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

MEMBERS OF THE GOVERNING BOARD

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

DISTRICT ADMINISTRATION

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

	STUDENT ENROLLMENT		
School	**2015-16 CALPADS**	**6/2/2016**	**9/1/2016**
Sheridan Elementary (K-5)	66	67	67
First Street Elementary (K-5)	465	460	435
Carlin C. Coppin Elementary (K-5)	394	410	443
Creekside Oaks Elementary (K-5)	607	637	624
Twelve Bridges Elementary (K-5)	632	650	628
Foskett Ranch Elementary (K-5)	471	472	453
Lincoln Crossing Elementary (K-5)	645	637	659
Glen Edwards Middle School (6-8)	866	864	896
Twelve Bridges Middle School (6-8)	773	766	763
Lincoln High School (9-12)	1,735	1,651	1,839
Phoenix High School (10-12)	77	66	72
TOTAL	**6731**	**6,680**	**6,879**

SDC Pre-School

Foskett Ranch	14
First Street/LIP	53
Carlin C. Coppin	4

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
October 18, 2016, 7:00 P.M.
Twelve Bridges Middle School – Multipurpose Room
770 Westview Drive, 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.

6:30 P.M. START

1. **CALL TO ORDER** – Twelve Bridges Middle School – Multipurpose 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 Multipurpose Room. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

6:35 P.M.

3. **CLOSED SESSION** – TBMS Administrative Office – Conference Room

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

3.2 CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Twelve Bridges Area Property

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

7:00 P.M.

4. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE** – Twelve Bridge Middle 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

4.2 *Page 10* - **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
Twelve Bridges Area Property

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

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

5. *Page 14* – **SPECIAL ORDER OF BUSINESS**
Twelve Bridges Middle School will be featured

6. *Page 17 - 30* - **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.

6.1 Classified Personnel Report
6.2 Williams Uniform Quarterly Complaint Report
6.3 Disposal of Surplus Items
6.4 Ratification of Contract with Sierra Foothill Research and Extension Center and Lincoln High School
6.5 Acceptance of Lincoln High School Portables Relocation Project and Approval of Notice to Complete
6.6 Ratification of Revised Memorandum of Understanding between California School Employees Association Chapter #741 and the Western Placer Unified School District
Roll call vote:

7. **COMMUNICATION FROM THE PUBLIC**

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

8. **REPORTS & COMMUNICATION**
- Lincoln High School Student Advisory – Janna McCoy
- Western Placer Teacher's Association – Tara McCroskey

➢Western Placer Classified Employee Association – Mike Kimbrough
➢Superintendent - Scott Leaman

9. ♦ACTION ♦DISCUSSION ♦INFORMATION

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

9.1 Action *Page 32* – **ACCEPTANCE OF BID AND APPROVE AWARDING THE CONTRACT TO FLINT BUILDERS, INC. FOR THE LINCOLN HIGH SCHOOL NEW CLASSROOM BUILDING ADDITION AND MODERNIZATION PROJECT – Adell** *(16-17 G & O Component I, II, III, IV, V)*

•Scope of work includes, but no limited to, construction of a single story classroom building, entry and covered walkway connecting new building to existing walkways on campus, lunch shelter, improved amphitheater and quad area, hardscape, landscape, and associated site work. This project will begin construction in Fall 2016 and will progress throughout the school year for completion by end of Summer 2017.

9.2 Discussion/ Action *Page 37* - **NOMINATION TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION – Leaman** *(16-17 G & O Component I, II, III, IV, V)*

•Each year the County Superintendent acting as Secretary to the County Committee, must conduct an election to fill one or more seats on the eleven member election committee. The voting will take place before the Trustee Dinner on November 16, 2015.

9.3 Action *Page 42* - **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 1230 School-Connected Organizations
- BP/AR 3311 Bids
- BP/AR 3541.2 Transportation for Students with Disabilities
- BP/AR/E(1)/E(2) 4112.24 Teacher Qualifications Under the No Child Left Behind Act
- BB 9222 Resignation

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

11. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- **November 1, 2016** 7:00 P.M., Regular Meeting of the Board of Trustees - District Office/City Hall Bldg., 3rd Floor Conference Room
- **November 15, 2016** 7:00 P.M., Regular Meeting of the Board of Trustees – Foskett Ranch Elementary School – Multipurpose Room

12. ADJOURNMENT

BOARD BYLAW 9320: Individuals requiring disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing at least two days prior to meeting date. (American Disabilities Act) Government Code 54954.1

Posted: 101416

h:\wpfiles\board\agenda\101816

Western Placer Unified School District
CLOSED SESSION AGENDA

Place: **Twelve Bridges Middle School – Conference Room**
Date: **Tuesday, October 18, 2016**
Time: **6:35 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.

DISCLOSURE

OF ACTION

TAKEN IN

CLOSED SESSION,

IF ANY

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:
October 18, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:
Labor Negotiator will give the Board of Trustees an update on Western Placer Teachers Association & Classified Schools Employee Association Bargaining Groups.

ADMINISTRATION RECOMMENDATION:
Administration recommends the board of trustees be updated on negotiations.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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SUBJECT:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS

AGENDA ITEM AREA:
Closed Session

REQUESTED BY:
Scott Leaman, Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
October 18, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:
The Board of Trustee will disclose any action taken in closed session in regard to Twelve Bridges Area Property.

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

wp/rk/factform

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:
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:
October 18, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will disclose any action taken in closed session in regard to Case: Mark Babbin and CAL200, S.F. County Superior Court (Case No. CPF-15-514477.

RECOMMENDATION:

Administration recommends the Board of Trustees disclose action taken in closed session in regard to Existing Litigation.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
PUBLIC EMPLOYEE EMPLOYMENT/DISCIPLINE/ DISMISSAL/RELEASE

AGENDA ITEM AREA:
Closed Session

REQUESTED BY:
Gabe Simon
Assistant Superintendent of Personnel Services

ENCLOSURES:
No

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
October 18, 2016

ROLL CALL REQUIRED:
Yes

BACKGROUND:

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

RECOMMENDATION:

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

wp/rk/factform

SPECIAL

ORDER

OF

BUSINESS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
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SUBJECT:
Featured School:
Twelve Bridges Middle School

AGENDA ITEM AREA:
Special Order of Business

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
October 18, 2016

ROLL CALL VOTE:
No

BACKGROUND:

Twelve Bridges Middle School will share a short presentation to the Board of Trustees.

RECOMMENDATION:

Administration recommends the Board of Trustees enjoy the presentation.

wp/rk/PPPfactform

TWELVE BRIDGES MIDDLE SCHOOL

770 Westview Dr.
Lincoln, CA 95648

Phone (916) 434-5270
Fax (916) 434-5273

Principal
Randy Woods

Assistant Principal
Christopher Smith

Counselor
Wendy Hollis

WESTERN PLACER UNIFIED SCHOOL DISTRICT

600 Sixth Street
Suite 400
Lincoln, CA 95648

Phone (916) 645-6350
Fax (916) 645-6356

Superintendent
Scott Leaman

October 13, 2016

Re: WPUSD School Board Meeting
Tuesday, October 18, 2016
7:00 p.m., TBMS Multipurpose Room

Agenda

Pledge of Allegiance:
- Paisley Specht, Student Body President

Introductions:
- Randy Woods (Principal)
- Chris Smith (Assistant Principal)
- Wendy Hollis (School Counselor)
- Dawn Waggoner (PTC President)
- Paisley Specht (Class President)
- Mason Smith (7th grade student)

Welcome, New Programs and Areas of Pride (Top 5)
- AVID
  - Schoolwide
- Google
  - Chromebooks in the classroom
  - Training
- Intervention
  - Academic Detentions
  - Schoolwide intervention via schedule
- YDI
- PLC

Student Body Activities and update:
- Paisley Specht (Class President)

Youth Development slide show presentation
- Chris Smith, Assistant Principal
- Krystal Arnold, YDI Teacher
- Wendy Hollis, School Counselor
- Mason Smith 7th grade student (creator of TBMS promo)

CONSENT

AGENDA

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
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SUBJECT:
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:
October 18, 2016

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

October 18, 2016

CLASSIFIED/MANAGEMENT

NEW HIRES:

1. Name: Sandra Yoder
   Position: Campus/Café Supervisor
   Salary: CSEA, Range 13, Step A
   Hours: 20 Minutes/5 Days a week
   Days: 10 Months/Year

   Effective: 10/3/16
   Site: Lincoln Crossing Elementary
   Replacement

ADDITIONAL POSITION:

1. Name: Micki Marino
   Position: Campus/Café Supervisor
   Salary: CSEA, Range 13, Step C
   Hours: 30 Minutes/5 Days a week
   Days: 10 Months/Year

   Effective: 9/29/16
   Site: Lincoln Crossing Elementary
   Replacement

RESIGNATION:

1. Name: Michelle Callahan
   Position: Campus/Café Supervisor
   Hours: 20 Minutes/5 Days a week
   Days: 10 Months/Year

   Effective: 10/21/16
   Site: Lincoln Crossing Elementary

2. Name: Jenny Deatherage
   Position: Campus/Café Supervisor
   Hours: 20 Minutes/5 Days a week
   Days: 10 Months/Year

   Effective: 10/7/16
   Site: Sheridan Elementary

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
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SUBJECT:
Williams Uniform Quarterly Complaint Report

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Scott Leaman, Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
October 18, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

One component of the Williams Settlement Legislation requires each district to submit a quarterly report to the County Superintendent and the Governing Board on the nature and resolution of complaints addressing insufficient instructional material, teacher vacancies and misassignments, and emergency or urgent facilities issues.

