545389	03/17/2017	Cindy J. Hood	01-5200		30.82
85545390	03/17/2017	AIRGAS	01-4300		170.91
85545391	03/17/2017	ANGELINA BROWN - DBA ANGEION CONSULTING	01-5800		2,500.00
85545392	03/17/2017	B STREET THEATRE	01-5800		945.00
85545393	03/17/2017	B&H PHOTO VIDEO	01-4300	14,407.33	
			01-4400	22,486.94	
			Unpaid Tax	2,494.02-	34,400.25
85545394	03/17/2017	BLACKBURN CONSULTING	25-6280		763.40
85545395	03/17/2017	CDW GOVERNMENT INC	01-4300	1,185.52	
			01-4400	1,991.43	3,176.95
85545396	03/17/2017	CURRICULUM ASSOCIATES INC.	01-4300		654.65
85545397	03/17/2017	DENNIS M HOEY DBA WEST COAST MICROSCOPE SERVICE	01-5600		355.97
85545398	03/17/2017	EDMENTUM INC.	01-5800		313.80
85545399	03/17/2017	ENTERPRISE RENT A CAR	01-5800		197.76
85545400	03/17/2017	FOLLETT SCHOOL SOLUTIONS, INC.	01-4200	281.15	
			01-4300	558.25	839.40
85545401	03/17/2017	FULL COMPASS SYSTEMS	01-4300	38.61	
			Unpaid Tax	2.13-	36.48
85545402	03/17/2017	GROTH MUSIC	01-4300	303.04	
			Unpaid Tax	18.41-	284.63
85545403	03/17/2017	JONES SCHOOL SUPPLY CO INC	01-4300	14.42	
			Unpaid Tax	.62-	13.80
85545404	03/17/2017	LOWE'S	01-4300		718.92
85545405	03/17/2017	LPA INC.	21-6210		23,152.17
85545406	03/17/2017	MONOPRICE INC	01-4300		703.57
85545407	03/17/2017	NASCO MODESTO	01-4300		72.29

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Checks Dated 03/17/2017

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85545408	03/17/2017	ORIENTAL TRADING COMPANY INC	01-4300	84.82	
			Unpaid Tax	4.86-	79.96
85545409	03/17/2017	PROJECT LEAD THE WAY INC	01-4300		2,216.65
85545410	03/17/2017	RAMOS OIL COMPANY	01-4300		862.66
85545411	03/17/2017	RAY MORGAN CO. / CHICO	01-5600		142.42
85545412	03/17/2017	REALLY GOOD STUFF	01-4300	100.19	
			Unpaid Tax	6.27-	93.92
85545413	03/17/2017	SACRAMENTO RIVERCATS	01-5800		1,842.00
85545414	03/17/2017	SACRAMENTO RIVERCATS	01-5800		2,201.00
85545415	03/17/2017	SCHOLASTIC MAGAZINE	01-4300		248.60
85545416	03/17/2017	SIERRA HAY & FEED	01-4300		76.64
85545417	03/17/2017	SIERRA OFFICE SUPPLIES &	01-4300		35.29
85545418	03/17/2017	SKILLS USA, INC.	01-5200		960.00
85545419	03/17/2017	SPEECH CORNER	01-4300	190.25	
			Unpaid Tax	12.46-	177.79
85545420	03/17/2017	STAPLES BUSINESS ADVANTAGE	01-4300		6,507.76
85545421	03/17/2017	TEACHER'S DISCOVERY	01-4300	39.03	
			Unpaid Tax	2.18-	36.85
85545422	03/17/2017	TOWN & COUNTRY RESORT HOTEL	01-5200		1,272.42
		Total Number of Checks	**77**		**274,272.35**

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	72	241,146.81
13	Cafeteria Fund	2	6,864.70
21	Building Fund #1	3	23,940.87
25	Capital Facilities Fund	3	2,247.30
35	Schools Facilities (Prop 1A)	1	1,225.00
40	Spec Res For Capital Outlay	1	1,388.62
	Total Number of Checks	**77**	276,813.30
	Less Unpaid Tax Liability		2,540.95-
	Net (Check Amount)		**274,272.35**

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Checks Dated 03/10/2017

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85543755	03/10/2017	JIVE COMMUNICATIONS, INC.	01-5560		539.08
85543756	03/10/2017	PACIFIC GAS & ELECTRIC CO	01-5510		1,150.47
85543757	03/10/2017	WAVE BUSINESS WAVE BROADBAND-ROCKLIN	01-5560		13,000.00
85543758	03/10/2017	Kerry W. Beltram	01-5200		44.26
85543759	03/10/2017	Lori J. Fury	01-5200		38.68
85543760	03/10/2017	Nicolle M. Fusano	01-9550		1,383.51
85543761	03/10/2017	Katelynn A. Myers	01-5200		41.94
85543762	03/10/2017	Hannah K. Ritchie	01-5200		38.00
85543763	03/10/2017	Nina Sandhu	01-5200		35.04
85543764	03/10/2017	Craig P. Trevillyan	01-4300		79.35
85543765	03/10/2017	ADI HONEYWELL INTERNATIONAL	01-4300		98.98
85543766	03/10/2017	ADVANCED INTEGRATED PEST	01-5800		3,724.00
85543767	03/10/2017	ANGELINA BROWN - DBA ANGEION CONSULTING	01-5800		2,500.00
85543768	03/10/2017	BARNES & NOBLE BOOKSTORES	01-4300	161.20	
			Unpaid Tax	10.90-	150.30
85543769	03/10/2017	CDW GOVERNMENT INC	01-4300		139.59
85543770	03/10/2017	CHRISTOPHER FREEMAN - DBA POWER PROTECTION PLUS	01-4400	1,287.00	
			01-5600	1,725.00	3,012.00
85543771	03/10/2017	CITRUS HEIGHTS SAW & MOWER	01-4365	563.86	
			01-5600	420.87	984.73
85543772	03/10/2017	DAWSON OIL COMPANY	01-4345	1,002.86	
			01-4350	388.11	1,390.97
85543773	03/10/2017	DR. ROBERT A. HOFFMAN	01-5800		5,799.00
85543774	03/10/2017	EXCELCHEM ENVIRONMENTAL LAB	01-5800		218.00
85543775	03/10/2017	FAR WEST RENTS & READY MIX	01-5600		168.28
85543776	03/10/2017	GRAINGER .	01-4300		65.25
85543777	03/10/2017	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		63.27
85543778	03/10/2017	KATHRYN WYFFELS	01-5800		10,000.00
85543779	03/10/2017	KINGSLEY BOGARD THOMPSON LLP	01-5810		3,715.20
85543780	03/10/2017	LINCOLN SOBER GRAD	01-8699		2,000.00
85543781	03/10/2017	MEDICAB OF SACRAMENTO/SIERRA	01-5800		1,112.50
85543782	03/10/2017	MEDICAL BILLING TECHNOLOGIES	01-5800		405.45
85543783	03/10/2017	NANCY ALEXANDER-STORM	01-5800		1,446.20
85543784	03/10/2017	PAUL LEE NUZMAN - DBA OMG DIVERSIFIED DOOR & LOCK	01-4300		487.35
85543785	03/10/2017	PCOE - PLACER CO OFFICE OF ED	01-5200		2,899.00
85543786	03/10/2017	PEARSON ASSESSMENTS ORDERING DEPARTMENT	01-4300		149.43
85543787	03/10/2017	PJ'S MAIL & PARCEL SERVICE	01-5800		116.93
85543788	03/10/2017	PPG PAINTS ARCHITECTURAL FINISHES, INC.	01-4300		96.20
85543789	03/10/2017	RAY MORGAN CO. / CHICO	01-5600		20.48

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Checks Dated 03/10/2017

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85543790	03/10/2017	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		5,995.68
85543791	03/10/2017	REGINA ROSENZWEIG	01-5800		10,000.00
85543792	03/10/2017	ROBERT SMITH / BIDWELL H2O DBA - BIDWELL WATER	01-4300		75.00
85543793	03/10/2017	SCHOLASTIC MAGAZINE	01-4100	266.62	
			Unpaid Tax	18.02-	248.60
85543794	03/10/2017	SIERRA FOOTHILLS ACADEMY	01-5800		43,564.66
85543795	03/10/2017	SIERRA OFFICE SUPPLIES &	01-4300		86.93
85543796	03/10/2017	SITEONE LANDSCAPE SUPPLY	01-4300		557.07
85543797	03/10/2017	THE FRUITGUYS	01-4300		134.00
85543798	03/10/2017	TRANE	01-4300		31.61
85543799	03/10/2017	WILCO SUPPLY	01-4300		50.55
85543800	03/10/2017	ZEP SALES & SERVICE	01-4300		286.63
85543801	03/10/2017	Abigail C. Castillo	01-4300	33.44	
			01-5200	229.51	262.95
85543802	03/10/2017	Ashlie A. Snider	01-5200		134.82
85543803	03/10/2017	BLAZIN REPAIR COMPANY, INC.	13-5600		3,481.52
85543804	03/10/2017	CROWN DISTRIBUTING INC.	13-4380		1,180.81
85543805	03/10/2017	DANIELSEN COMPANY	13-4380	149.13	
			13-4710	2,002.65	
			Unpaid Tax	7.74-	2,144.04
85543806	03/10/2017	GOLD STAR FOODS, INC	13-4710		7,756.11
85543807	03/10/2017	PRODUCERS DAIRY FOODS, INC.	13-4710		4,098.77
85543808	03/10/2017	PROPACIFIC FRESH	13-4380	74.94	
			13-4710	2,108.35	2,183.29
85543809	03/10/2017	SYSCO SACRAMENTO	13-4380	86.81	
			13-4710	582.50	669.31
85543810	03/10/2017	TRI MARK ECONOMY REST. SUPPLY	13-4380		149.35
85543811	03/10/2017	UNIFIRST CORPORATION	13-5800		303.44
85543812	03/10/2017	DSA - DIVISION OF THE STATE ARCHITECT	21-5800		500.00
85543813	03/10/2017	DSA - DIVISION OF THE STATE ARCHITECT	21-5800		500.00
85543814	03/10/2017	DSA - DIVISION OF THE STATE ARCHITECT	21-5800		500.00
85543815	03/10/2017	DSA - DIVISION OF THE STATE ARCHITECT	21-5800		500.00
85543816	03/10/2017	DSA - DIVISION OF THE STATE ARCHITECT	21-5800		500.00
85543817	03/10/2017	Mark C. Rodriguez	01-4300		185.85
85543818	03/10/2017	Pamela S. Soha	01-4300		148.00
85543819	03/10/2017	ADORAMA INC	01-4300	1,138.19	
			Unpaid Tax	76.94-	1,061.25
85543820	03/10/2017	ALAN S BROOKS	21-5800	150.00	
			21-6290	5,625.00	
			25-6290	1,050.00	6,825.00
85543821	03/10/2017	APPLE INC.	01-4300		411.48

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Checks Dated 03/10/2017

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85543822	03/10/2017	B&H PHOTO VIDEO	01-4300	34.50	
			Unpaid Tax	2.10-	32.40
85543823	03/10/2017	BLACK DOG GRAPHICS	01-4300		323.08
85543824	03/10/2017	BURKETT'S OFFICE	01-4300		1,678.49
85543825	03/10/2017	CAROLINA BIOLOGICAL SUPPLY	01-4300		256.52
85543826	03/10/2017	CDW GOVERNMENT INC	01-4300	576.97	
			01-4400	10,913.06	11,490.03
85543827	03/10/2017	CHEVRON	01-4300		138.38
85543828	03/10/2017	DATA MANAGEMENT, INC.	01-4300	178.04	
			Unpaid Tax	12.04-	166.00
85543829	03/10/2017	DEMCO MEDIA	01-4300		38.77
85543830	03/10/2017	DISCOVERY OFFICE SYSTEMS	01-4300		710.88
85543831	03/10/2017	EDUCATIONAL INNOVATIONS INC	01-4300		786.04
85543832	03/10/2017	FOLLETT LIBRARY RESOURCES	01-4200		108.61
85543833	03/10/2017	FOLLETT SCHOOL SOLUTIONS, INC.	01-4200		
			01-4300		106.54
85543834	03/10/2017	FOLSOM CITY ZOO	01-5800		484.00
85543835	03/10/2017	FULL COMPASS SYSTEMS	01-4300	142.00	
			Unpaid Tax	9.60-	132.40
85543836	03/10/2017	GUITAR CENTER MANAGEMENT	01-4300		339.80
85543837	03/10/2017	INKJET SUPERSTORE.COM	01-4300		54.70
85543838	03/10/2017	J's COMMUNICATIONS INC	01-4300		581.06
85543839	03/10/2017	KRISTON L TAGUE - DBA TAGUE BAND INSTRUMENT SERVICES	01-5600		38.24
85543840	03/10/2017	LINCOLN HIGH SCHOOL	01-5800		231.00
85543841	03/10/2017	MACGILL & COMPANY	01-4300		51.51
85543842	03/10/2017	MJB WELDING SUPPLY, INC.	01-4300		387.00
85543843	03/10/2017	NASCO MODESTO	01-4300		388.29
85543844	03/10/2017	OFFICE DEPOT	01-4300		609.53
85543845	03/10/2017	PITSCO	01-4300		360.38
85543846	03/10/2017	PJ'S MAIL & PARCEL SERVICE	01-4300		7.20
85543847	03/10/2017	PLACER COUNTY MUSEUMS DIVISION	01-5800		1,060.00
85543848	03/10/2017	PROJECT LEAD THE WAY INC	01-4300		139.43
85543849	03/10/2017	RAY MORGAN CO. / CHICO	01-5600		167.98
85543850	03/10/2017	REALLY GOOD STUFF	01-4300	152.22	
			Unpaid Tax	9.22-	143.00
85543851	03/10/2017	RIEBES AUTO PARTS	01-4300		189.75
85543852	03/10/2017	SCHOOL FACILITY CONSULTANTS	25-5800		11,912.50
85543853	03/10/2017	SPORTIME LLC SCHOOL SPECIALTY	01-4300		176.25
85543854	03/10/2017	THE COLLEGE BOARD	01-5200		190.00
85543855	03/10/2017	THORNTON'S GAS	25-6270		5,203.00
85543856	03/10/2017	TLA ENGINEERING & PLANNING	49-5800		533.68
85543857	03/10/2017	WEST MUSIC	01-4300	277.78	
			Unpaid Tax	18.78-	259.00

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

Checks Dated 03/10/2017

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85543858	03/10/2017	WESTERN TOOL SUPPLY	01-4300		17.92
85543859	03/10/2017	ZYTECH SOLUTIONS INC	01-4300		43.02
85543860	03/10/2017	Mona H. Bass	01-4300		292.71
		Total Number of Checks	**106**		**191,469.25**

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	88	142,686.03
13	Cafeteria Fund	9	21,974.38
21	Building Fund #1	6	8,275.00
25	Capital Facilities Fund	3	18,165.50
49	Mello Roos Capital Projects	1	533.68
	Total Number of Checks	**106**	191,634.59
	Less Unpaid Tax Liability		165.34-
	Net (Check Amount)		**191,469.25**

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 03/03/2017

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85542373	03/03/2017	PACIFIC GAS & ELECTRIC CO	01-5510		67,544.05
85542374	03/03/2017	Cesar H. Balderas	01-4300		188.88
85542375	03/03/2017	Gregg Law	01-4300		12.00
85542376	03/03/2017	Joshua J. O'Geen	01-4300		80.55
85542377	03/03/2017	Karen A. Roberts	01-4300		10.67
85542378	03/03/2017	Mark C. Rodriguez	01-4300		18.28
85542379	03/03/2017	Scott L. Seacrist	01-4300		515.03
85542380	03/03/2017	AMERIGAS PROPANE LP	01-4300		421.98
85542381	03/03/2017	CDW GOVERNMENT INC	01-4300	57.71	
			01-4400	641.00	698.71
85542382	03/03/2017	DAVID FITZGIBBONS DBA: CALSTATE STORAGE LLC	25-4400		2,634.13
85542383	03/03/2017	DIRECT PRESS 2	01-4300		300.26
85542384	03/03/2017	DISCOVERY OFFICE SYSTEMS	01-4300		277.96
85542385	03/03/2017	FOLLETT SCHOOL SOLUTIONS, INC.	01-4200		1,067.37
85542386	03/03/2017	GBC TECHNICAL SERVICE & ACCO BRANDS USA LLC	01-5800		504.98
85542387	03/03/2017	GOLD COUNTRY MEDIA PUBLICATIONS	21-5800		88.80
85542388	03/03/2017	Gold Discovery Park Assoc.	01-5800		504.00
85542389	03/03/2017	J.W. PEPPER & SON INC	01-4300		101.15
85542390	03/03/2017	LANDMARK CONSTRUCTION	01-6200	260,044.79	
			25-6200	28,893.86	288,938.65
85542391	03/03/2017	LINCOLN HIGH SCHOOL	01-5800		321.00
85542392	03/03/2017	LPA INC.	01-5800	1,010.51	
			01-6210	10,732.50	
			21-6210	42,087.44	53,830.45
85542393	03/03/2017	MIKALAI KALMAN	01-5800		2,941.60
85542394	03/03/2017	NASCO MODESTO	01-4300		542.54
85542395	03/03/2017	OFFICE DEPOT	01-4300		432.28
85542396	03/03/2017	PCOE - PLACER CO OFFICE OF ED	01-4300		70.00
85542397	03/03/2017	PEARSON - PSYCHOLOGICAL CORP.	01-4300		279.73
85542398	03/03/2017	PRECISION WEST TECHNOLOGIES	01-5800		315.00
85542399	03/03/2017	REALLY GOOD STUFF	01-4300	224.52	
			Unpaid Tax	13.43-	211.09
85542400	03/03/2017	SAFEWAY INC	01-4300		101.50
85542401	03/03/2017	SIERRA OFFICE SUPPLIES &	01-4300		70.98
85542402	03/03/2017	STAPLES BUSINESS ADVANTAGE	01-4300	6,312.87	
			01-4390	595.83-	
			13-4300	319.79	6,036.83
85542403	03/03/2017	UNIVERSITY OF OREGON EDUCATIONAL COMMUNITY SUPPORT	01-5800		175.00
85542404	03/03/2017	WARD'S NATURAL SCIENCE	01-4300		835.81
85542405	03/03/2017	WEST MUSIC	01-4300	26.76	
			Unpaid Tax	1.81-	24.95

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 03/03/2017

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85542406	03/03/2017	Scott M. Leaman	01-5200		260.19
85542407	03/03/2017	Tracey N. Lillie	01-5200	82.41	
			11-5200	20.06	102.47
85542408	03/03/2017	Diane M. Metzelaar	01-4300		44.20
85542409	03/03/2017	Maria d. Mojica-Bierwirth	01-5200		31.03
85542410	03/03/2017	Susan E. Watkins	01-4300		60.19
85542411	03/03/2017	A-Z BUS SALES INC	01-4365		316.52
85542412	03/03/2017	ADD SOME CLASS	01-5800	843.34	
			25-5800	2,281.00	3,124.34
85542413	03/03/2017	BUS WEST - FRESNO	01-4365		452.43
85542414	03/03/2017	C & S TELECOMMUNICATIONS INC	01-4300	135.69	
			01-5600	606.49	742.18
85542415	03/03/2017	CAPITOL PUBLIC FINANCE GROUP	25-5800	975.00	
			49-5800	4,000.00	4,975.00
85542416	03/03/2017	CDW GOVERNMENT INC	01-4300	653.99	
			01-4400	1,697.78	
			01-5800	4,450.00	6,801.77
85542417	03/03/2017	CENGAGE LEARNING	01-4300		286.09
85542418	03/03/2017	CLIMATE CONTROL INC	01-5600		395.50
85542419	03/03/2017	DISCOVERY OFFICE SYSTEMS	01-5600		45.70
85542420	03/03/2017	ELISE HAUGH - DBA SPEECH & LANGUAGE THERAPY &	01-5800		6,300.00
85542421	03/03/2017	GCR TIRES & SERVICE	01-4360		2,634.60
85542422	03/03/2017	GOLD COUNTY TRACTORS, INC.	01-4365		236.29
85542423	03/03/2017	GRAINGER .	01-4300		2,073.09
85542424	03/03/2017	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		216.62
85542425	03/03/2017	HOME DEPOT CREDIT SERVICES	01-4300		1,958.57
85542426	03/03/2017	HORIZON	01-4300		1,354.87
85542427	03/03/2017	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		252.00
85542428	03/03/2017	MEDICAB OF SACRAMENTO/SIERRA	01-5800		2,645.50
85542429	03/03/2017	MEDICAL BILLING TECHNOLOGIES	01-5800		459.25
85542430	03/03/2017	NANCY ALEXANDER-STORM	01-5800		1,500.00
85542431	03/03/2017	NOR-CAL ROOFING INC	01-5600		1,164.00
85542432	03/03/2017	ODYSSEY LEARNING CENTER, INC.	01-5800		6,274.89
85542433	03/03/2017	OFFICE DEPOT	01-4300	309.81	
			01-4400	145.46	455.27
85542434	03/03/2017	PAUL LEE NUZMAN - DBA OMG DIVERSIFIED DOOR & LOCK	01-4300		1,766.42
85542435	03/03/2017	PCOE - PLACER CO OFFICE OF ED	01-5200		250.00
85542436	03/03/2017	PLATT ELECTRIC SUPPLY, INC.	01-4300		39.38
85542437	03/03/2017	PPG PAINTS ARCHITECTURAL FINISHES, INC.	01-4300		48.10
85542438	03/03/2017	PRECISION WEST TECHNOLOGIES	01-4300		1,739.70
85542439	03/03/2017	RAPID ROOTER	01-5800		195.00
85542440	03/03/2017	RAY MORGAN CO. / CHICO	01-5600		18.53

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.