RECOMMENDATION:

Administration recommends the Board of Trustees approve the results of the Williams Uniform Complaint report.

wp/rk/factform

PCOE
GOLD IN EDUCATION
Gayle Garbolino-Mojica

PLACER COUNTY OFFICE OF EDUCATION
Gayle Garbolino-Mojica, County Superintendent of Schools
360 Nevada Street
Auburn, CA 95603

Quarterly Report on Williams Uniform Complaints
[Education Code § 35186(d)(e)]

District: Western Placer Unified School District

Person completing this form: Rosemary Knutson

Title: Secretary to the Superintendent

Quarterly Report Submission Date: *(Check one)*

- ☐ April — *Due: April 30th*
- ☐ July — *Due: July 31st*
- ☑ October — *Due: October 31st*
- ☐ January — *Due: January 31st*

Date quarterly report was or will be reported publicly at a regularly scheduled board meeting: 10/18/16

☐ No complaints were filed with any school in the district or with a district official during the quarter indicated above.

☐ Complaints were filed with a school(s) in the district or with a district official during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	-0-	-0-	-0-
Teacher Vacancy or Misassignment	-0-	-0-	-0-
Facilities Conditions	-0-	-0-	-0-
CAHSEE Intensive Instruction & Services	-0-	-0-	-0-
TOTALS	-0-	-0-	-0-

Scott Leaman
Print Name of District Superintendent

Signature of District Superintendent

October 7, 2016
Date

Please submit to: Jessica Garlock, Administrative Assistant
County Superintendent of Schools
Placer County Office of Education
360 Nevada Street, Auburn, CA 95603
(530) 889-5581 / Fax: (888) 292-4936

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:

Disposal of Surplus Items

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of Business Services

ENCLOSURES:

No

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

October 18th, 2016

ROLL CALL REQUIRED:

No

BACKGROUND:

Board Policy 3270 provides that the Board of Trustees may authorize the disposal of surplus equipment when the equipment becomes unusable, obsolete or no longer needed. Administrative Regulation 3270 provides the process for selling surplus or obsolete property through a number of methods. If the property value is insufficient to defray the costs to arrange a sale, the Board may unanimously approve that property be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping (EC 17546)

The attached list of items from Maintenance have been determined to be unusable, obsolete or no longer needed and the district desires to sell the Maintenance items through The Public Group, LLC., which are both designed to ensure compliance with state regulations and policies. If items on the list do not sell or the cost to sell exceeds the estimated value, they will be disposed of by donation or dumping.

Per Education Code 17547, money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made (for example Building Fund or Facilities Fund).

Surplus Items

RECOMMENDATION:

Administration recommends the Board of Trustees declare the attached list of items as surplus, authorize the disposal and/or sale of the items and authorize the removal of these items from the fixed assets inventory list if applicable.

Maintenance Items	Value	Location
1 LOT- Misc. Parts from Dist. Office, Unused Panel System	$1.00	Trans. Lot

An * indicates items that might be used within the District.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

Ratification of Contract with Sierra Foothill Research and Extension Center and Lincoln High School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of Business Services and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

October 18th, 2016

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached agreement is for land/facility rental for the 2016 Beef & Range Field Day for High School Students through Sierra Foothill Research and Extension Center. The Beef & Range Field Day will be on Wednesday, October 5th, 2016 in Browns Valley, CA.

RECOMMENDATION:

Administration recommends that the Board ratify the contract proposal agreement between Sierra Foothill Research and Extension Center and Western Placer Unified School District.

UC ANR/SFREC Use Agreement

Sierra Foothill Research and Extension Center
University of California, Division of Agriculture and Natural Resources
8279 Scott Forbes Road
Browns Valley, CA 95918
(530) 639-8800

The Lincoln High School Program of Western Placer Unified School District of PLACER County, is hereby authorized on October 5, 2016, to use the following described facility/land: SIERRA FOOTHILL RESEARCH AND EXTENSION CENTER: Headquarters for the purpose of: 2016 Beef & Range Field Day for High School Students.

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA shall defend, indemnify and hold Western Placer Unified School District, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, its officers, agents or employees.

Western Placer Unified School District shall defend, indemnify and hold THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Western Placer Unified School District, its officers, agents or employees.

Sierra Foothill Research and Extension Center, Director's Signature:

_____ _____
Jeremy James, SFREC Director Date
Sierra Foothill Research and Extension Center
University of California, Division of Agriculture & Natural Resources

Authorized Name and Signature of other entity:

_____ 9/23/16
Signature Date

Audrey Kilpatrick
Printed Name Asst Supt of Business Svs and Operations

Expiration Date of Use Agreement: October 6, 2017

ENTITY MUST ATTACH INSURANCE CERTIFICATE TO SUPPORT LANGUAGE IN THIS AGREEMENT

The UC SIERRA FOOTHILL RESEARCH & EXTENSION CENTER presents the

3rd Annual

BEEF & RANGE FIELD DAY

for 4-H and FFA high school students

Wednesday, October 5, 2016
8:30 am - 12:30 pm

Students will interact with University of California beef cattle researchers, gaining hands-on experience in:

- Traditional and new practices to manage cattle health
- Evaluating the nutritional requirements of ruminant animals
- Calculating and managing stocking rates for intensive and traditional grazing practices
- Innovative software/record keeping approaches to beef cattle health and management
- Research Spotlight: The latest in treatment for pink eye in cattle

Working to offer educational opportunities to local youth that utilize the unique features of SFREC and complement ongoing regional educational programs.



Contact your local high school ag advisor or 4-H program representative for participation information.

For more information call SFREC at (530) 639-8800

University of California
Agriculture and Natural Resources
Sierra Foothill Research & Extension Center

8279 Scott Forbes Road
Browns Valley, CA 95918
(530) 639-8800
mgosbourn@ucanr.edu

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/22/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Gail Blagg
Woodruff-Sawyer & Co. P. O. Box 1900 Grass Valley CA 95945	PHONE (A/C, No, Ext): 530-802-8179 FAX (A/C, No): 530-274-2216 E-MAIL ADDRESS: gblagg@wsandco.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Superior CA Excess Liability	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED	
Schools Insurance Group Western Placer Unified School District 600 6th Street, 4th Floor Lincoln CA 95648	SCHOINS-01

COVERAGES **CERTIFICATE NUMBER:** 655722368 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			SPRGL014	7/1/2014	7/1/2017	EACH OCCURRENCE	$1,000,000
	[ ] CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$1,000,000
	[ ] POLICY [ ] PRO-JECT [ ] LOC						GENERAL AGGREGATE	$2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$2,000,000
								$
A	AUTOMOBILE LIABILITY			SPRAL014	7/1/2014	7/1/2017	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	X ALL OWNED AUTOS / X SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A						E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

UC ANR/SFREC USE AGREEMENT
USE OF FACILITYIES
2016 BEEF & RANGE FIELD DAY FOR HIGH SCHOOL STUDENTS

CERTIFICATE HOLDER	CANCELLATION
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA 8279 SCOTT FORBES ROAD BROWNS VALLEY CA 95918	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Gail E Blagg

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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
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SUBJECT:
Acceptance of Lincoln High School Portables Relocation Project and
Approval of Notice to Completion

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Michael Adell
Director of Facilities

ENCLOSURES:
Yes

DEPARTMENT:
Facilities

FINANCIAL INPUT/SOURCE:
Measure A

MEETING DATE:
October 18, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

On June 7, 2016, the Board approved the Lease-Leaseback Agreement with BRCO Constructors, Inc., for the Lincoln High School Portables Relocation Project and authorized staff to execute the agreements to deliver the project per the plans and specifications by LPA Architects in the amount of $686,431.00. There was one (1) deductive change order representing the project savings in the amount of $25,890.85 from the project contingency. The adjusted Guaranteed Maximum Sum for the project totaled **$660,540.15**.

The project scope including, but not limited to, site preparations for the portable buildings, underground utilities connections, site demolition, grading, paving, and building signage has been completed and BRCO Constructors, Inc., has completed their contractual responsibilities including punchlist and project closeout documents for the project. Staff believes it is appropriate to approve the Notice of Completion at this time.

Enclosed is the Notice of Completion.

RECOMMENDATION:

Staff recommends that the Board of Trustees accept the Lincoln High School Portables Relocation Project and approve the Notice of Completion.

RECORDING REQUESTED BY: Michael Adell, Director of Facilities
Western Placer Unified School District
WHEN RECORDED MAIL TO:

NAME Michael Adell, Director of Facilities

MAILING ADDRESS 600 6th Street, Suite 400

CITY, STATE ZIP CODE Lincoln, CA 95648

No Fee Per Government Codes §6103, 27383

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN:

That the work of improvements on the real property hereinafter described, consisting of construction of Lincoln High School Portables Relocation Project, Project site address: 790 J Street, Lincoln, CA 95648 , was completed on the 7th day of October , 2016.

That the name and address of the Owner of said property are as follows:

	NAME	ADDRESS
(1)	Western Placer Unified School District	600 Sixth Street, Suite 400 Lincoln, CA 95648

That then nature of its title to said property is a fee simple.

(2) That the name of the original Contractor for the work of improvement as a whole is: BRCO Constructors, Inc., of Loomis, CA : that the name of surety for said Contractor is Travelers Casualty and Surety Company of America , incorporated under the laws of the State of Connecticut , and Authorized to do business in the State of California by the laws of the State of California.

The property herein referred to is located in the County of Placer , California, and is a portion of the real property.

This project benefits the School District.

Audrey Kilpatrick

BY Assistant Superintendent of Business and Operations
Western Placer Unified School District

State of California

County of Placer

"I certify under penalty of perjury that the foregoing is true and correct"

(Date) (Signature)

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

AGENDA ITEM AREA:
Consent

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

ENCLOSURES:
MOU

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
October 18, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

The Western Placer Unified School District and California School Employees Association Chapter #741 approve of this memorandum of understanding (MOU). This MOU is for a voluntary additional reduction in hours for a classified employee as she is working additional hours in a Certificated Management position.

RECOMMENDATION:

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

REVISED MEMORANDUM OF UNDERSTANDING
Between the
WESTERN PLACER UNIFIED SCHOOL DISTRICT
And the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION:
CHAPTER #741

REVISED on October 3, 2016

WHEREAS, WPUSD and CSEA Chapter #741 agree that the District's classified employees possess certain reemployment rights.

WHEREAS, WPUSD wishes to provide equitable and fair employment to its employees.