Checks Dated 03/03/2017

Check Number	Check Date	Pay to the Order of	FD-OBJT	Expensed Amount	Check Amount
85542441	03/03/2017	REGINA ROSENZWEIG	01-5800		10,000.00
85542442	03/03/2017	ROY R. RADTKE - DBA APPROVED SAFE & LOCK	01-4300	89.33	
			01-5600	74.53	163.86
85542443	03/03/2017	SAC VAL JANITORIAL SALES	01-4300		8,688.05
85542444	03/03/2017	SACRAMENTO AUTOGLASS	01-5600		353.60
85542445	03/03/2017	SACRAMENTO VALLEY GOLF CARTS	01-4300		20.00
85542446	03/03/2017	Schools Insurance Group	01-3401		978.34
85542447	03/03/2017	SIERRA OFFICE SUPPLIES &	01-4300		429.00
85542448	03/03/2017	SITEONE LANDSCAPE SUPPLY	01-4300		188.67
85542449	03/03/2017	SPECIALIZED EDUC OF CA, INC. DBA SIERRA SCHOOLS	01-5800		580.00
85542450	03/03/2017	STATE OF CALIFORNIA - DOJ	01-5821		98.00
85542451	03/03/2017	TAG / AMS INC	01-5800		97.00
85542452	03/03/2017	THE FRUITGUYS	01-4300		140.00
85542453	03/03/2017	TOTAL EDUCATION SOLUTIONS	01-5800		593.75
85542454	03/03/2017	UNIFIRST CORPORATION	01-5800		1,258.33
85542455	03/03/2017	VANESSA MARQUEZ - DBA ENERGY BASED SOLUTIONS	01-4300	2,034.00	
			01-5600	810.00	
			01-5800	3,608.75	6,452.75
85542456	03/03/2017	CROWN DISTRIBUTING INC.	13-4380		2,097.70
85542457	03/03/2017	CULTURE SHOCK YOGURT	13-4710		128.40
85542458	03/03/2017	DANIELSEN COMPANY	13-4380	147.93	
			13-4710	5,533.08	
			Unpaid Tax	4.75-	5,676.26
85542459	03/03/2017	GOLD STAR FOODS, INC	13-4710		8,543.85
85542460	03/03/2017	PRODUCERS DAIRY FOODS, INC.	13-4710		14,045.05
85542461	03/03/2017	PROPACIFIC FRESH	13-4380	830.80	
			13-4710	7,194.01	8,024.81
85542462	03/03/2017	SCHOOL SPECIALTY INC	01-4300		661.77
85542463	03/03/2017	SYSCO SACRAMENTO	13-4380	42.88	
			13-4710	3,988.74	4,031.62
85542464	03/03/2017	UNIFIRST CORPORATION	13-5800		606.88
85542465	03/03/2017	WPUSD PETTY CASH FUND	01-4300	211.00	
			01-5800	380.85	
			13-4300	282.70	
			13-8634	226.00	1,100.55
85542466	03/03/2017	Kathleen F. Dano	01-5200		169.80
85542467	03/03/2017	Vincent R. Hurtado	01-5800		196.49
85542468	03/03/2017	Casey E. Milovanovich	01-4300		27.89
85542469	03/03/2017	Maria d. Mojica-Bierwirth	01-5200		7.49
85542470	03/03/2017	Amy L. Pettersen	01-5800		201.61
85542471	03/03/2017	Susan E. Watkins	01-4300		16.25
		Total Number of Checks	**99**		**554,893.67**

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 03/03/2017

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

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	88	429,945.56
11	Adult Education Fund	1	20.06
13	Cafeteria Fund	10	43,987.81
21	Building Fund #1	2	42,176.24
25	Capital Facilities Fund	4	34,783.99
49	Mello Roos Capital Projects	1	4,000.00
	Total Number of Checks	99	554,913.66
	Less Unpaid Tax Liability		19.99-
	Net (Check Amount)		**554,893.67**

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:

Ratify Contract – Capitol Advisors Group, LLC
And Western Placer Unified School District

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Mandate Funds – General Fund

MEETING DATE:

April 4, 2017

ROLL CALL REQUIRED:

No

BACKGROUND:

The District has contracted with Capitol Advisors Group, LLC to provide consulting related to compliance with the mandate block grant program and the mandate claim reimbursement process. The contract has been negotiated for an annual cost of $6,500.00, a decrease of $13,700. The savings will go back into the unrestricted fund. The contract is for a one year term from July 1, 2017 to June 30, 2018. The charges will be paid with Mandate Funds.

RECOMMENDATION:

Administration recommends the Board ratify the agreement for program advisory and compliance services for mandate reimbursement process for the Mandate Block Grant Program between Capitol Advisors Group, LLC and Western Placer Unified School District.

SERVICES AGREEMENT

This Agreement is entered into on April 4, 2017 by and between Western Placer Unified School District ("Client") and Capitol Advisors Group, LLC ("Contractor"), a California limited liability company.

RECITALS

WHEREAS, Contractor has experience and expertise in assisting school districts and county offices with compliance matters in general and has developed services specifically related to demonstrating compliance with the mandate block grant, and is willing and able to perform services desired by Client; and

WHEREAS, Client desires services and consulting related to compliance with the mandate block grant program and the mandate claim reimbursement process.

NOW, THEREFORE, the parties agree as follows:

AGREEMENT

1. Term of Agreement. The initial period of this Agreement shall be July 1, 2017 through June 30, 2018. At the end of this term the Agreement shall be automatically renewed annually unless terminated by either party pursuant to section 4 below. This Agreement may be modified (including modification of the scope of work and/or compensation) by the parties through mutual written agreement.

2. Description of Services. Contractor agrees to provide services to Client as identified in Exhibit A, "Description of Services," attached to this Agreement and incorporated by reference.

3. Compensation.
   a. Total compensation to Contractor shall be $6,500, paid in quarterly installments of $1,625 on the first day of each quarter for the contract period; July 1 through September 30; October 1 through December 31; January 1 through March 31; April 1 through June 30.

4. Termination. Either party may terminate this Agreement, with or without cause, effective upon thirty (30) days prior written notice to the other party. In case of termination, the Client shall be liable for all fees described under section 3 above, including approved travel expenses, up to the termination date.

5. Independent Contractor. The parties agree that Contractor is an independent contractor. This Agreement shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, association or any other relationship except that of independent contractor.

6. Limitation on Liability; Indemnification.
   a. IN NO EVENT SHALL CONTRACTOR'S LIABILITY TO CLIENT, FOR ANY REASON ARISING OUT OF THIS AGREEMENT, EXCEED THE AMOUNT OF THE COMPENSATION ACTUALLY RECEIVED BY CONTRACTOR UNDER THIS AGREEMENT. NEITHER PARTY SHALL BE LIABLE FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT.
   b. Each party shall defend, indemnify and hold harmless the other party, and all of its agents, directors, officers and employees from and against any and all claims, liabilities, losses, damages, judgments, costs and expenses and threats thereof (collectively, "Claims") arising out of or in connection with this Agreement, except that a party need not defend, indemnify and hold harmless the other party against Claims finally determined to have arisen solely from the other party's gross negligence or willful misconduct.

7. Notices to the Parties. All notices required or permitted under this Agreement shall be in writing and delivered by reliable and common methods as follows:

   To Capitol Advisors Group, LLC:

   Kevin Gordon, President
   925 L Street, Suite 1200
   Sacramento, California 95814
   916-557-9745
   kevin@capitoladvisors.org

   To Western Placer Unified School District:

   Audrey Kilpatrick, Assistant Superintendent, Business Services & Operations
   600 Sixth Street
   Lincoln, CA 95648
   916-645-6350
   akilpatrick@wpusd.k12.ca.us

8. Waiver. No failure to exercise and no delay in exercising any right, remedy, or power, under this Agreement or by law, shall operate as a waiver of such right, remedy or power.

9. Legal Costs. If any party to this Agreement shall take any action or proceeding to enforce this Agreement, the losing party shall pay to the prevailing party a reasonable sum for all fees, costs and expenses (including attorneys' fees) incurred in bringing such suit and/or enforcing any judgment granted.

10. Governing Law. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California.

11. Entire Agreement. The terms of this Agreement are intended by the parties to be in the final expression of their agreement and may not be contradicted by evidence of any prior or contemporaneous agreement. No change or waiver of any provision of this Agreement shall valid unless made in writing and executed in the same manner as this Agreement.

12. Severability. If any term or provision of this Agreement shall be found illegal or unenforceable, such term or provision shall be deemed stricken and the remaining elements of this Agreement shall remain in full force and effect.

This Agreement is duly executed as of the date written above:

Kevin Gordon, President
Capitol Advisors Group, LLC

Date: _____

Audrey Kilpatrick, Assistant Superintendent, Business Services & Operations
Western Placer Unified School District

Date: 3/31/17

EXHIBIT A
Description of Services

- Joseph Rombold, Compliance Services Manager, will lead and coordinate delivery of the following;
- Review Client application of California education code and regulations for all programs identified by the California Department of Education (CDE) as being included in the Mandate Block Grant (MBG) for the applicable fiscal year. Includes providing Client with comprehensive report regarding client's application of code and regulations for all MBG programs. Report shall include breakdown of statutory requirements and supporting documentation for each program. Report to be provided in hard copy and, upon request, electronic form.
- Advise, assist and prepare Client annual, late or amended mandated cost claims on programs outside the Mandate Block Grant for which the filing deadline falls within the agreement period.
- Advise, assist and prepare Client initial (test) mandated cost claims on programs outside the Mandate Block Grant for which the filing deadline falls within the agreement period.
- Advise and assist Client in establishing cost-tracking methodologies for initial (test) claims on programs outside the Mandate Block Grant, which were introduced within the agreement period but for which a filing deadline has not been established.
- Conduct Client interviews, in-district and remotely (phone/internet), for purposes of documenting and understanding client application of codes and regulations contained in the Mandate Block Grant.
- Conduct Client interviews, in-district and remotely (phone/internet), for purposes of identifying and gathering documentation to support client application of codes and regulations contained in the Mandate Block Grant.
- Conduct Client visit(s) in order to obtain documentation used in supporting client application of codes and regulations contained in the Mandate Block Grant and provide training as necessary or as requested.
- Advise and assist District in the event of a California state agency inquiry and/or audit of any program contained within the Mandate Block Grant for the applicable Fiscal Year.
- Advise and assist District in the event of State Controller's Office inquiry and/or audit of any mandated cost claim(s) filed outside the Mandate Block Grant without respect to whether the claim(s) were filed with Contractor assistance or not.
- Advise and assist District in the amendment of any claim(s) filed with the State Controllers Office, for which the period to amend the claim remains open.
- Provide Client updates on relevant legislative issues and proposals related to the Mandate Block Grant Program and the Mandated Cost Claim filing program.

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
- Sheridan School

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Audrey Kilpatrick,
Assistant Superintendent of
Business and Operations

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 4, 2017

ROLL CALL REQUIRED:
No

BACKGROUND:

Sheridan Elementary School received a check for $13,887.21 from Walker Communication. This donation is to be used for the purchase of new books for the school library.

ADMINISTRATION RECOMMENDATION:

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

wp/rk/donationfactform

WPUSD Received MAR – 3 2019 DISTRICT OFFICE

Western Placer Unified School District

GIFT AND DONATION DOCUMENTATION

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

Name/Address/Telephone of Donor:
Walker Telecom Inc % Donald Walker
1995 State Hwy 65 Wheatland CA 95692
530-652-4169.

Gift or Donation:
Books For Library + Wood for Shelving

Donated to School/Program:
Sheridan School Library

Value of Gift or Donation – to be completed by the Donor:
$13,887.21 check Unknown est. in wood for shelving

Cash or Check: (circle one) **Dollar Amount $** 13,887.21

Estimated Dollar Value $ 13,887.21

Certification of Receipt by Site/Program Administrator: John Kovach (Type Name) (Signature)

FOR BUSINESS OFFICE USE ONLY

Assistant Superintendent of Business & Support Services: _____ (Signature)

Revenue Code: 01-0000-0-8699-D0-1900-4100-241-28

Revenue Comments: _____

Superintendent's Signature: _____

Board Agenda Date: _____

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

WESTERN PLACER
UNIFIED SCHOOL DISTRICT

Sheridan Elementary School

4730 "H" Street – Sheridan, CA 95681
(530) 633-2591 –Fax-(530) 633-9565
John Kovach, Principal
"Pursuit of Excellence"

Walker Communication
C/O Donald Walker
1995 State Hwy 75
Wheatland, CA 95692

March 1, 2017

Dear Mr. Walker:

Our school cannot begin to thank you enough for your generous contribution to our school library. With these funds we will be able to purchase the new books we need for our outdated library. Thank you for being such a willing supporter and friend to Sheridan! The day that we met with you and Angel was such a surprising moment that gives such wonderful emotion and a sense of gratefulness. Ms. Ashley will work hard to make the best use of your donation to best serve our students now, and in the future.

We are having a banner made with your company logo and name so we can display it at the events we have at our school, so that everyone will know what a great company you are and your commitment to the students of Sheridan.