WHEREAS, WPUSD and CSEA Chapter #741 have had previous discussions regarding this topic. Chapter #741 and WPUSD both desire to memorialize the decision to reduce the Library Technician hours of employee Belinda Silva by 4 hours to be placed in the Library Media Specialist position.

NOW, THEREFORE WPUSD AND CSEA Chapter #741 AGREE AS FOLLOWS:

1. Belinda Silva is voluntarily reducing her Library Technician hours by 4 hours
2. This will be effective on October 3, 2016
3. If something were to happen and the Library Media Specialist position were no longer an option, both parties will agree to reinstate the 4 hours of library tech time that Belinda Silva is voluntarily reducing. This will ensure the job security of Belinda Silvas' current 8 hour position in the event of something unforeseen.
4. Belinda Silva will still be considered a 1.0 full time equivalent and will receive up to the full cap from the District for health care benefits.
5. This voluntary reduction does not set the precedence for future reductions or layoffs of classified staff
6. In the event any term of this MOU shall, to any extent, be found to be invalid or unenforceable, the remainder of this MOU shall remain valid and enforceable.
7. This MOU shall be governed by and controlled in accordance with the laws of the State of California.

The MOU is contingent and shall become effective upon approval by the California Schools Employee Association Chapter #741 as evidenced by the signature of the CSEA Chapter and WPUSD designees below.

Dated: 10/3/16
For the District:

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

Dated: 3 OCT. 2016
For CSEA Chapter #741

Mike Kimbrough, Chief Negotiator

Dated: 10/3/16
Employee:

Belinda Silva

INFORMATION

DISCUSSION

ACTION

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

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SUBJECT:
Acceptance of Bid and Approve Awarding the Contract to Flint Builders, Inc. for the Lincoln High School New Classroom Building Addition and Modernization Project

AGENDA ITEM AREA:
Action

REQUESTED BY:
Michael Adell
Director of Facilities

ENCLOSURES:
Yes

DEPARTMENT:
Facilities

FINANCIAL INPUT/SOURCE:
Measure A

MEETING DATE:
October 18, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

Scope of work includes, but not limited to, construction of a single story classroom building, entry and covered walkway connecting new building to existing walkways on campus, lunch shelter, improved amphitheater and quad area, hardscape, landscape, and associated site work. This project will begin construction in Fall 2016 and will progress throughout the school year for completion by end of Summer 2017.

The District prequalified general contractors, mechanical, electrical, and plumbing subcontractors in March and April of 2016. A Notice to Bidders for the project was submitted to the prequalified contractors in September 2016, a mandatory pre-bid job walk was conducted on September 12, 2016 including seven (7) potential bidders, and sealed bids were submitted by 2:00PM on the deadline date of October 11, 2016.

The District received four (4) bids at the bid opening. The lowest responsive and responsible bid was from Flint Builders, Inc., in the amount of **$6,560,000.00**. Enclosed please find the bid summary and bid form for the project.

RECOMMENDATION:

Staff recommends the Board of Trustees accept the bid and award the contract to Flint Builders, Inc., for the Lincoln High School New Classroom Building Addition and Modernization Project.

BID DATE: October 11, 2016											
BID TIME: 2:00PM											
Project: Lincoln High School New Classroom Building Addition and Modernization											
School: Lincoln High School											
Application No.: 02-114726											

BID SUMMARY

Contractor	Base Bid	Designation of Subcontractors Form	Non-Collusion Affidavit	Bid Guarantee Form (If applicable)	Bid Bond (If applicable)	Addendum 1	Bid Form	Sufficient Funds Declaration	Fingerprinting Notice and Acknowledgment	DVBE Form(s)	Iran Contracting Act Certification
Roebbelen Contracting	7,409,000.00	X	X		X	X	X	X		X	X
Landmark Construction	7,125,000.00	X	X		X	X	X	X	X	X	
Younger General Contractors											
Flint Builders	6,560,000.00	X	X		X	X	X	X	X	X	X
BHM Construction											
BRCO Constructors	6,848,000.00	X	X		X	X	X	X	X	X	X
Diede Construction											

BID FORM

Western Placer Unified School District
600 Sixth St. Suite 400, Lincoln, California

Dear Board Members:

The undersigned doing business under the firm name of:

Flint Builders, Inc.
hereby propose and agree to enter into a Contract, to furnish any and all labor, materials, applicable taxes, equipment and services for the completion of Work described hereinafter and in the Contract Documents:

Lincoln HS New Classroom Building Addition and Modernization
Lincoln High School
790 J Street
Lincoln, CA 95648

prepared by: LPA, Inc.
431 I Street, Suite 107
Sacramento, CA 95814
(916) 287-2400

For the amount of:
Six Million, five hundred Sixty thousand Dollars
($6,560,000)

If written notice of the Award of Contract is mailed, faxed, or delivered to the undersigned at any time before this bid is withdrawn, the undersigned shall, within ten (10) days after the date of such mailing, faxing, or delivering of such notice, execute and deliver an agreement in the form of agreement present in these Contract Documents and give Performance and Payment Bonds in accordance with the specifications and bid as accepted.

The undersigned hereby designates as the office to which such Notice of Award of Contract may be mailed, faxed, or delivered:
Flint Builders, Inc., (916) 757-1000 ph., (916) 797-7400 fax
401 Derek Place, Roseville, CA 95678

Our Public Liability and Property Damage Insurance is placed with:
Zurich American Insurance Company of Illinois c/o Marsh USA, Inc.
Two Alliance Center, 3560 Lenox Road, Suite 2400

Our Workers' Compensation Insurance is placed with:
Zurich American Insurance Company c/o Marsh USA, Inc.
Two Alliance Center, 3560 Lenox Road, Suite 2400

Circular letters, bulletins, addenda, etc., bound with the specifications or issued during the time of bidding are included in the bid, and, in completing the Contract, they are to become a part thereof.

The receipt of the following addenda to the specifications is acknowledged:

Addendum No. 1 Date 09-30-16 Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

A bidder shall not submit a bid unless the bidder's California contractor's license number appears clearly on the bid, the license expiration date and class are stated, and the bid contains a statement that the representations made therein are made under penalty of perjury. Any bid submitted by a contractor who is not licensed pursuant to Business and Professions Code section 7028.15 shall be considered nonresponsive and shall be rejected. Any bid not containing the above information may be considered nonresponsive and may be rejected.

NOTE: Each bid must give the full business address of the bidder and be signed by bidder with bidder's usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The

name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made in this bid are true and correct.

Print or Type Name : John Stump

Title: President

Name of Company as Licensed: Flint Builders, Inc.

Business Address: 401 Derek Place, Roseville, CA 95678

Telephone Number: (916) 757-1000

California Contractor License No.: 982487

Class and Expiration Date: A/B, 04-30-17

State of Incorporation, if Applicable: California

(X) Evidence of authority to bind corporation is attached.

Dated: October 11th , 2016

Signed: _____

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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SUBJECT:
Placer County Committee Nominations

AGENDA ITEM AREA:
Information/Discussion

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
October 18, 2016

ROLL CALL REQUIRED:
No

BACKGROUND:

Each year the County Committee must conduct an election to fill one or more seats on the eleven member committee. The County Committee is composed of two members residing in each of the five supervisorial districts and one member elected "at-large" from Placer County. The governing boards of each school district in Placer County vote to elect the members of the County Committee. This is done by each school board selecting one member of their board to cast the district's votes for nominees running for each open seat.

ADMINISTRATION RECOMMENDATION:

The administration recommends the Board of Trustees participate in the nominating individuals to serve on this important committee.

wp/rk/factform

PCOE
GOLD IN EDUCATION

Placer County Office of Education
360 Nevada Street, Auburn, CA 95603
(530) 889-8020 • Fax (530) 886-5841 • www.placercoe.k12.ca.us

Gayle Garbolino-Mojica, County Superintendent of Schools

Memorandum

Date: October 7, 2016

To: District Superintendents & Sierra College President

From: Gayle Garbolino-Mojica, County Superintendent of Schools

RE: County Committee Nominations

The Placer County Committee on School District Organization ("County Committee") is involved in school and community college district organization matters including the organization of new districts, territory transfers, district mergers, and the creation, revision or abolition of trustee areas.[1]

I have enclosed for your review a roster of the individuals currently serving on the County Committee and the year in which their four-year term expires. The seats up for election this year are held by Tracy Pittman (Supervisorial District 1), Glenn Vineyard (Supervisorial District 2) and Maureen Ward (Supervisorial District 5).

The map depicting the supervisorial districts is enclosed. To be eligible to serve, candidates must not only reside in the corresponding supervisorial district, but also must be a registered voter. Additionally, candidates may not be employed by a county superintendent of schools, school district, or community college district.

Please note, even if your district is not located in a supervisorial district where a term is set to expire, any member of your governing board, its voting representative, or the board itself may nominate a qualifying individual to run for any open seat.

Please use the enclosed form to notify this office of any nomination your district is making for the open seats this year. This form must be received by my office no later than Friday, October 28, 2016 so that qualifying factors for each nominee may be verified. Please fax your nomination form to Jessica Garlock at (888) 292-4936 or e-mail to jgarlock@placercoe.k12.ca.us.

A meeting of the voting representatives will take place before the trustee dinner at 5:30 p.m. on Monday, November 14, 2016 at Catta Verdera Country Club in Lincoln, CA. Enclosed please find a roster of the voting representatives who have been strongly encouraged to attend this meeting to cast their vote in person. However, absentee ballots will be sent to voting representatives who request an absentee ballot if they are not able to attend.

The County Committee has a primary role in the organization of Placer County school districts and community college district. Please ensure that your district participates in this process by nominating individuals to serve on this important committee. If you have any questions please contact me. Thank you.

GGM:jg

Enclosures
- County Committee Member & Voting Rosters
- Board of Supervisors District Map
- Nomination Form

cc:
- District Superintendent's Assistants
- District Voting Representatives
- County Committee Members

[1]The eleven-member County Committee is composed of two members residing in each of Placer County's five supervisorial districts and one member elected "at-large" from Placer County. Individuals are elected to the County Committee by district voting representatives selected the previous year at the governing board's annual organizational meeting.

2015 PLACER COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION MEMBER ROSTER

Supervisorial District	Title	First Name	Last Name	Term Expires	School District	Address	City, ST Zip	Phone-1	Phone - 2	Email
1	Member	Stephanie	Dement	2018	n/a	1716 Jessica Lane	Roseville, CA 95747	916-518-5155	916-751-9783	Stephanie.Dement@Phoenix.edu Stephanie.dement@yahoo.com
1	Member	Tracy	Pittman	2016	DCJESD	117 Ambridge Court	Roseville, CA 95747	916-212-1387 (c)	916-773-8643 (h)	pittman5@surewest.net
2	Chair	Glenn	Vineyard	2016	n/a	4040 McCourtney Road	Lincoln, CA 95648	916-747-1961 (c)	916-434-1215	gvineyard@c21selectgroup.com
2	Member	Damian	Armitage	2019	WPUSD	501 York Court	Lincoln, CA 95648	916-743-5881 (h)		dtarmitage@gmail.com
3	Member	Lorene	Euerle	2017	n/a	5960 Oak Street	Loomis, CA 95650	916-319-0728 (w)	916-652-5835	leuerle@cde.ca.gov
3	Member	Greg	Daley	2019	RUSD	4509 Hidden Court	Rocklin, CA 95677	916-316-0412 (c)	916-435-0593 (w)	greg@daleydvd.com
4	Member	Reve'	Taylor	2017	n/a	7910 Brook Court	Granite Bay, CA 95746	916-791-0419 (h)	916-947-7527	revetaylor@hotmail.com
4	Member	Paige	Stauss	2019	RJUHSD	9724 Wedgewood Place	Granite Bay, CA 95746	916-580-9030 (c)	916-791-0368 (h)	paige@stauss.com
5	Member	Maureen	Ward	2016	PUHSD	380 Ferguson Road	Auburn, CA 95603	530-885-7427	530-305-2916 (c)	mowardmail@yahoo.com
5	Member	David	Rosenquist	2017	Alta Dutch	P.O. Box 37	Gold Run, CA 95717	530-389-2563		dirosenquist@gmail.com
At-Large	Vice Chair	James	Chambers III	2019	n/a	1520 E. Colonial Parkway	Roseville, CA 95611	916-786-4841 (h)	916-761-5097 (c)	chambers34@comcast.net
	Secretary	Gayle	Garbolino-Mojica		PCOE	360 Nevada Street	Auburn, CA 95603	530-889-5941 (w)		ggarbolino@placercoe.k12.ca.us

PCOE
GOLD IN EDUCATION

Placer County Office of Education
360 Nevada Street, Auburn, CA 95603
(530) 889-8020 • Fax (530) 886-5841 • www.placercoe.k12.ca.us

Gayle Garbolino-Mojica, County Superintendent of Schools

COUNTY COMMITTEE NOMINATION FORM 2016

Please use this form to list any nominee for the open seat indicated. Nominations may be submitted by any school or community college district governing board, board member or board representative, regardless of the supervisorial district(s) the "nominating" district is located in. Nominees must be registered voters and must reside in the supervisorial district where the seat is vacant. Nominees may not be employees of the county superintendent of schools, a school district or a community college district.

SUPERVISORIAL DISTRICT 1

I wish to nominate _____
Home Address _____
Mailing Address (if different) _____
Email Address _____
Contact Phone Number _____
Employer (if known) _____

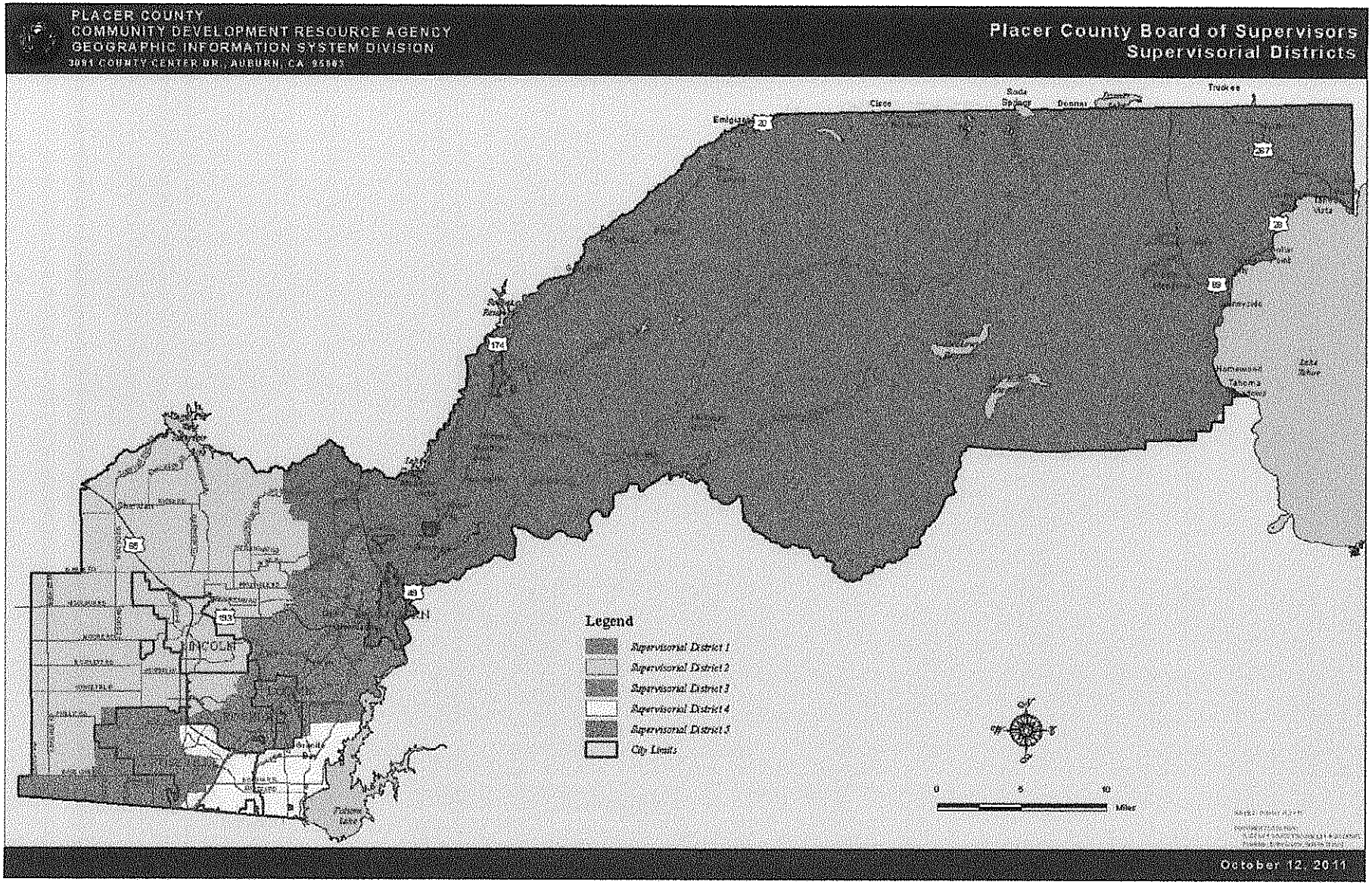
SUPERVISORIAL DISTRICT 2

I wish to nominate _____
Home Address _____
Mailing Address (if different) _____
Email Address _____
Contact Phone Number _____
Employer (if known) _____

SUPERVISORIAL DISTRICT 5

I wish to nominate _____
Home Address _____
Mailing Address (if different) _____
Email Address _____
Contact Phone Number _____
Employer (if known) _____

Please return this form to the Placer County Superintendent of Schools, attention Jessica Garlock, on or before Friday, October 28, 2016. Please fax your nomination form to Jessica at (888) 292-4936 or email to jgarlock@placercoe.k12.ca.us. ***Nominations received after October 28, 2016 will not be accepted.***


PLACER COUNTY
COMMUNITY DEVELOPMENT RESOURCE AGENCY
GEOGRAPHIC INFORMATION SYSTEM DIVISION
3091 COUNTY CENTER DR. AUBURN, CA 95603
Placer County Board of Supervisors
Supervisorial Districts
Legend
Supervisorial District 1
Supervisorial District 2
Supervisorial District 3
Supervisorial District 4
Supervisorial District 5
City Limits
0
5
10
Miles
October 12, 2011

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

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

AGENDA ITEM AREA:
Action

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
October 18, 2016

ROLL CALL REQUIRED:
No

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

- BP/AR 1230 School-Connected Organizations
- BP/AR 3311 Bids
- BP/AR 3541.2 Transportation for Students with Disabilities
- BP/AR/E(1)/E(2) 4112.24 Teacher Qualifications Under the No Child Left Behind Act
- BB 9222 Resignation

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

wp/rk/factform

Note: Description below identify major changes in revised materials. Editorial changes have also been made.

BP/AR 1230 - School-Connected Organizations
(BP/AR revised)

Policy and regulation updated to clarify the relationship between the district and a school-connected organization, such as a booster club, parent-teacher organization, or other nonstudent organization. Policy adds material regarding the establishment of such organizations as separate legal entities subject to their own bylaws and rules, delegates the responsibility to approve organizations' fundraisers to the superintendent or designee, and reflects legal requirement that donations and participation in fundraising activities be voluntary. Regulation adds authority of the district to revoke an organization's authorization to conduct activities in the district when necessary, and adds rules designed to maintain the organization's status as a separate entity from the district based on recommendations in the Fiscal Crisis and Management Assistance Team's guidebook updated in 2015.

BP/AR 3311 - Bids
(BP/AR revised)

Policy and regulation updated to include requirements for districts that choose to use the alternative Uniform Public Construction Cost Accounting Act (UPCCAA) for contracting for public works projects. Policy and regulation also updated to reflect **NEW LAW** (AB 1358, 2015) which authorizes a district to award a design-build contract for a public works project in excess of $1 million on the basis of either low bid or "best value," as defined. Regulation also reflects new 2016 bid limit established by the Superintendent of Public Instruction for specified projects, and adds new section on "Lease-Leaseback Contract" reflecting legal requirements and **NEW COURT DECISION** (McGee v. Balfour Beatty Construction LLC).