Our tax ID # is 94-1599904 in case you need it for tax purposes.

Sincerely,

John Kovach
Principal
Sheridan Elementary School

JK:kr

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
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5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Overnight Field Trip/Out of State Travel

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Kerry Callahan
Assistant Superintendent

ENCLOSURES:
No

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
Student Fees/School Funds

MEETING DATE:
April 4, 2017

ROLL CALL REQUIRED:
No

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

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

Students will not be excluded due to inability to pay.

Information regarding the overnight field trip for which approval is being sought is as follows:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

FIELD TRIP:	Ag Ecology Trip
SCHOOL(S):	Lincoln High School
BRIEF DESCRIPTION: *(citing educational purpose)*	Students will have the opportunity to travel to Scott Valley, near the Oregon Border and study the impacts agricultural has on the local ecology of the region. Secondly, students are enrolled in a survival and tracking course facilitated by the outdoor school, Coyote Trails, based out of Ashland, Oregon. The main objective of this fieldtrip is to apply the knowledge students have learned in the Ag classes and learn about regional environmental issues in and around the Klamath Mountain Range biome.
DATES:	April 8 – 12, 2017
LOCATION(S):	Fort Jones, CA and Ruch, OR
LODGING/ACCOMMODATIONS:	Heated Cabins and Family Style group cooking
PERSON(S) COORDINATING:	Thomas Toy and Cassandra Walker
STUDENTS PARTICIPATING:	Students enrolled in Ag with up to date paid FFA dues

FIELD TRIP:	Skills USA State Competition
SCHOOL(S):	Lincoln High School
BRIEF DESCRIPTION: *(citing educational purpose)*	Students from LHS qualified to compete at the state level for the Career Technical Student Organization, Skills USA.
DATES:	April 20 – 23, 2017
LOCATION(S):	San Diego, CA
LODGING/ACCOMMODATIONS:	Town & Country Hotel (location of the competition)
PERSON(S) COORDINATING:	Debbie Tofft, Chris Bombard, Matt Tofft (CTE Advisors)
STUDENTS PARTICIPATING:	3 Students

RECOMMENDATION:
Approve the aforementioned Overnight Field Trip/Out of State Travel requests.

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 Learning Solutions

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Susan Watkins
Director of Special Education

ENCLOSURES:
Yes

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
Special Education

MEETING DATE:
April 4, 2017

ROLL CALL REQUIRED:
No

BACKGROUND:
The attached contract is for Learning Solutions to provide a trained ABA Paraprofessional for one-on-one support for a special education student as well as supervision of said Paraprofessional. The rates for services are: $30.40 per hour for Paraprofessional and $90.25 per hour for supervision. Learning Solutions will work in collaboration with the District's Behaviorist. The contract is agreed upon through June 30, 2017 per student settlement agreement.

RECOMMENDATION:
Administration recommends that the Board ratify the contract proposal agreement between Learning Solutions and WPUSD.

WESTERN PLACER
UNIFIED SCHOOL DISTRICT
600 Sixth St, Suite 400, Lincoln CA 95648
Ph: (916) 645-4078 Fax: (916) 645-9267

Board of Trustees: Paul Long
Brian Haley
Paul Carras
Kris Wyatt
Damian Armitage

Superintendent: Scott Leaman
Director of Special Education: Susan Watkins

Agreement for Contracted Services

This agreement is entered into by and between **Western Placer Unified School District [Contracting Agency]** and **Learning Solutions [Company]** for the provision of services by **Learning Solutions** as an independent agent and not an employee of the Contracting Agency. **Learning Solutions** makes no claim any rights and/or benefits other than compensation put forth in this agreement.

1. Dates of Service
This contract is in effect from the date of signing through June 30, 2017.

2. Scope of Work
Special education related services (Intensive Individual Support) and IEP meetings attendance (if held on agreed upon days of service).

3. Payment & Billing
Western Placer Unified School District agrees to pay **Learning Solutions** at the rate of $30.40 per hour based on Master Contract with Placer County SELPA.

Intensive Individual services with an ABA trained para professional for 35 hours per week (7 hours per day) with 30 minute unpaid lunch.

Supervision hours of 4 hours a month in consultation with district Behaviorist at $90.25 per hour.

If the number of hours changes due to changes in workload, **Learning Solutions** will contact **Western Placer Unified School District** before providing additional services.

Learning Solutions will invoice **Western Placer Unified School District** for agreed upon set hours at the end of each calendar month.

It is expected that **Western Placer Unified School District** will pay the invoice in full within 30 days of receiving the invoice via email.

4. Records
Learning Solutions will maintain a complete set of detailed records with regard to work performed under this agreement. **Learning Solutions** will provide records within a reasonable time for review by school district. **Learning Solutions** employees make no claim to the benefits **Western Placer Unified School District** provides to employees of **Western Placer Unified School District**.

Lincoln
All-America City
2006

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Superintendent: Scott Leaman
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5. Status of Consultant
This is not an employment agreement. **Learning Solutions** is an independent contractor and is responsible for all federal, state and local payroll taxes for and on behalf of **Learning Solutions** and those employed by **Learning Solutions**.

Western Placer Unified School District shall not provide worker's compensation insurance coverage for **Learning Solutions** employees.

6. Background Check/DOJ Clearance
All of those in the employ of **Learning Solutions** who come in contact with students will have submitted their fingerprint live scan to the DOJ for clearance. Proof of clearance will be provided to **Western Placer Unified School District**.

7. Cancellation
This agreement may be cancelled by **Learning Solutions** or **Western Placer Unified School District** upon the giving of 30 days advance written notice. Such notice shall be delivered either in person or by United States Postal Service. In the event of cancellation, **Learning Solutions** shall be paid for all services rendered.

8. Hold Harmless and Indemnification
Each party agrees to indemnify and hold the other party harmless from all liability for damage, actual or alleged, to persons or property arising out of or resulting from negligent acts or omissions of the indemnifying party.

9. Attorney Fees
If any litigation is initiated to enforce or interpret this agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs.

10. Severability
In the event that any portion of this agreement is determined by a court of competent jurisdiction to be invalid or deemed unenforceable, the provision will be deemed void and the remainder of the agreement will continue in full force and effect.

11. Exclusivity
In a show of good faith in order to enter into this contract, Learning Solutions agrees to not have any employees of Learning Solutions, who have been employed by Western Placer Unified School District within the previous year, render services on Learning Solutions' behalf to Western Placer Unified School District.

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Superintendent: Scott Leaman
Director of Special Education: Susan Watkins

12. Unintended Closing

Should school close on unscheduled days, for three days or more, Western Placer Unified School District will pay Learning Solutions based on the agreed upon rate of the contract.

Susan Watkins – Special Ed. Director
Western Placer Unified School District

Susan Watkins 3/21/17
Sign Name / Date

Learning Solutions - Erin Chargin, President
Consultant/Contractor

Erin Chargin 3/21/17
Signature of Representative / Date

Kerry Callahan
Asst. Superintendent of Ed. Services
Western Placer Unified School District

K Callahan 3/22/17
Sign Name / Date

Lincoln
All-America City
2006

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT:
Ratification of Agreement
between the Western Placer Teachers Association
and the Western Placer Unified School District

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Gabe Simon, Ed.D. 65
Assistant Superintendent of Personnel Services

ENCLOSURES:
Agreement

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 4, 2017

ROLL CALL REQUIRED:
No

BACKGROUND:

The Western Placer Unified School District and the Western Placer Teachers Association approve of this agreement. This agreement will allow the District to consider and approve a job sharing request for the 2017-2018 school year.

RECOMMENDATION:

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

SIDE LETTER OF AGREEMENT

ENTERED INTO BY

THE WESTERN PLACER UNIFIED SCHOOL DISTRICT

AND

THE WESTERN PLACER TEACHERS ASSOCIATION

This is a one time non precedent setting agreement entered into between the Western Placer Teacher's Association and the Western Placer Unified School District.

1. Article XXIII (Shared Contract) of the current collective bargaining agreement states in C1 that plans for a shared contract must be submitted prior to February 1 of the school year that precedes the proposed shared contract

2. On March 6, 2017, the Assistant Superintendent of Personnel Services received a shared contract plan from unit members Carrie Sanchez and Kristin Snook.

3. The plan was submitted after the contracted deadline. However, the District is asking that this plan for a shared contract be accepted and taken to the Board for approval. It is acknowledged that the agreed upon February 1 date in the Collective Bargaining Agreement is mutually beneficial to the District and the Western Placer Teachers Association (WPTA).

4. The District acknowledges that the February 1 date in the collective bargaining agreement assists the District and site staff in staffing for the upcoming school year. The plan was submitted after the deadline established by the shared contract. However, the District and WPTA agree that this exception serves the best interest of both parties.

5. The Side Letter is contingent upon approval by the District and WPTA, with the respective signature of the WPUSD and the WPTA designees listed below, after which it will be taken to the School Board for approval.

Western Placer Unified School District

Western Placer Teachers Association

3/24/17

Date

3/28/17

Date

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Ratification of Agreement
between the Emics Inc. and
the Western Placer Unified School District

AGENDA ITEM AREA:
Consent

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

ENCLOSURES:
Agreement

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 4, 2017

ROLL CALL REQUIRED:
No

BACKGROUND:

The Western Placer Unified School District and Emics, Inc. approve of this agreement. This agreement will renew our license for continued use of our online position control process and form.

RECOMMENDATION:

Administration recommends the Board of Trustees ratify the Agreement between Western Placer Unified and the Emics, Inc.

Emics, Inc. dba Chalk Schools

Chalk Schools Agreement

This Agreement is made as of March 23, 2017 between Emics, Inc. and Western Placer Unified, covering the services to be provided below for three years from December 30, 2017 through December 30, 2020. This Agreement supersedes and replaces any and all prior written and oral agreements between Emics, Inc. and Western Placer Unified. Payment for all three years of service is due by December 30, 2017, and signed contract is due by April 7, 2017.

Emics, Inc. will provide the following:

1. Ongoing assistance and staff support. Chalk Schools will provide a dedicated client success and implementation specialist as the primary contact for your district.

2. Advanced access to new features, and full access to the Chalk system. You will receive first notice and early review of all new developments.

3. Dedicated accounts with set up and configuration. Account services will adhere to the terms and definitions outlined in our Privacy Policy. In sum, you control your account information, documents, and settings. We will not rent or sell your information to third parties outside Emics, Inc. and its group companies (including any parent, subsidiaries and affiliates) without your consent.

During the term of this Agreement, Western Placer Unified will provide:

1. **Primary contact:** Identify one staff member as your primary contact, who provides direct input to the Chalk team in order to ensure success.

2. **Feedback and review**: As a valued Chalk customer, you will have the ability to help shape and improve the tool for all educators by providing feedback and reviewing any findings together for continuous improvement.

We look forward to a long lasting and mutually beneficial relationship.

Emics, Inc.	Western Placer Unified
_____	_____
Authorized Signature	Authorized Signature
_____	Gabriel Simon
Print Name	Print Name
_____	3/27/17
Date	Date

Chalk Schools

230 California St, Suite 601
San Francisco, CA 94111
www.chalkschools.com

Western Placer Unified
600 Sixth St., Suite 400
Lincoln, CA 95648

Date: 3/23/17
Terms and Cost Valid Until: 4/7/17

Service	Unit Price
Chalk Internal Office forms and workflow processes 2 Internal Forms: Position Control + TBD All Chalk processes include: • Unlimited electronic signatures, interactive form fields, pre-filled data fields, and reusable templates to automatically collect, route, and track responses and approvals • Unlimited responses archived with full access search and nightly back-ups for all data • Phone, chat, and email support for form managers and recipients • Continuous upgrades and extensive browser and device support • Online webinars and resources for form managers	$4,000 / year
AMOUNT DUE 12/30/17:	$12,000*

**Amount due covers services from December 30, 2017 through December 30, 2020*

INFORMATION

DISCUSSION

ACTION

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

AGENDA ITEM AREA:
Information

REQUESTED BY:
Kathleen Leehane
Director of Supplemental Programs
& Accountability

ENCLOSURES:
No – Presentation at Meeting

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
NA

MEETING DATE:
April 4, 2017

ROLL CALL REQUIRED:
No

BACKGROUND:
California has released district/school accountability data through the new California School Dashboard. A presentation explaining Western Placer's accountability data will be shared during the board meeting.