BP/AR 3541.2 - Transportation for Students with Disabilities
(BP revised; AR deleted)

Policy updated to clarify the policy's applicability to students receiving services pursuant to Section 504 of the federal Rehabilitation Act of 1973, add sample criteria for individualized education program (IEP) teams to use when determining a student's transportation needs, and add material re: the provision of information to IEP teams. Regulation deleted and material moved to BP re: provision of alternative transportation when a student is excluded from school bus transportation for a disciplinary or other reason, assurance that a contract with a nonpublic, nonsectarian school or agency addresses transportation as necessary, and transportation of service animals.

BP/AR/E(1)/E(2) 4112.24 - Teacher Qualifications Under the No Child Left Behind Act
(BP/AR/E deleted)

Policy, regulation, and exhibits deleted since **NEW FEDERAL LAW** (P.L. 114-95) repealed requirements that teachers meet criteria of "highly qualified" teachers, as defined.

BB 9222 - Resignation
(BB revised)

Bylaw updated to clarify the effective date of a resignation of a member of the board, the need for the board to fill the vacancy by ordering an election or making a provisional appointment as appropriate, and the need for the resigning member to file a revised Statement of Economic Interest/Form 700.

SCHOOL-CONNECTED ORGANIZATIONS

The Board of Trustees recognizes that parents/guardians **and community members** may wish to organize **parent organizations and/or booster** clubs for the purpose of supporting the **district's** educational program and/or extracurricular programs. ~~such as athletic teams, debate teams, and musical groups.~~ The Board **appreciates the contribution made by such organizations toward the Board's vision for student learning and for providing all district students with high-quality educational opportunities.** ~~supports such activities and welcomes parental interest and participation. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.~~

(cf. 0200 - Goals for the School District)
(cf. 6020 - Parent Involvement)

Persons proposing to establish a school-connected organization shall submit a request to the Board for authorization to operate within the district or at a district school.

A school-connected organization, including a booster club, parent-teacher association or organization, or other organization that does not include an associated student body or other student organization, shall be established and maintained as a separate entity from the school or district. Each school-connected organization shall be subject to its own bylaws and operational procedures or to the rules or bylaws of its affiliated state or national organization, as applicable.

In addition, activities by school-connected organizations shall be conducted in accordance with law, Board policies, administrative regulations, and any rules of the sponsoring school.

~~The Board requires parent/guardian clubs to have a written statement of purpose and bylaws. The Board recognizes that these organizations are independent of the school or district. In order to protect the district and students, the Superintendent or designee shall establish appropriate controls for the relationship between such organizations and the district.~~

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

~~Groups desiring to be recognized as school-connected organizations shall request authorization from the Board in accordance with conditions established in administrative regulations.~~

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3290 - Gifts, Grants and Bequests)
(cf. 3554 - Other Food Sales)
(cf. 5030 - Student Wellness)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall establish appropriate rules for the relationship between school-connected organizations and the district.

SCHOOL-CONNECTED ORGANIZATIONS (continued)

A school-connected organization shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at that school. (Education Code 51521)

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 1330 - Use of School Facilities)
(cf. 3452 - Student Activity Funds)

A school-connected organization may consult with the principal to determine school needs and priorities.

Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary. (Education Code 49011)

(cf. 3260 - Fees and Charges)

Legal Reference: (see next page)

SCHOOL-CONNECTED ORGANIZATIONS (continued)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
35160 Authority of governing boards
38130-38138 ~~Use of~~ Civic Center ~~by~~ Act, use of school property for public purposes
38134 Groups which may use school facilities without charge
48931 Authorization for sale of food by student organization
48932 Authorization for fund-raising activities by student organization
49011 Student fees
49431-49431.7 Nutritional standards
51520 Prohibited solicitation on school premises
51521 Fund-raising project
BUSINESS AND PROFESSIONS CODE
17510-17510.95 Solicitations for charitable purposes
25608 Alcohol on school property; use in connection with instruction
GOVERNMENT CODE
12580-12599.7 Fundraisers for Charitable Purposes Act
PENAL CODE
319-329 Lottery, raffle
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
15500 Food sales in elementary schools
15501 Food sales in high schools and junior high schools
15575-15578 Requirements for foods and beverages outside the federal meals program
CODE OF REGULATIONS, TITLE 11
300-312.1 Fundraising for charitable purposes
UNITED STATES CODE, TITLE 20
1681-1688 Discrimination based on sex or blindness, Title IX
CODE OF FEDERAL REGULATIONS, TITLE 7
210.11 Competitive food services
220.12 Competitive food services
COURT DECISIONS
Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

~~*CDE LEGAL ADVISORIES*~~
~~*1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89*~~
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS
2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference
WEB SITES
CSBA: http://www.csba.org
California Office of the Attorney General, charitable trust registry: http://caag.state.ca.us/charities
California State PTA: http://www.capta.org
Fiscal Crisis and Management Assistance Team (FCMAT); http://www.fcmat.org

SCHOOL-CONNECTED ORGANIZATIONS

A school-connected organization's ~~R~~requests for authorization **to operate within the district or at** ~~as~~ a school-connected organization shall contain**, as appropriate**:

1. The name of the organization

2. The date of application

3. ~~Membership quotas or qualifications~~ **Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination**

(cf. 0410 - Nondiscrimination in District Programs and Activities)

4. The names, addresses and phone numbers of all officers

~~5. A brief description of the organization's purpose~~

~~6~~**5.** A list of specific annual objectives

6. An agreement to grant the district the right to audit the group's financial records, either by district personnel or a certified public accountant, whenever any concern is raised regarding the use of the funds

7. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds

8. The signature of **the principal of the supporting school** ~~a site administrator who supports the request for authorization~~

9. **Planned** ~~Desired~~ use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future

10. **An agreement to provide** ~~E~~evidence of liability **and/or directors and officers** insurance **when and in the manner** ~~as~~ required by law

(cf. 1330 - Use of School Facilities)

Requests for subsequent authorization shall be annually submitted to the Superintendent or designee, along with a financial statement showing all income and expenditures from fundraisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his/her recommendation to the Governing Board for approval.

SCHOOL-CONNECTED ORGANIZATIONS (continued)

When deemed necessary by the Board or the Superintendent or designee, the authorization for a school-connected organization to conduct activities in the district may be revoked at any time.

~~Authorizations shall be automatically renewed each year. The Superintendent may recommend that authorizations be revoked by the Board if considered necessary.~~

~~Any program, fund-raiser or other activity sponsored by parent/guardian clubs shall be authorized and conducted according to Board policy, administrative regulations and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school or district.~~

~~*(cf. 3541.1 – Transportation for School-Related Trips)*~~
~~Parent/guardian clubs shall not hire district employees without prior approval from the Superintendent or designee.~~

Each school-connected organizations shall **abide by the following rules:** ~~present the Superintendent or designee an annual financial statement showing all expenditures and all income from fund-raisers. School-connected organizations automatically grant the district the right to audit their financial records at any time, either by district personnel or by a CPA.~~

1. **The organization shall not act as an agent of the district or school.**

2. **The organization shall not use the district's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.**

3. **The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.**

4. **Funds of the school-connected organization shall not be co-mingled with district funds, including associated student body funds.**

5. **The organization shall not hire or directly pay any district employee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours.**

BIDS

Advertised Bids/Competitive Bids

The district shall advertise for competitive bids to let any public project contract involving an expenditure of $15,000 or more. *Public project* means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)

The district shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, and as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111)

1. The purchase of equipment, materials or supplies to be furnished, sold, or leased to the district

2. Services, not including construction services, or special services and advice in accounting, financial, legal, or administrative matters

3. Repairs, including maintenance that is not a public project

Maintenance means routine, recurring and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment, but does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services, and protection provided by security forces. (Public Contract Code 20115)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation, circulated in the county. The Superintendent or designee, also may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

(cf. 1113 – District and School Web Sites)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall ~~not~~

BIDS (continued)

occur **not less than** ~~within a minimum of~~ five calendar days of the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

(cf. 3510 - Green School Operations)

2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)

   a. Cash

   b. A cashier's check made payable to the district

   c. A certified check made payable to the district

   d. A bidder's bond executed by an admitted surety insurer and made payable to the district

   The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)

5. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)

6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a below will be used: (Public Contract Code 20103.8)

BIDS (continued)

a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.

b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.

c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

7. The district shall consider only responsive bids from responsible bidders in determining the lowest bid.

8. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.

9. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

10. When a bid is disqualified as nonresponsive based on district investigation or other information not obtained from the submitted bid, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the information.

Prequalification Procedure

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall provide a standardized proposal form which requires a complete statement of the bidder's financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be

BIDS (continued)

public records and shall not be open to public inspection. **(Code of Civil Procedure 446;** Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of $1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (Education Code 17406, 17407; Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in the Business and Professions Code 4113, 7056, or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

   If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

Award of Contract

The district shall award each contract to the lowest responsible bidder except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)

BIDS (continued)

2. For any transportation service contract involving an expenditure of more than $10,000, which the Board contemplates may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)

3. When the contract is one for which the Board has established goals and requirements relating to participation of minority, women, disabled veteran, or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

4. **When procuring a design-build contract for a public works project in excess of $1,000,000 in accordance with the section "Design-Build Contracts" below, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs (Education Code 17250.20, 17250.25)**

(cf. 9270 - Conflict of Interest)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

Alternative Bid Procedures for Technological Supplies and Equipment

BIDS (continued)

Rather than seek competitive bids, the Board may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus. Competitive negotiation shall not be used to contracts for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation shall include, but not be limited to, the following requirements: (Public Contract Code 20118.2~~1~~)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.