RECOMMENDATION:
Administration recommends the Board receive the information provided.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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SUBJECT:

Approve Revisions to Board Policy BP3470 Debt Issuance And Management Policy

AGENDA ITEM AREA:

Action

REQUESTED BY:

Audrey Kilpatrick, Asst. Supt. Business/Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

April 4, 2017

ROLL CALL REQUIRED:

No

BACKGROUND:

In February 2017 the board approved a new policy required by Senate Bill 1029 to enhance the transparency and accountability related to debt issuance practices.

The proposed revisions to Board Policy 3470 reflects suggested minor revisions related to registration requirements for financial advisor, municipal advisor, investment advisor, and other financial services, debt issuance types and other related additions that do not materially change the board policy.

Capital Public Finance Group has reviewed and recommended the proposed additions to the board policy in anticipation of further bond issuances for Measure A for construction of a new high school and modernization upgrades and construction upgrades at Lincoln High School Measure N for the construction of a new elementary school and a variety of capital projects at Glen Edwards Middle School.

RECOMMENDATION:

Approve revised Board Policy (BP) 3470 Debt Issuance and Management Policy.

DEBT ISSUANCE AND MANAGEMENT

This Debt Management Policy provides a framework for debt management and capital planning by the district.

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

(cf. 3000 - Concepts and Roles)
(cf. 3460 - Financial Reports and Accountability)
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. (California Constitution, Article 16, Section18). **Exceptions include, but are not limited to, lease financings, such as lease purchase agreements, certificates of participation, lease revenue bonds and notes, and grant anticipation notes. Further, under Proposition 39, a measure authorizing the issuance of general obligation bonds may be approved by 55 percent of the electorate. The district may also issue debt through Mello-Roos Community Facility Districts.**

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the

DEBT ISSUANCE AND MANAGEMENT (continued)

district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. In addition, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects. **Financial advisors shall be registered with the Securities & Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB).**

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)
(cf. 9270 - Conflict of Interest)

Goals

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of the district's financing programs

2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements

3. Takes all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues

4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt

5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements

6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws

7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued

8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future

DEBT ISSUANCE AND MANAGEMENT (continued)

9. Preserves the availability of the district's general fund for operating purposes and other purposes that cannot be funded by the issuance of voter-approved debt

10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 7000 - Concepts and Roles)

Authorized Purposes for the Issuance of Debt

The district may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities

2. To refund existing debt

3. To provide for cash flow needs

(cf. 3100 - Budget)
(cf. 3110 - Transfer of Funds)

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

Authorized Types of Debt

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt

DEBT ISSUANCE AND MANAGEMENT (continued)

a. Short-term debt, such as tax and revenue anticipation notes (TRANs), when necessary to allow the district to meet its cash flow requirements (Government Code 53850-53858)

b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150), **or special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 5331-53368) or other funding sources that are reasonably available to meet the district's repayment requirements.**

c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the district (Government Code 53859-53859.08)

2. Long-Term Debt

a. General obligation bonds for projects approved by voters (California Constitution, Article 13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5) **In appropriate circumstances, the District may use School Facilities Improvement Districts as an alternative method of issuing general obligation bonds.**

(cf. 7214 - General Obligation Bonds)

b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)

(cf. 7212 - Mello Roos Districts)

3. Lease financing, including certificates of participation (COPs)

a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)

b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429)

4. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures

DEBT ISSUANCE AND MANAGEMENT (continued)

is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs

5. Temporary borrowing from other sources such as the County Treasurer

COPs, TRANs, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. (Education Code 42133)

Relationship of Debt to District Facilities Program and Budget

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

The cost of debt issued for major capital repairs or replacements shall be evaluated against the potential cost of delaying such repairs and/or replacing such facilities.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures; **the amortization structure, prepayment features, and useful life of the projects being financed (for further information see "Structure of Debt Issues" below).**

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

Structure of Debt Issues

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical,

DEBT ISSUANCE AND MANAGEMENT (continued)

recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15106.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law. (California Constitution, Article 16, Section 18; Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed but, with respect to a lease purchase of equipment, no longer than a period of 10 years. (Education Code 17452)

Method of Sale

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the district. Potential methods of sale include:

1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost

2. Negotiated sale, subject to approval by the district to ensure that interest costs are in accordance with comparable market interest rates

3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale

DEBT ISSUANCE AND MANAGEMENT (continued)

Investment of Proceeds

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the district. Where applicable, the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

(cf. 3430 - Investing)

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

Refunding/Restructuring

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

Internal Controls

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

(cf. 3314 - Payments for Goods and Services)
(cf. 3400 - Management of District Assets/Accounts)

The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure. (Government Code 53410)

DEBT ISSUANCE AND MANAGEMENT (continued)

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

The district shall annually conduct a due diligence review to ensure its compliance with all ongoing obligations applicable to issuers of debt. Such a review may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews shall receive periodic training regarding their responsibilities.

In addition, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

Records/Reports

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30**, or the prior fiscal year.** (Government Code 8855)

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing, interest rates and cost of issuance on the day when the debt was sold ("final number runs"), and a post-pricing summary of the debt issue. In addition, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

DEBT ISSUANCE AND MANAGEMENT (continued)

The Superintendent or designee shall annually report to the Board regarding debts issued by the district, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.

The Superintendent or designee shall seek the advice of bond counsel on compliance with federal tax law. The federal tax law is intended to discourage entities from issuing tax advantaged obligations that are unnecessary in terms of timing and amount as well as for purposes that are not permitted by law. The district's bond counsel and financial advisor will review, in advance, all arbitrage rebate filings and forms sent to the Internal Revenue Service.

The Superintendent or designee shall maintain transaction records including the official transcript, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, and investment of proceeds for as long as the debt is outstanding, plus the period ending three years after the final payment date of obligations issued.

Legal Reference:

EDUCATION CODE
5300-5441 Conduct of elections
15100-15262 Bonds for school districts and community college districts
15264-15276 Strict accountability in local school construction bonds
15278-15288 Citizen's oversight committees
15300-15425 School Facilities Improvement Districts
17150 Public disclosure of non-voter-approved debt
17400-17429 Leasing of district property
17450-17453.1 Leasing of equipment
17456 Sale or lease of district property
17596 Duration of contracts
42130-42134 Financial reports and certifications
ELECTIONS CODE
1000 Established election dates
GOVERNMENT CODE
8855 California Debt and Investment Advisory Commission
53311-53368.3 Mello-Roos Community Facilities Act
53410-53411 Bond reporting
53506-53509.5 General obligation bonds
53550-53569 Refunding bonds of local agencies
53580-53595.55 Bonds
53850-53858 Tax and revenue anticipation notes
53859-53859.08 Grant anticipation notes

DEBT ISSUANCE AND MANAGEMENT (continued)

Legal Reference: (continued)
CALIFORNIA CONSTITUTION
Article 13A, Section 1 Tax limitation
Article 16, Section 18 Debt limit
UNITED STATES CODE, TITLE 15
78o-4 Registration of municipal securities dealers
UNITED STATES CODE, TITLE 26
54E Qualified Zone Academy Bonds
CODE OF FEDERAL REGULATIONS, TITLE 17
240.10b-5 Prohibition against fraud or deceit
240.15c2-12 Municipal securities disclosure
CODE OF FEDERAL REGULATIONS, TITLE 26
1.103 Interest on state and local bonds
1.141 Private activity bonds
1.148 Arbitrage and rebate
1.149 Hedge bonds
1.6001-1 Records
Management Resources:
CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS
California Debt Issuance Primer
GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS
An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016
Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015
Investment of Bond Proceeds, Best Practice, September 2014
Selecting and Managing Municipal Advisors, Best Practice, February 2014
Debt Management Policy, Best Practice, October 2012
Analyzing and Issuing Refunding Bonds, Best Practice, February 2011
INTERNAL REVENUE SERVICE PUBLICATIONS
Tax Exempt Bond FAQs Regarding Record Retention Requirements
Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016
U.S. GOVERNMENT ACCOUNTABILITY OFFICE PUBLICATIONS
Internal Control System Checklist
WEB SITES
California Debt and Investment Advisory Commission: http://www.treasurer.ca.gov/cdiac
Government Finance Officers Association: http://www.gfoa.org
Internal Revenue Service: https://www.irs.gov
Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA): http://www.emma.msrb.org
U.S. Government Accountability Office: http://www.gao.gov
U.S. Securities and Exchange Commission: https://www.sec.gov

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:
Approve Resolution No. 16/17.26, Authorizing the Purchase and Installation of Synthetic Turf Field From Valley Precision Grading, Inc./AstroTurf Under a Piggyback Contract Pursuant to Public Contracts Code Section 20118

AGENDA ITEM AREA:
Action

REQUESTED BY:
Michael Adell
Director of Facilities

ENCLOSURES:
Yes

DEPARTMENT:
Facilities

FINANCIAL INPUT/SOURCE:
Measure A

MEETING DATE:
April 4, 2017

ROLL CALL REQUIRED:
Yes

BACKGROUND:

The existing synthetic turf field at Lincoln High School Stadium has extended beyond its useful life and warranty period and the existing aggregate base subsurface has lost its planarity in various locations. It is in the best interest of the District for health and safety reasons to replace the outdated turf with a new synthetic turf application and turf preparation including re-grading of existing aggregate base as part of the campus addition and modernization scope of work.

Because of an expeditious schedule and economic means, it is in the District's best interest to purchase and install the synthetic turf field through a bid procured by The Cooperative Purchasing Network (TCPN) under a piggyback contract pursuant to Public Contracts Code Section 20118. The District has selected Valley Precision Grading, Inc., through a bid (Contract #R1575) procured and authorized by Region 4 Education Service Center effective June 1, 2012 through May 31, 2017. District staff has received an acceptable price proposal from Valley Precision Grading, Inc., to supply and install the synthetic turf field including turf preparation for a total cost of $555,410.00.

RECOMMENDATION:

Staff recommends that the Board of Trustees approve Resolution 16/17.26, Authorizing the Purchase and Installation of Synthetic Turf Field from Valley Precision Grading, Inc./AstroTurf Under a Piggyback Contract Pursuant to Public Contracts Code Section 20118.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 16/17.26

Purchase and Installation of Synthetic Turf Field

WHEREAS, the Governing Board (the "Board") of the Western Placer Unified School District (the "District") has determined that a true and very real need exists for the acquisition and installation of a synthetic turf field system (the "Property"); and

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

WHEREAS, the Board of the District has determined that it is in the best interest of the District to purchase the Property from Valley Precision Grading, Inc., through a bid procured by The Cooperative Purchasing Network under the cooperative Purchase Contract #R1575 (Sports Surfaces, Installation, and Related Products and Services), effective June 1, 2012 through May 31, 2017 ("Purchase Contract"); and

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

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

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

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

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

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

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

ADOPTED by the Governing Board of the Western Placer Unified School District on the _____ day of _____, 20__ by the following vote:

AYES:

NOES:

ABSENT:

WESTERN PLACER UNIFIED SCHOOL

DISTRICT

ATTEST:

By: _____
President of the Board of Trustees

_____
Secretary of the Board of Trustees,
Western Placer Unified School
District

VENDOR WEBSITE

Show menu

Competitively solicited and publicly awarded by: Region 4 Education Service Center

Contract #R5175

Contract Term: June 01, 2012 through May 31, 2017

Valley Precision Grading, Inc.