2. Notice of the (RFP) shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.

3. The Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the (RFP) is received.

4. The (RFP) shall identify all significant evaluation factors, including price, and their relative importance.

5. The Superintendent of designee shall provide reasonable procedures for the technical evaluation of the (RFP) received, the identification of qualified sources, and the selection for the award of the contract.

6. The Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.

7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award to another bidder.

8. The Board at its discretion may reject all proposals and request new RFPs.

9. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP, shall not be subject to negotiation with the successful proposer.

BIDS (continued)

Design-Build Contracts

When it is in the best interest of the district, the Board may approve a contract with a single entity for both design and construction of any school facility in excess of $1,000,000, awarding the contract to either the low bid or the best value as determined by evaluation of objective criteria. (Education Code 17250.20)

The procurement process for design-build projects shall be as follows: (Education Code 17250.25)

1. **The district shall prepare a set of documents setting forth the scope and estimated price of the project. The documents may include, but are not limited to, the size, type, and desired design character of the project; performance specifications covering the quality of materials, equipment, workmanship, preliminary plans, or building layouts; or any other information deemed necessary to describe adequately the district's needs. The documents may include operations during a training or transition period, but shall not include long-term operations for a project. The performance specifications and any plans shall be prepared by a design professional who is duly licensed and registered in California.**

2. **The district shall prepare and issue a request for qualifications in order to prequalify or develop a short list of the design-build entities whose proposals shall be evaluated for final selection. The request for qualifications shall include, but is not limited to, all of the following elements:**

   a. **Identification of the basic scope and needs of the project or contract, the expected cost range, the methodology that will be used by the district to evaluate proposals, the procedure for final selection of the design-build entity, and any other information deemed necessary by the district to inform interested parties of the contracting opportunity**

   b. **Significant factors that the district reasonably expects to consider in evaluating qualifications, including technical design and construction experience, acceptable safety record, and all other non-price-related factors**

   c. **A standard template request for statements of qualifications prepared by the district, which shall contain all of the information required pursuant to Education Code 17250.25**

   The district also may identify specific types of subcontractors that must be included in the statement of qualification and proposal.

BIDS (continued)

A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the district that the entity and its subcontractors at every tier will use a skilled and trained workforce, as defined in Education Code 17250.25, to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. The entity may demonstrate such commitment through a project labor agreement, by becoming a party to the district's project labor agreement, or through an agreement with the district to provide evidence of compliance on a monthly basis during the performance of the project or contract. (Education Code 17250.25)

3. **The district shall prepare a request for proposals that invites prequalified or short-listed entities to submit competitive sealed proposals in a manner prescribed by the district. The request for proposals shall include the information identified in items #2a and 2b above and the relative importance or weight assigned to each of the factors. If the district uses a best value selection method, the district may reserve the right to request proposal revisions and hold discussions and negotiations with responsive proposers, in which case the district shall so specify in the request for proposals and shall publish separately or incorporate into the request for proposals applicable procedures to be observed by the district to ensure that any discussions or negotiations are conducted in good faith.**

4. **For those projects utilizing low bid as the final selection method, the bidding process shall result in lump-sum bids by the prequalified or short-listed design-build entities, and the contract shall be awarded to the lowest responsible bidder.**

5. **For those projects utilizing best value as a selection method, the following procedures shall be used:**

   a. **Competitive proposals shall be evaluated using only the criteria and selection procedures specifically identified in the request for proposals. Criteria shall be weighted as deemed appropriate by the district and shall, at a minimum, include price, unless a stipulated sum is specified; technical design and construction experience; and life-cycle costs over 15 or more years.**

   b. **Following any discussions or negotiations with responsive proposers and completion of the evaluation process, the responsive proposers shall be ranked on a determination of value provided, provided that no more than three proposers are required to be ranked.**

BIDS (continued)

c. **The contract shall be awarded to the responsible entity whose proposal is determined by the district to have offered the best value to the public.**

d. **The district shall publicly announce the contract award, identifying the entity to which the award is made and the basis of the award. This statement and the contract file shall provide sufficient information to satisfy an external audit.**

Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3400)

1. Does not directly or indirectly limits bidding to any one specific concern

2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

   In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

   When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name (sole sourcing), if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use

2. To match others in use on a particular public improvement that has been completed or is in the course of completion

3. To obtain a necessary item that is only available from one source

BIDS (continued)

4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

(cf. 9323.2 - Actions by the Board)

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, to lease, data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vender ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

(cf. 3300 – Expenditures and Purchasing)
(cf. 3512 – Equipment)

~~In addition, upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of $1 per year, as long the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code 17406, 17407.5)~~

~~*(cf. 3280 - Sale or Lease of District-Owned Real Property)*~~

~~Any lease-leaseback agreement shall include a lease term that specifies the district's occupancy of the building or improved property and a financing component as may be determined on a case-by-case basis.~~

~~Regardless of the funding source, when any lease-leaseback agreement is for a public project, involves an expenditure of $1,000,000 or more, and meets other criteria in Public Contract Code 20111.6, the prequalification requirements specified in the "Prequalification Procedure" section above shall be followed. (Education Code 17406)~~

BIDS (continued)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

(cf. 3511 - Energy and Water Management)
(cf. 9320 - Meetings and Notices)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

Perishable foodstuffs and seasonal commodities~~,~~ needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes, or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code **1102,** 20113)

(cf. 3517 - Facilities Inspection)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education code 17602)

BIDS (continued)

Lease-Leaseback Contract

Upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of $1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code 17406, 17407.5)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Any lease-leaseback agreement shall be reviewed by the district's legal counsel to ensure that all required terms, including a lease term that provides for the district's occupancy of the building or improved property during the lease and an appropriate financing component, are included in the agreement.

(cf. 9124 - Attorney)

Regardless of the funding source, when any lease-leaseback agreement is for a public project, involves an expenditure of $1,000,000 or more, and meets other criteria in Public Contract Code 20111.6, the prequalification requirements specified in the "Prequalification Procedure" section above shall be followed. (Education Code 17406)

Uniform Public Construction Cost Accounting Act

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

1. **Public projects of $45,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)**

2. **Contracts for public projects of $175,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)**

    a. **The Superintendent or designee shall maintain a list of qualified contractors, identified according to categories of work.**

BIDS (continued)

b. **The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain more information about the project, and states the time and place for submission of bids. The notice shall be disseminated by mail, fax, or email to one or both of the following:**

(1) **To all contractors on the district's list for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due**

(2) **To all construction trade journals identified pursuant to Public Contract Code 22036**

c. **The district shall review the informal bids and award the contract, except that:**

(1) **If all bids received through the informal process are in excess of $175,000, the contract may be awarded to the lowest responsible bidder, provided that the Board adopts a resolution with a four-fifths vote to award the contract at $187,500 or less and the Board determines the district's cost estimate was reasonable.**

(2) **If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.**

3. **Public projects of more than $175,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)**

a. **Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:**

(1) **Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.**

BIDS (continued)

(2) **By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.**

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

b. **The district shall award the contract as follows:**

(1) **The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.**

(2) **At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.**

(3) **If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract.**

In cases of emergency when repair or replacements are necessary, the Board may proceed at once to replace or repair a facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts, in accordance with the contracting procedures in Public Contract Code 22050. The work may be done by day labor under the direction of the Board and/or contractor. (Public Contract Code 22035)

BIDS

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. In leasing or purchasing equipment, materials, supplies, or services for the district and when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such leases and purchases shall be made using competitive bidding.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3000 - Concepts and Roles)
(cf. 3300 - Expenditures and Purchases)

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements **regarding contracting after competitive bidding.** ~~of Public Contract Code 20111-20118.4.~~ (Public Contract Code 20116, **22033**)

(cf. 9270 – Conflict of Interest)

When calling for bids, the Superintendent or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Except as authorized by law and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

~~The Superintendent or designee shall develop the procedures to be used for rating bidders~~ **F**for award of contracts which, by law or Board policy, require prequalification, ~~T~~the procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

BIDS (continued)

For use in contracting for public works projects, the Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the required cost accounting procedures and the informal bidding procedures when allowed by law. The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

Legal Reference:

EDUCATION CODE
17070.10-17079.30 Leroy F. Greene School Facilities Act
17250.10-17250.55 Design-build contracts
17406 Lease-leaseback contract
17595 Purchases through Department of General Services
17602 Purchase of surplus property from federal agencies
38083 Purchase of perishable foodstuffs and seasonable commodities
38110-38120 Apparatus and supplies
39802 Transportation ~~bids and contracts for~~ services
CODE OF CIVIL PROCEDURE
446 Verification of pleadings
GOVERNMENT CODE
4217.10-4217.18 Energy conservation contracts
4330-4334 Preference of California-made materials
6252 Definition of public record
53060 Special services and advice
54201-54205 Purchase of supplies and equipment by local agencies
PUBLIC CONTRACT CODE
1102 Emergencies
2000-2002 Responsive bidders
3000-3010 Roofing projects
3400 Bids, specifications by brand or trade name not permitted
3410 United States produce and processed foods
6610 Bid visits
12200 Definitions, recycled goods, materials and supplies
20101-20103.7 Public construction projects, requirements for bidding
20103.8 Award of contracts
20107 Bidder's security
*20110~~1~~-20118.4 **Contracting by** school districts*
20189 Bidder's security, earthquake relief
22002 Definition of public project
22030-22045 Alternative procedures for public projects (UPCCAA)
22050 Alternative emergency procedures
22152 Recycled product procurement

Legal Reference: (see next page)

BIDS (continued)

Legal Reference: (continued)

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District, (2015) 237 Cal. App. 4th 261

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739

Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425

Marshall v. Pasadena USD, (2004 119 Cal. App.4th 1241

Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449

City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION PUBLICATIONS

Cost Accounting Policies and Procedures Manual

Frequently Asked Questions

WEB SITES

CSBA: http:// www.csba.org

California Association of School Business Officials: http://www.casbo.org

California Uniform Construction Cost Accounting Commission: http://www.sco.ca.gov/ard_cuccac.html

Policy
adopted: September 4, 2007
revised: August 17, 2010
revised: February 3, 2015
revised: October 18, 2016

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

TRANSPORTATION FOR STUDENTS WITH DISABILITIES

The Board of Trustees **desires to meet the transportation needs of students with disabilities to enable them to benefit from special education and related services. The district** shall ~~ensure that~~ **provide** appropriate transportation services ~~are provided~~ for **a** students with disabilities as specified in their individualized education program (IEP) or accommodation plan. The district shall make home-to-school transportation available for students at no cost to parents/guardians as specified in the student's IEP.