Authorized Distributor

Proposal Date:2/25/2017 Contract #R1575

Mr. Mike Adell
Western Placer USD.
Director of facilities
600 Sixth Street, Suite 400
Lincoln, Ca 95648

RE: **AstroTurf® Synthetic Turf Installation**

Dear Mr. Adell ,

Valley Precision Grading, Inc. is please to submit the following proposal for the manufacture and installation of **AstroTurf® GameDay Grass™** to be installed at:

Lincoln High School

All pricing includes all labor, materials, taxes, TCPN fees, tools and equipment necessary to install in-place, the synthetic turf applications referenced (in accordance with our published product specifications) and described as follows:

AstroTurf® GameDay Grass™

Base Bid of 77,900 sf. of AstroTurf® 3d3 52 2" Pile Height"
Infill will be 2.35lbs. of sand and 2.35 lbs. of rubber per manufacturer.
Pricing includes Football, soccer, markings, fighting Zebra center logo, end zone letters per drawing, **TCPN fees.**

Total Turf Amount: **$453,377.00**

Turf Preparation:

Removal and disposal of the existing turf, Re-grade the existing aggregate to meet planarity requirements, Adjust and/or replace field utility boxes. Plastic boxes will be replaced with Christy G-5 style traffic boxes and turf will be attached and marked for access. Quick coupler boxes will be replaced with Christy G-5 or G12 traffic boxes and turf will be attached and marked for access.

Total Preparation amount: **$102,033.60**

Total combined replacement cost **$555,410.00**

Inclusions – Each Field:

- Installation of AstroTurf GameDay Grass™ products utilizing manufacturer certified installers.
- AstroFlect: AstroTurf's temperature reducing component.
- AstroTurf groomer and sweeper.
- All infill systems that meet or exceed GMAX requirements for this project.
- All infill and/or alternative infills installed at the manufacturer approved weights and ratios for products purchased.
- Wage rates according to the DIR and State of California current determination for Prevailing Wage.
- Payment and performance bond.
- Samples, submittals and shop drawings as required.
- Insurance and taxes as required.
- Clean up and disposal of our debris into dumpsters.
- GMAX testing (1 at the completion).
- AstroTurf's Standard (8) Year Warranty for the turf system and installation.
- Eight Year (8) Non-Prorated third party insurance warranty, if purchased.
- Football, Soccer inlay packages.
- Field markings as specified above.
- In accordance with the provisions of Public Contract Code Section 4107.2, the undersigned reserve the right to subcontract some or all of its work to AFE Sports (AstroTurf Certified Installers) DIR Registered 1000004130 CA License 747394 and/or ISCG Fields (AstroTurf Certified Installers) DIR Registered 1000031726 CA License 976678, Colony Landscape and Maintenance, Inc. (AstroTurf Certified Installers) DIR Registered 1000006598 CA License 566808.

Exclusions:

- Any work, materials or labor not directly included and/or state above.
- Any site geological testing, investigating, surveying, layout, certifications, inspection costs other than those associated with visual base inspection, G-Max Testing, and 3rd Party Warranty verification.
- Rock excavation.
- Any soil modification (over excavation, stabilization, etc.) We are not in receipt of any geotechnical testing or report and cannot make any assumptions of the stability of the soils.
- Any locating, relocating and removal of existing utilities not limited to the electrical conduits, power poles, water, sewer, gas, cable, telephone, storm drainage, irrigation heads, lines, valves, boxes or wiring of the same.
- Any additional utilities not limited to the electrical conduits, power poles, water, sewer, gas, cable, telephone, storm drainage, irrigation heads, lines, valves, boxes or wiring of the same.
- Permeable rock base or grading.
- Any fencing.
- Any landscape.
- Any field graphics or logos not listed above.
- Any sports event, goals, sports netting, or any other athletic equipment installation or applications.
- Any liquidated damages, penalties or surcharges.

Thank you again for this opportunity! We certainly do look forward to working with you and are available at any time to answer any questions or review this proposal.

Sincerely,
Kip Olson
President
916.752.5645

FIELD RENDERING
SCALE: 1" = 40'-0"

Project Name:
LINCOLN HIGH SCHOOL
LINCOLN, CA

Sheet Title:
COLOR RENDERING

Date: 10/13/16
Drawn By: BR
Project No.:
Scale: AS SHOWN
Type: Raster
Sheet Number:
1

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:

Update of Report Review - Horizon Charter School & Partnership for Student-Centered Learning Charter School - Terri Ryland, Ryland School Business Consulting

AGENDA ITEM AREA:

Information

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

None

MEETING DATE:

April 4, 2017

ROLL CALL REQUIRED:

No

BACKGROUND:

In April 2013 Ryland School Business Consulting was contracted by Horizon Charter Schools to provide an in-depth review of the lease and facilities agreements, the financial status of the charter schools, internal controls, processes and procedures and the overall fiscal health of the operations. Terri Ryland presented the results and recommendations to both boards as a result of the review.

On September 16, 2014 Ryland SBC provided the WPUSD board with an update on the status of the April 2013 report's recommendations for Horizon Charter School along with its related Partnership for Student-Centered Learning Charter School.

In October 2016 Ryland SBC was contracted by WPUSD to conduct and update of the prior Horizon Charter's reports as part of WPUSD's oversight responsibilities with the Horizon Charter Schools. An executive summary of the 2016 Update HCS is provided. A detailed Update Report is available upon request.

Also included in this board item for your review are Horizon Charter Schools' responses to the Ryland SBC Update Report.

RECOMMENDATION:

Administration is presenting this as an information item to the Board for their review and discussion.

Ryland | SCHOOL BUSINESS CONSULTING

MEMORANDUM

Date: December 31, 2016

To: Scott Leaman
Superintendent, Western Placer USD

From: Terri Ryland
Consultant, Ryland School Business Consulting

Subject: Executive Summary: 2016 Update Horizon Charter Schools

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Western Placer USD (WPUSD) has contracted with Ryland SBC to conduct an update to the prior Horizon Charter School's reports as part of WPUSD's oversight responsibility with the Horizon Charter Schools (HCS). A thorough review has been presented under separate cover, and this executive summary was prepared to cover the highlights of the status of prior findings, recommendations and outstanding items. For those wishing to understand the specific prior and new findings and recommendations, the detailed update report is provided.

Executive Summary
Overall, the internal controls, policies, procedures and financial condition of HCS are vastly improved. The current administration of HCS has taken the district's prior comments and suggestions seriously and has spent considerable time and effort in satisfying the district's concerns. While there will always be suggestions for improvement, the hiring of a full-time CBO, documentation of procedures, approval of board policies, and improved communication between HCS and WPUSD has resulted in most prior findings being successfully addressed.

The current status of previous findings and comments are summarized below.

A. Lease Agreements
Prior Finding: As a result of prior irregularities with the leases, Ryland SBC suggested that Board policy be revisited and, for the protection of staff and to strengthen internal controls, all large contracts and agreements greater than $25,000 will be taken to the Board for approval.

Current status: It was noted during a review of board minutes that many if not all contracts are included in the board packets for approval.

B. Average Daily Attendance Tracking and Professional Development
Prior Finding: In prior reviews, it was recommended that staff attend training on proper attendance accounting processes, procedures and reporting.

8334 Parus Way, Granite Bay, California 95746
Office (916) 652-7165 Fax (916) 652-7168 terri@rylandsbc.com

Current Status: Of the training programs noted by the CBO for the past year, attendance accounting was included.

C. Audited Financial Statements and Corrective Action Plan

1. Prior Finding: Reinforce, through training, set procedures and guidelines for year-end closing and reviewing of journal entries.

Current Status: With the hiring of a permanent CBO in 2015, the books were closed by staff for 2015-16. It appears more training or support continues to be needed in the area of financial reporting and in state reporting protocols such as taking final year end numbers to the board for approval.

2. Prior Finding: Implement a year-end closing checklist with tasks assigned to the appropriate staff, allowing for review of those tasks, as appropriate.

Current Status: While Ryland SBC provided a year-end closing checklist in the past, it appears that this tool was not used in the prior two year-end close processes.

3. Prior Finding: Continue to work with the auditors throughout the year on any questions or concerns regarding proper accounting or internal control procedures before the year-end closing process.

Current Status: Per above, it does not appear that this process is being followed.

4. Prior Finding: Require a formal interim audit exit meeting with the auditors to make the charter school aware of any issues that surface during the interim audit.

Current Status: Formal exit meeting occurred for the 2015-16 audit.

5. Prior Finding: In a prior report, there were concerns about the communication with the Fiscal Coordinator and that given the lack of a CBO in charge of the operation, there were likely to be serious internal control and transparency concerns for the district from an oversight perspective.

Current Status: Now that a full-time CBO has been hired, these concerns have been addressed.

D. Financial Condition

1. Prior Findings: Each charter school, as a separate LEA, should be presented separately and be fiscally solvent.

Current Status: Each LEA, Horizon Charter School and Partnerships for Student Centered Learning, is being budgeted and reported separately, as is proper. However, per a review of the PSCL prior year financial statements and current year budget, ADA and cash flow projections, the entity appears to have significant deficit spending and inadequate fund balance.

2. Prior Findings: Concern existed over the proper segregation of duties with regard to budget transfers, journal entries and reconciliations.

Current Status: Now that a full-time CBO has been hired, per HCS staff, technical duties are now split between the CBO and the Director in order to assure proper segregation of duties.

3. Prior Findings: Personnel Action Forms should be reviewed by the appropriate department individuals, with evidence of the review documented on the forms.

Current Status: Policies and procedures were established for the Personnel Action Forms to be reviewed and approved by cabinet level staff before being filed in the employee's personnel file. Per Charter staff, all salary schedules, new hires, and terminations are now approved by the governing board.

4. Prior Findings: As of the original report date, a review of Ending Fund Balances indicated that HCS and PSCL would end the current fiscal year and two subsequent years with a positive Ending Funding Balance which exceeds State required minimums. Now, PSCL budget and MYP indicate a LEA in fiscal distress with declining enrollment, deficit spending, and negative cash balances. Plus, the recent appellate court ruling, discussed more below, could have a significant impact on enrollment outside the district, but within Placer County.

Current Status/New Recommendation: A financial recovery plan for PSCL that assures fiscal stability in the near term and long-term will be developed as soon as possible.

E. Operations: Business Office Staffing

Prior Findings: Follow best practices and use the County Treasurer for deposits and banking, return to the Escape PCOE-operated financial system; hire a permanent CBO; prepare state reports in the SACS compliant manner, separating financial information by unrestricted and restricted. Appropriate supervision in the business office was lacking, and key processes were left undone.

Current Status: Recommendations were followed in the last year and charters are now reporting consistent with best practices. And, critically, a permanent CBO has been hired, bringing the daily supervision of the business department under a Charter employee.

F. Operations: Human Resources/Payroll

1. Prior Findings: In conjunction with a study of internal controls and improving efficiencies, recommendations were made to update job descriptions, update the employee handbook, review and approve appropriate board policies.

Current status: Job Descriptions have been updated and approved by the board, the employee handbook was revised and board approved this fall, and board policies are regularly reviewed and in the process of being adopted by the board. Per Charter staff, "the Governing Board has met with legal counsel on the importance of their role and several policies a month are going before the Governing Board for their review and subsequent approval."

2. Prior Finding: The need for documented and shared allocation formulae for Spec Ed Services, Student Instructional funds in OPS, department budgets, district office staffing, etc.

Current status: to be completed during budget development this year.

3. Prior Finding: Need for an interim and annual review of the OPS (off-line) Student Instructional Funds System

Current status: Completed.

4. Prior Finding: Need for appropriate Board involvement, and the movement away from the Carver model

Current status: Per a review of board agenda and minutes, the Charter has adopted the more standard board meeting protocols, in compliance with the Brown Act and with much fuller transparency.

5. Prior Finding: Update all Board and governing policies, specifically related to nepotism, re-hiring of retired personnel, vacations pay outs, and other additional compensation.

Current status: Board and Governance Policies are starting to be brought to the Board for discussion and approval. An update to the Employee Handbook was just approved after discussion at several board meetings throughout the year. (In addition, a governance handbook was approved in 2016 that addresses setting board goals, as well as the roles and functions of the board and the superintendent.)

6. Prior recommendation: document fully the hiring process, with approvals by HR, business, and management.

Current Status: completed.

7. Prior recommendation: Document dates that salary schedules were last approved by the board.

Current status: Per Charter staff, salary schedules are now approved by the board, and they will be posted on the new Horizon website when it is rolled out.

8. Prior recommendation: hire a Special Ed Director and a Curriculum/Instruction Director.

Current status: Completed

9. Prior Finding: The repeated and continuous practice of some employees to use vacation payouts to force their vacation accrual balances below the maximum allowable and thereby augment their annual earnings appears to be against the employee handbook.

Current Status: The District understands that the Charter no longer pays vacation balances except when an employee separates from the Charter.

10. Prior Finding: Cash in lieu of benefits was stopped in 2003; however, it was grandfathered in for those employees who had previously selected that option. The cash in lieu amount was the full premium amount for benefits not taken. A more fiscally sound practice would be to pass along to an employee who selects the in lieu option a portion of the premium amount, incentivizing the

employee to take that option and creating a savings for the agency that doesn't have to spend full premium amounts on all employees.

Current Status: Per Charter staff, "the cash in lieu employee benefit is being evaluated by the Administration with respect to the Affordable Care Act. The matter of cash in lieu will either be handled through the bargaining process or will be eliminated through grandfathered employee attrition."

11. Prior Finding: Professional growth stipends are paid to a select group of employees for any class attended. There were no criteria for the caliber or duration of the classes attended for the employee to receive a permanent increase to their base salary.

Current Status: Employee Handbook language is the same, no change to HR Policy or the Employee Handbook was identifiable. Charter staff indicates that these stipends have been frozen for the last few years, but not eliminated.

12. Prior recommendation: strict adherence to the Board-Adopted Salary Schedules and a minimum annual review of all salary schedules and job classifications for the potential need to re-bench employee placement on them.

Current Status: Per a review of the minutes, salary schedules are now being taken to the Board for approval, including those of contract management.

13. Prior Finding: HCS pays for both the employer and employee portions of PERS retirement for all classified, confidential and classified management employees. Under the pension reform legislation, it is no longer permitted for agencies to absorb the employee's share of PERS.

Current Status: Employee Handbook language is the same, no change to HR Policy or the Employee Handbook was identifiable. Per the Public Employee Benefit Reforms effective January 2013, employers are no longer allowed to pay the employee portion of PERS. This benefit must be negotiated away prior to 2018 or it will be unilaterally implemented under direction of the State of California. Charter staff responded that this issue will be handled through the bargaining process and will provide the District with a legal opinion stating this requirement is not applicable to charter schools.

G. Other Comments from Prior Reviews

1. Concurrent with the petition to renew the charter, there was a review in progress to reorganize the staff, including examining the human resources department, the business office, administrative support, the entire central office, facilities staffing -- all with the goal of a higher return on employee productivity.

Current Status: After reorganization, cabinet level positions are filled at the moment, with key vacancies in facilities (director), payroll tech, and human resources specialist.

2. The Education Foundation had been dormant; however, staff stated two years ago that they have begun contributing again

Current Status: The Education Foundation is reexamining their structure and purpose; donations are stagnant.

3. Proactive press releases were previously distributed in an effort to answer questions floating in the community and show a new communicative attitude.

Current Status: per Charter staff response, "the Administration is interested in defending the positive reputation of Horizon." Further review indicates that the new "marketing strategy" has resulted in the more aggressive enrollment and ADA projections.

4. The IT portion of the Group Access contract was replaced by a new firm without ties to the old administration or IT provider. IT staff was concerned that they did not have the direction nor the expertise to manage, budget, or put together the required Technology Plan.

Current Status: It was noted during the review of board minutes that the Charter has ended its contract with its outside network service provider. Staff's response to the prior report indicated, "the current organizational chart has the IT department reporting directly to the CBO and regular monthly meetings are held with that department."

H. **Non-existent Credit Card Policy**
Currently, HCS credit cards are used without a proper policy in place to limited use and mitigate potential fraud.

Current Status: the Board approved a CAL-Card policy and procedure.

I. **Non-existent Borrowing/Long-Term Obligation Policy**
There is currently no Board policy in place that defines, limits, or provides any guidance as to how and when the organization can borrow funds and/or obligate the organization to long-term financial obligations.

Current Status: a long-term debt policy was approved. However, District staff must review to be sure it meets new debt policy requirements as of Jan 1, 2017.

J. **Non-existent Professional Development Plan**
Professional development is to be accomplished within the financial limitations of the one-time Common Core SS monies. A long-term PD plan was not available for when these resources are extinguished.

Current Status: per the Charter staff response, "a professional development plan has been created by the Administrative Team and has been fully implemented for the 2015-16 school year and budgeting is in place to support strategically identified areas in the LCAP for the current fiscal period." In addition, a professional development calendar for 2016-17 was approved by the Board on October 20, 2016.

New Comments in 2016

LCAP

District staff noted that the two charter LCAPs were not completed for all three years. Since Charters Schools are required to submit Multi-Year Projections, alignment with the term of the charter school's budget should include the current year and two out years. A revised LCAP is to be made available to the District in January.

Special Education

The Charter has indicated they are reviewing whether to pull out of the Placer SELPA and join the El Dorado Charter SELPA. The Placer SELPA changed the allocation methodology to reduce funding for independent study students to 20% of the funding for classroom based students. This has resulted in a decrease in SELPA allocation of over one million dollars per year.

Current Status: HCS submitted the letter of intent to the Placer County SELPA, indicating the desire of HCS to examine the SELPA to CHELPA transition. HCS will participate in the January, 2017 prospective member meeting. The CHELPA application is due March, 2017. HCS administration and Board will decide whether or not to proceed with the transition.

Recent Legislation

A recent appellate court ruling in October decided that charters cannot legally expand throughout their home county by opening satellite campuses outside the authorizing district. Because of this, certain Partnerships resource centers may need to close or relocate, and the related ADA will either be eliminated, or those students will need to go to another county or to a facility within Western Placer USD.

Looking Forward

The Charter continues to improve in the area of systems, processes, policies and procedures. Positions have been filled, and training has occurred, yet several outstanding items remain. The most concerning issues at this point are in the areas of deficit spending, negative cash balances and closing the books at year end. District staff will continue to provide detailed oversight and careful review of the financial position of the Charter in an effort to prevent unpleasant surprises for the District and Board.

We appreciate the opportunity to be of service to WPUSD. Please feel free to call us with any questions, concerns, or needed follow-up.

Attachments

Complete Update Report as of December 2016
District enrollment projections
Unaudited Actuals Review Letter
2015-16 Audit Report

HORIZON
CHARTER SCHOOLS
Quality Education through Personalized Learning

MEMORANDUM

Date: March 7, 2017

To: Scott Leaman
Superintendent, Western Placer USD

From: Cynthia Wood, EdD
Superintendent/CEO, Horizon Charter Schools

Subject: Ryland Report Executive Summary: 2016 Update Horizon Charter Schools Response

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The following information is documentation to the response provided by Horizon Charter Schools (HCS) to the December 31, 2016 Ryland School Business Consulting Memorandum.

A. Lease Agreements

Ryland 2014: Prior Finding: As a result of prior irregularities with the leases, Ryland SBC suggested that Board policy be revisited and, for the protection of staff and to strengthen internal controls, all large contracts and agreements greater than $25,000 will be taken to the Board for approval.

Ryland 2016: Current Status: It was noted during a review of board minutes that many if not all contracts are included in the board packets for approval.

HCS 2017: Current Status: All contracts have been included in Board packets for approval since January 2015.

B. Average Daily Attendance Tracking and Professional Development

Ryland 2014: Prior Finding: In prior reviews, it was recommended that staff attend training on proper attendance accounting processes, procedures and reporting.

Ryland 2016: Current Status: Of the training programs noted by the CBO for the past year, attendance accounting was included.

HCS 2017: Current Status: Training programs are in place for attendance accounting.

C. Audited Financial Statements and Corrective Action Plan

1. Ryland 2014: Prior Finding: Reinforce, through training, set procedures and guidelines for year-end closing and reviewing of journal entries.

Ryland 2016: Current Status: With the hiring of a permanent CBO in 2015, the books were closed by staff for 2015/16. It appears more training or support continues to be needed in the area of financial reporting and in state reporting protocols such as taking final year end numbers to the board for approval.

HCS 2017: Current Status: Horizon Charter Schools is confident that the closing of the books for the Fiscal Year 2015-2016 audit was necessary to clean up balance sheet items that surfaced in the transition from Delta Managed Solutions (Delta Managed Solutions) to the ESCAPE system – Placer County Office of Education (PCOE). The CBO has had one complete fiscal cycle of required CDE reports. The transition from Delta Managed Solutions back to PCOE Escape is now complete.

2. Ryland 2014: Prior Finding: Implement a year-end checklist with tasks assigned to the appropriate staff, allowing for review of those tasks, as appropriate.

   Ryland 2016: Current Status: While Ryland SBC provided a year-end closing checklist in the past, it appears that this tool was not used in the prior two year-end close processes.

   HCS 2017: Current Status: Delta Managed Solutions closed the books for fiscal years 2013-2014 and 2014-2015. Given that Delta Managed Solutions performed back office services, for a number of charter districts, the assumption is that they are aware of the necessary steps to close the year-end.

3. Ryland 2014: Prior Finding: Continue to work with the auditors throughout the year on any questions or concerns regarding proper accounting or internal control procedures before the year-end closing process.

   Ryland 2016: Current Status: Per above, it does not appear that this process is being followed.

   HCS 2017: Current Status: Horizon Charter Schools continues to communicate with the auditors throughout the year. Additional training will be provided for the Chief Business Official (CBO) for the 2016/2017 year end closing.

4. Ryland 2014: Prior Finding: Require a formal interim and audit exit meeting with the auditors to make the charter school aware of any issues that surface during the interim audit.

   Ryland 2016: Current Status: Formal exit meeting occurred for the 2015-16 audit.

   HCS 2017: Current Status: Horizon Charter Schools exit meeting occurred on August 18, 2016.

5. Ryland 2014: Prior Finding: In a prior report, there were concerns about the communication with the Fiscal Coordinator and that given the lack of a CBO in charge of the operation, there were likely to be serious internal control and transparency concerns for the district from an oversight perspective.

   Ryland 2016: Current Status: Now that a full –time CBO has been hired, these concerns have been addressed.

   HCS 2017: Current Status: There were no material weaknesses noted in internal controls for the 2015-20216 Annual Audit. Currently, all reconciliations and budget transfers are being completed by Business Office staff and approved by the Director of Business Services. If they are completed by the Director of Business Services, the CBO is reviewing and approving them.