(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 3250 - Transportation Fees)
(cf. 6159 - Individualized Education Program (IEP)
~~*(cf. 6159.2 - Nonpublic Nonsectarian School and Agency Services for Special Education)*~~
(cf. 6164.4 - Identification of Individuals for Special Education)
(cf. 6164.6 - Identification and Education under Section 504)

The specific needs of the student shall be the primary consideration when an IEP team is determining the student's transportation needs. Considerations may include, but are not limited to, the student's health needs, travel distances, physical accessibility and safety of streets and sidewalks, accessibility of public transportation systems, midday or other transportation needs, extended-year services, and, as necessary, implementation of a behavioral intervention plan.

~~The Superintendent or designee shall establish criteria and procedures for determining the most appropriate mode of transportation for an individual student based on identified needs as determined in the IEP or accommodation plan.~~

The Superintendent or designee shall provide IEP teams with information about district transportation services in order to assist them in making decisions as to the mode, schedule, and location of transportation services that may be available to each student with disabilities. The IEP team may communicate with district transportation staff and/or invite transportation staff to attend IEP team meetings where the student's transportation needs will be discussed.

Transportation services specified in a student's IEP or Section 504 plan shall be provided at no cost to the student or his/her parent/guardian.

(cf. ~~3540~~ 3250 - Transportation Fees)

~~The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis.~~

If a student whose IEP or accommodation plan specifies transportation needs is excluded from school bus transportation for any reason, such as suspension, expulsion, or other reason, the district shall provide alternative transportation at no cost to the student or parent/guardian. (Education Code 48915.5)

TRANSPORTATION FOR STUDENTS WITH DISABILITIES (continued)

(cf. 5131.1 - Bus Conduct)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

When contracting with a nonpublic, nonsectarian school or agency to provide special education services, the Superintendent or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services if specified in the student's IEP. (Education Code 56366)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

~~*(cf. 3541 - Transportation Routes and Services)*~~

The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3541 - Transportation Routes and Services)

The Superintendent or designee shall ~~establish procedures to~~ ensure **that any** ~~compatibility between~~ mobile seating devices **used on district buses are compatible with** ~~and~~ bus securement systems **required by 49 CFR 571.222. (Education Code 56195.8)**

(cf. 3542 - School Bus Drivers)

As necessary, a student with disabilities may be accompanied on school transportation by a service animal, as defined in 28 CFR 35.104, including a specially trained guide dog, signal dog, or service dog. (Education Code 39839; Civil Code 54.1-54.2; 28 CFR 35.136)

(cf. 6163.2 - Animals at School)

When transportation is not specifically required by the IEP or Section 504 plan of a student with disabilities, the student shall be subject to the rules and policies regarding regular transportation offerings within the district.

Legal Reference:
EDUCATION CODE
39807.5 Payment of transportation cost
39839 Guide dogs, signal dogs and service dogs on bus
41850-41854 Allowances for transportation
48300-48315 Alternative interdistrict attendance program
48915.5 Expulsion of students with exceptional needs
56040 No cost for special education and related services

TRANSPORTATION FOR STUDENTS WITH DISABILITIES (continued)

Legal Reference: (continued)

56195.8 Adoption of policies
56327 Assessment for special education and related services
56345 Individualized education program
*56366-**56366.1** Nonpublic nonsectarian schools or agencies*
~~*56366.1 Waiver of requirements under section 56365 and 56366*~~
CIVIL CODE
54.1-54.2 Service animals
CODE OF REGULATIONS, TITLE 5
~~*15050 Transfer of funds to child development fund and development center for handicapped pupils fund*~~
15243 Physically handicapped minors
15271 Exclusion from report
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
CODE OF FEDERAL REGULATIONS, TITLE 28
35.104 Definitions
35.136 Service animals
CODE OF FEDERAL REGULATIONS, TITLE 34
104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504
300.1-300.818 Individuals with Disabilities Education Act, especially:
300.34 Transportation defined as related service
CODE OF FEDERAL REGULATIONS, TITLE 49
571.222 Federal requirements for bus securement systems

Management Resources:

~~*CDE MANAGEMENT ADVISORIES*~~
~~*0500.92 Implementation of Special Education Transportation Apportionment (#92-02)*~~
~~*CDE PROGRAM ADVISORIES*~~
~~*0609.95 School transportation fee exemption for handicapped children and pupils whose parents or guardians are indigent (LO: 2-95)*~~
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Special Education Transportation Guidelines
Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Protecting Students with Disabilities: Frequently Asked Questions About Section 504 and the Education of Children with Disabilities, 2009
Questions and Answers on Serving Children with Disabilities Eligible for Transportation, 2009
WEB SITES
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education: http://www.ed.gov

TRANSPORTATION FOR STUDENTS WITH DISABILITIES

Transportation for students with disabilities shall be provided in accordance with a student's Individualized Education Program (IEP) or Section 504 accommodation plan.

(cf. 3540 - Transportation)
(cf. 6159 - Individualized Education Program (IEP))
(cf. 6164.4 - Identification of Individuals for Special Education)
(cf. 6164.6 - Identification and Education under Section 504)

If a disabled student is excluded from school bus transportation, the district shall provide alternative transportation at no cost to the student or parent/guardian provided that transportation is specified in the student's IEP. (Education Code 48915.5)

(cf. 5131.1 - Bus Conduct)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

When contracting with a nonpublic, nonsectarian school or agency to provide special education services, the Superintendent or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services if specified in the student's IEP. (Education Code 56366)

(cf. 6159.2 - Nonpublic Nonsectarian School and Agency Services for Special Education)

Guide dogs, signal dogs and service dogs trained to provide assistance to disabled persons may be transported in a school bus when accompanied by disabled students, disabled teachers or persons training the dogs. (Education Code 39839)

DRAFT

TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT

Definitions

Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography. (20 USC 7801)

Hard-to-staff setting means a middle or high school classroom eligible for the federal Small Rural Schools Achievement Program, a middle or high school special education classroom, or a middle or high school alternative education program as specified in Education Code 44865, including home teaching, hospital classes, necessary small high schools, continuation schools, alternative schools, opportunity schools, juvenile court schools, county community schools, and district community day schools. (5 CCR 6100)

(cf. 6181 - Alternative Schools)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

High Objective Uniform State Standard Evaluation (HOUSSE) is a method of determining a teacher's subject matter competence using forms developed by the California Department of Education (CDE). HOUSSE Part 1 consists of a summation of the teacher's years of experience, coursework, professional development, and service to the profession. HOUSSE Part 2, to be conducted only if Part 1 does not indicate subject matter competency, consists of direct observation and portfolio assessment and, if necessary, completion of the Peer Assistance and Review Program for Teachers or other individualized professional development plan. (5 CCR 6104)

(cf. 4139 - Peer Assistance and Review)

Level 1 professional development means training that will provide a teacher with the requisite understanding of each set of state content standards. *Level 2 professional development* means training that will provide a teacher with more in-depth understanding of the content standards than provided in a Level 1 professional development program. The trainings shall be consistent with state-adopted academic content standards, curriculum frameworks, and adopted texts and shall incorporate the assessment of subject matter competency as outlined in the CDE's document California's Subject Matter Verification Process for Middle and High School Level Teachers in Special Settings. For each type of training, at least 36 hours in the core subject for which the teacher is being certified is required to substantively address the subject matter content. (5 CCR 6100, 6105)

Teacher new to the profession is a teacher who either graduated from an accredited institution of higher education and received a credential, or was enrolled in or had completed an approved intern program, on or after July 1, 2002. (5 CCR 6100)

TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT
(continued)

Teacher not new to the profession is a teacher who either graduated from an accredited institution of higher education and received a credential, or was enrolled in or had completed an approved intern program, before July 1, 2002. (5 CCR 6100)

Teacher Qualifications

To meet the teacher qualification requirements of the federal No Child Left Behind Act (NCLB), a teacher of a core academic subject shall meet all of the following conditions: (20 USC 6319, 7801; 34 CFR 200.55, 200.56, 300.18; 5 CCR 6101, 6104, 6105, 6110)

1. Hold a bachelor's degree

2. Hold a full credential or be currently enrolled in an approved intern program for less than three years

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)

3. Demonstrate subject matter competency in accordance with the applicable requirements below

(cf. 6171 - Title I Programs)

A teacher who holds a supplementary authorization or is employed on a local teaching assignment shall meet the teacher qualification requirements of NCLB if he/she holds a California teaching credential and has demonstrated subject matter competency for the grade span and subject matter taught. (5 CCR 6116)

A teacher shall not meet the teacher qualification requirements of NCLB if he/she is teaching with a short-term staff permit, a provisional internship permit, or a state or local waiver for the grade or subject taught. (5 CCR 6115, 80021, 80021.1)

Demonstration of Subject Matter Competency

Subject matter competency shall be demonstrated in accordance with the following requirements based on the grade levels taught and the teacher's length of time in the profession:

1. An *elementary teacher who is new to the profession* shall pass a validated statewide subject matter examination certified by the Commission on Teacher Credentialing (CTC). (5 CCR 6102)

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TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT
(continued)

2. An *elementary teacher who is not new to the profession* shall complete one of the following: (5 CCR 6103-6104)

   a. A validated statewide subject matter examination that the CTC has utilized to determine subject matter competency for credentialing purposes

   b. The HOUSSE, as defined above, to determine the teacher's subject matter competency in each of the core academic subjects taught by the teacher

3. A *middle or high school teacher who is new to the profession* shall pass or complete one of the following for every core academic subject currently assigned: (5 CCR 6111)

   a. A validated statewide subject matter examination certified by the CTC

   b. University subject matter program approved by the CTC

   c. Undergraduate major in the subject taught

   d. Graduate degree in the subject taught

   e. Coursework equivalent to the undergraduate major

4. A *middle or high school teacher who is not new to the profession* shall pass or complete one of the following for every core subject assigned: (5 CCR 6112)

   a. A validated statewide subject matter examination that the CTC has utilized to determine subject matter competency for credentialing purposes

   b. University subject matter program approved by the CTC

   c. Undergraduate major in the subject taught

   d. Graduate degree in the subject taught

   e. Coursework equivalent to the undergraduate major

   f. Advanced certification or credential, such as certification from the National Board for Professional Teaching Standards

   g. The HOUSSE, as defined above, to determine the teacher's subject matter competency in each of the core academic subjects taught by the teacher

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TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT (continued)

5. A *middle or high school teacher in a hard-to-staff setting*, as defined above, shall complete professional development for the subject matter verification process within three years of the date of assignment to such a setting. (5 CCR 6100, 6105)

   a. If the teacher has fewer than 20 total or 10 upper division nonremedial college-level semester units, or equivalent quarter units, in a core academic subject, he/she shall complete both Level 1 and Level 2 professional development courses as defined above.

   b. If the teacher has fewer than 32 semester nonremedial college-level units, but at least 20 total or 10 upper division nonremedial semester units, or the equivalent quarter units, in a core academic subject, he/she shall complete a Level 2 professional development course.