D. Financial Condition

1. Ryland 2014: Prior Finding: Each charter school, as a separate LEA, should be presented separately and be fiscally solvent.

   Ryland 2016: Current Status: Each LEA, Horizon Charter School and Partnerships for Student Centered Learning, is being budgeted and reported separately, as is proper. However, per a review of the PSCL prior year financial statements and current year budget, ADA and cash flow projections, the entity appears to have significant deficit spending and inadequate fun balance.

   HCS 2017: Current Status: Since the inception of the PSCL charter, in 2009, sustainability has been an on-going concern. Declining enrollment is a significant concern.

2. Ryland 2014: Prior Finding: Concern over the proper segregation of duties with regard to budget transfers, journal entries and reconciliations.

   Ryland 2016: Current Status: Now that a full-time CBO has been hired, per HCS staff, technical duties are now split between the CBO and the Director in order to assure proper segregation of duties.

3. Ryland 2014: Prior Finding: Personnel Action Forms should be reviewed by the appropriate department individuals, with evidence of the review documented on the forms.

   Ryland 2016: Current Status: Policies and procedures were established for the Personnel Action Forms to be reviewed and approved by cabinet level staff before being filed in the employee's personnel file. Per Charter staff, all salary schedules, new hires, and terminations are now approved by the governing board.

4. Ryland 2014: Prior Finding: As of the original report date, a review of Ending Fund Balances indicated that HCS and PSCL would end the current fiscal year and two subsequent years with a positive Ending Funding Balance which exceeds State

required minimums. Now, PSCL budget and MYP indicate a LEA in fiscal distress with declining enrollment, deficit spending, and negative cash balances. Plus, the recent appellate court ruling, discussed more below, could have a significant impact on enrollment outside the district, but within Placer County.

Ryland 2016: Current Status/New Recommendation: A financial recovery plan for PSCL that assures fiscal stability in the near term and long-term will be developed as soon as possible.

HCS 2017: Current Status: A financial recovery program for the PSCL Charter began with the 2016/2017 school year.

E. Operations: Business Office Staffing

Ryland 2014: Prior Finding: Follow best practices and use the County Treasurer for deposits and banking, return to the Escape PCOE-operated financial system; hire a permanent CBO; prepare state reports in the SACS compliant manner, separating financial information by unrestricted and restricted. Appropriate supervision in the business office was lacking, and key processes were left undone.

Ryland 2016: Current Status: Recommendations were followed in the last year and charters are now reporting consistent with best practices. And, critically, a permanent CBO has been hired, bringing the daily supervision of the business department under a Charter employee.

F. Operations: Human Resources/Payroll

1. Ryland 2014: Prior Finding: In conjunction with a study of internal controls and improving efficiencies, recommendations were made to update job descriptions, update the employee handbook, review and approve appropriate board policies.

   Ryland 2016: Current Status: Job Descriptions have been updated and approved by the board, the employee handbook was revised and board approved this fall, and board policies are regularly reviewed and in the process of being adopted by the board. Per Charter staff, "the Governing Board had met with legal counsel on the importance of their role and several policies a month are going before the Governing Board for their review and subsequent approval."

2. Ryland 2014: Prior Finding: The need for documented and shared allocation formulae for Spec Ed Services, Student Instructional funds in OPS, department budgets, district office staffing, etc.

   Ryland 2016: Current Status: To be completed during budget development this year.

3. Ryland 2014: Prior Finding: Need for an interim and annual review of the OPS (off-line) Student Instructional Funds System.

   Ryland 2016: Current Status: Completed.

4. Ryland 2014: Prior Finding: Need for appropriate Board involvement, and the movement away from the Carver model.

   Ryland 2016: Current Status: Per a review of board agenda and minutes, the Charter has adopted the more standard board meeting protocols, in compliance with the Brown Act and with much fuller transparency.

5. Ryland 2014: Prior Finding: Update all Board and governing policies, specifically related to nepotism, re-hiring of retired personnel, vacation pay outs, and other additional compensation.

   Ryland 2016: Current Status: Board and Governance Policies are starting to be brought to the Board for discussion and approval. An update to the Employee Handbook was just approved after discussion at several board meetings throughout the year. (In addition, a governance handbook was approved in 2016 that addresses setting board goals, as well as the roles and functions of the board and the superintendent.)

   HCS 2017: Current Response: Board and governance policies have been brought to the Board for discussion, update, and approval during the 2015/2016 and 2016/2017 school years. HCS Employee Handbook was approved on September 15, 2016. The Board Governance Handbook was approved October 27, 2016.

6. Ryland 2014: Prior Recommendation: document fully the hiring process, with approvals by HR, business and management.

   Ryland 2016: Current Status: Completed.

7. Ryland 2014: Prior Recommendation: Document dates that salary schedules were last approved by the board.

   Ryland 2016: Current Status: Per Charter staff, salary schedules are now approved by the board, and they will be posted on the new Horizon website when it is rolled out.

8. Ryland 2014: Prior Recommendation: Hire a Special Ed Director and a Curriculum/Instruction Director.

   Ryland 2016: Completed.

9. Ryland 2014: Prior Finding: The repeated and continuous practice of some employees to use vacation payouts to force their vacation accrual balances below the maximum allowable and thereby augment their annual earning appears to be against the employee handbook.

   Ryland 2016: Current Status: The District understands that the Charter no longer pays vacation balances except when an employee separated from the Charter.

10. Ryland 2014: Prior Finding: Cash in lieu of benefits was stopped in 2003; however, it was grandfathered in for those employees who had previously selected that option. The cash in lieu amount was the full premium amount for benefits not taken. A more fiscally sound

practice would be to pass along to an employee who selects the in lieu option a portion of the premium amount, incentivizing the employee to take that option and creating a savings for the agency that doesn't have to spend full premium amounts on all employees.

Ryland 2016: Current Status: Per Charter staff, "the cash in lieu employee benefit is being evaluated by the Administration with respect to the Affordable Care Act. The matter of cash in lieu will either be handled through the bargaining process or will be eliminated through grandfathered employee attrition."

11. Ryland 2014: Prior Finding: Professional growth stipends are paid to a select group of employees for any class attended. There were no criteria for the caliber or duration of the classes attended for the employee to receive a permanent increase to their base salary.

    Ryland 2016: Current Status: Employee Handbook language is the same, no change to HR policy or the Employee Handbook was identifiable. Charter staff indicates that these stipends have been frozen for the last few years, but not eliminated.

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1. Ryland 2014: Concurrent with the petition to renew the charter, there was a review in progress to reorganize the staff, including examining the human resources department, the business office, administrative support, the entire central office, facilities staffing-all with the goal of a higher return on employee productivity.

   Ryland 2016: Current Status: After reorganization, cabinet level positions are filled at the moment, with key vacancies in facilities payroll tech and human resources specialist.

   HCS 2017: Current Status: The position of Facilities Director is to be abolished as the duties are performed within the job description of the Chief Business Official (CBO). The position of Payroll Technician has been filled and the Human Resources Coordinator will be filled by the summer of 2017.

2. Ryland 2014: Prior Finding: the Education Foundation had been dormant; however, staff stated two years ago that they have begun contributing again.

   Ryland 2016: Current Status: The Education Foundation is reexamining their structure and purpose; donations are stagnant.

   HCS 2017: Current Status: The Horizon Charter School Education Foundation has been active with fund-raising and student support since September 2014. The fund raising makes it possible for annual scholarship opportunities that are available to students. Donations from employees and the public fund the scholarships. Employees continue to make payroll contributions for this purpose.

3. Ryland 2014: Proactive press releases were previously distributed in an effort to answer questions floating in the community and show a new communicative attitude.

   Ryland 2016: Current Status: Per Charter staff response, "the Administration is interested in defending the positive reputation of Horizon." Further review indicates that the new "marketing strategy" has resulted in the more aggressive enrollment and ADA projections.

   HCS 2017: All Horizon Charter Schools' employees continue to support the positive reputation of Horizon Charter Schools.

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department reporting directly to the CBO and regular monthly meetings are held with that department.

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Ryland 2014: Prior Finding: Currently, HCS credit cards are used without a proper policy in place to limited use and mitigate potential fraud.

Ryland 2016: Current Status: The Board approved a CAL-Card policy and procedure.

HCS 2017: Current Status: Horizon Charter Schools Governing Board approved Cal-Card policy and procedures on December 11, 2014.

I. Non-existent Borrowing/Long-Term Obligation Policy

Ryland 2014: Prior Finding: There is currently no Board policy in place that defines, limits, or provides any guidance as to how and when the organization can borrow funds and/or obligate the organization to long-term financial obligations.

Ryland 2016: Current Status: A long-term debt policy was approved, however, district staff must review to be sure it meets new debt policy requirements as of Jan. 1, 2017.

HCS 2017: Current Status: A long term debt policy was established by Horizon Charter Schools, with attorney participation, at the inception of the Charter in 1993. Regular review and updates are approved by the Governing Board, as appropriate.

J. Non-existent Professional Development Plan

Ryland 2014: Professional development is to be accomplished within the financial limitations of the one-time Common Core SS monies. A long-term PD plan was not available for when these resources are extinguished.

Ryland 2016: Current Status: Per the Charter staff response, "a professional development plan has been created by the Administrative Team and has been fully implemented for the 2015-16 school year and budgeting is in place to support strategically identified areas in the LCAP for the current fiscal period." In addition, a professional development calendar for 2016-17 was approved by the Board on October 20, 2016.

New Comments in 2016
LCAP

District staff noted that the two charter LCAPs were not completed for all three years. Since Charter Schools are required to submit Multi-Year Projections, alignment with the term of the charter school's budget should include the current year and two out years. A revised LCAP is to be made available to the District in January.

HCS Response: The full three year LCAP projections will be submitted to the HCS Governing Board for review and approval at the April, 2017 meeting. The LCAP continues to be submitted on an annual basis.

Special Education
The Charter has indicated they are reviewing whether to pull out of the Placer SELPA and join the El Dorado Charter SELPA. The Placer SELPA changed the allocation methodology to reduce funding for independent study students to 20% of the funding for classroom based students. This has resulted in a decrease in SELPA allocation of over one million dollars per year.

Current Status: HCS submitted the letter of intent to the Placer County SELPA, indicating the desire of HCS to examine the SELPA to CHELPA transition. HCS will participate in the January, 2017 prospective member meeting. The CHELPA application is due March, 2017. HCS administration and Board will decide whether or not to proceed with the transition.

HCS Response: During the February, 2017 HCS Governing Board meeting, the Board voted to postpone the submission of the CHELPA application until there is more certainty of the continuance of SELPAS/CHELPAS, per the California state plan. A review will take place in 2018.

Recent Legislation
A recent appellate court ruling in October decided that charters cannot legally expand throughout their home county by opening satellite campuses outside the authorizing district. Because of this, certain Partnerships resource centers may need to close or relocate and the related ADA will either be eliminated, or those students will need to go to another county to a facility within Western Placer USD.

HCS Response: Horizon Charter Schools has developed a plan, within the context of the legal decision, to support the independent study/home study students that continue to need direct support.

Looking Forward
The Charter continues to improve in the area of systems, processes, policies and procedures. Positions have been filled, and training has occurred, yet several outstanding items remain. The most concerning issues at this point are in the areas of deficit spending, negative cash balances and closing the books at year end. District staff will continue to provide detailed oversight and careful review of the financial position of the Charter in an effort to prevent unpleasant surprises for the District and Board.

We appreciate the opportunity to be of service to WPUSD. Please feel free to call us with any questions, concerns, or needed follow-up.

HCS Response: Horizon Charter Schools will continue to monitor student enrollment, revenue, and expenditures. With the completion of the transition from Delta Managed Solutions to the PCOE Escape system, HCS predicts standard year end closings.