(cf. 4131 - Staff Development)

6. An *elementary, middle, or high school special education teacher teaching multiple subjects* exclusively to students with disabilities may either: (20 USC 1401; 34 CFR 300.18; 5 CCR 6111)

   a. Meet the requirements above for teachers who are new or not new to the profession, as applicable

   b. In the case of a new special education teacher who has demonstrated subject matter competency in mathematics, language arts, or science, demonstrate competency in the other core academic subject(s) he/she teaches through the HOUSSE no later than two years after the date of employment

Satisfaction of Requirements Outside District

A teacher who has been determined by another district in California to have met the teacher qualification requirements for the grade level and/or subject taught shall not be required to demonstrate again that he/she meets those requirements. (5 CCR 6120)

A teacher who has been determined to meet subject matter competency requirements outside of California shall be considered to have met those requirements for the particular subject and/or grade span in California. The date of issuance of a valid out-of-state credential shall be used to identify a teacher as new or not new to the profession. (5 CCR 6125)

A teacher prepared in a country other than the United States shall be considered to have met NCLB teaching requirements if he/she: (5 CCR 6126)

TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT (continued)

1. Holds a degree from a foreign college or university that is at least equivalent to a bachelor's degree offered by an American institution of higher education

2. Has completed a teacher preparation program that meets CTC requirements for out-of-country trained teachers

3. Demonstrates subject matter competency for the grade span and subjects taught through the same or equivalent processes and methods required of California teachers

4. Holds a California teaching credential

Certification of Compliance

All teachers teaching core academic subjects shall complete and sign a certificate of compliance with NCLB requirements and attach appropriate documentation. The Superintendent or designee shall verify the information and retain the signed original copy.

The principal of each school receiving Title I funds shall annually attest in writing as to whether the school is in compliance with NCLB requirements related to teacher qualifications. Copies of the attestation shall be maintained at the school and at the district office and shall be available to any member of the public upon request. (20 USC 6319)

District Plan for Highly Qualified Teachers

Within the Title I local educational agency plan, the Superintendent or designee shall develop a plan for ensuring that all teachers of core academic subjects will meet NCLB requirements in accordance with law. As part of this plan, the Superintendent or designee shall provide high-quality professional development designed to enable teachers to meet NCLB requirements. (20 USC 6312, 6319)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to: (20 USC 6311)

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction

2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived

TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT
(continued)

3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree

4. Whether the student is provided services by paraprofessionals and, if so, their qualifications

(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall provide timely notice to individual parents/guardians of students attending a Title I school whenever their child has been assigned to or has been taught for four or more consecutive weeks by a teacher of a core academic subject who does not meet NCLB teacher qualification requirements. (20 USC 6311; 34 CFR 200.61)

The Superintendent or designee shall notify teachers, as appropriate, prior to distributing the above notice to parents/guardians.

The notice and information provided to parents/guardians shall be in an understandable and uniform format and, to the extent practicable, be provided in a language that the parents/guardians can understand. (20 USC 6311)

DELETE

Regulation
approved: September 4, 2007
revised: August 3, 2010
deleted: October 18, 2016

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT

Recognizing the importance of teacher effectiveness in improving student achievement, the Board of Trustees desires to recruit and hire teachers who possess the subject matter knowledge and teaching skills required by the federal No Child Left Behind Act (NCLB) in programs for educationally disadvantaged students and for students in core academic subjects.

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)
(cf. 4112.23 - Special Education Staff)

All teachers hired after the first day of the 2002-03 school year to teach core academic subjects in a program supported by Title I funds shall be "highly qualified," as defined by federal law and the State Board of Education, upon hire. (20 USC 6319, 7801; 34 CFR 200.55; 5 CCR 6100-6126)

(cf. 6171 - Title I Programs)

All teachers who were hired prior to the beginning of the 2002-03 school year in Title I programs and all teachers of core academic subjects in non-Title I programs shall demonstrate that they are "highly qualified" not later than the end of the 2006-07 school year. (20 USC 6319, 7801; 34 CFR 200.55; 5 CCR 6100-6126)

The Superintendent or designee shall monitor the distribution of "highly qualified" teachers among district schools and develop strategies, as needed, to encourage teachers who meet NCLB requirements to teach in schools with the lowest student performance.

(cf. 0520 - Intervention for Underperforming Schools)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.4 - Quality Education Investment Schools)
(cf. 4113 - Assignment)
(cf. 4114 - Transfers)
(cf. 4138 - Mentor Teachers)

The Superintendent or designee shall inform teachers of NCLB requirements and shall identify the additional qualifications, if any, that individual teachers need to demonstrate in order to meet the requirements. He/she shall work with individual teachers to develop a plan for attaining full qualifications.

The Superintendent or designee shall publicly report on the progress of the district's teachers toward becoming fully qualified. Such reports shall include, but need not be limited to, the percentage of teachers in core academic subjects, districtwide and at each school, who meet the definition of a "highly qualified" teacher in accordance with federal law, and the percentage of teachers who are receiving professional development to enable them to satisfy this definition. (20 USC 6319)

TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT
(continued)

(cf. 4131 - Staff Development)

Legal Reference:

EDUCATION CODE
44500-44508 Peer Assistance and Review Program for Teachers
44662 Performance evaluation; Stull Act review
44664 Teacher evaluation; program to improve performance
CODE OF REGULATIONS, TITLE 5
6100-6126 Teacher qualifications, No Child Left Behind Act
80021 Short-term staff permit
80021.1 Provisional internship permit
80089.3-80089.4 Subject matter authorizations
UNITED STATES CODE, TITLE 20
1401 Definition of highly qualified special education teacher
6311 Parental notifications
6312 District Title I plan
6314 Schoolwide programs
6315 Targeted assistance schools
6319 Highly qualified teachers
7801 Definitions, highly qualified teacher
CODE OF FEDERAL REGULATIONS, TITLE 34
200.55-200.57 Highly qualified teachers
200.61 Parent notification regarding teacher qualifications
300.18 Highly qualified special education teachers

Management Resources:

CSBA ADVISORIES
California's Implementation of the No Child Left Behind Act, July 2003
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
NCLB Teacher Requirements Resource Guide, March 1, 2004
COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
Standards of Quality and Effectiveness for Professional Teacher Induction Programs, March 2002
Standards of Quality and Effectiveness for Professional Teacher Preparation Programs, September 2001
California Standards for the Teaching Profession, July 1997
U.S. DEPARTMENT OF EDUCATION GUIDANCE
New No Child Left Behind Flexibility: Highly Qualified Teachers, Fact Sheet, March 15, 2004
Improving Teacher Quality State Grants, ESEA Title II, Part A, Non-Regulatory Guidance, revised October 5, 2006
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Commission on Teacher Credentialing: http://www.ctc.ca.gov
U.S. Department of Education, No Child Left Behind: http://www.ed.gov/nclb

DELETE

Policy
adopted: September 4, 2007
deleted: October 18, 2016

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT

ATTESTATION REGARDING QUALIFICATIONS OF TITLE I TEACHERS

Instructions: The following certification must be annually completed and signed by each principal in a school that operates a Title I program pursuant to 20 USC 6314 (schoolwide programs) and 20 USC 6315 (targeted assistance schools).

School: _____ Principal: _____

I certify that all teachers hired after the first day of the 2002-03 school year to teach core academic subjects in a program supported by Title I funds meet the following qualifications:

1. Hold at least a bachelor's degree

2. Have a credential or are currently enrolled in an approved intern program for less than three years

3. Have demonstrated subject matter competence as required by 5 CCR 6100-6115 for the grade level(s) taught and the teacher's length of time in the profession

_____ _____

Signature of Principal Date

Delete

TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT

PARENTAL NOTIFICATION OF TEACHER QUALIFICATIONS

To Parents/Guardians:

Your child is attending a school receiving Title I federal funds under the federal No Child Left Behind Act (NCLB).

Under NCLB, teachers of core academic subjects are required to hold state certification and demonstrate subject matter competency for the grade span or subject matter taught. These requirements help us to ensure that all our students receive the best education by teachers who are highly skilled and knowledgeable in their subject areas.

This federal law requires the school to notify you that a teacher who has not yet completed the process for meeting NCLB requirements has taught your child for four or more consecutive weeks. However, the teacher is authorized to teach in California and is working toward completion of the requirements. Our school district continues to monitor teacher qualifications and to provide additional support and training, as necessary, to help teachers meet the requirements.

You may contact Western Placer Unified School District to request the qualifications of your child's teacher. If you have any questions, please contact [insert principal name] at [insert telephone number].

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RESIGNATION

A Board of Trustees member who wishes to resign **from the Board shall file** ~~may do so by filing~~ a written resignation with the County Superintendent of Schools. (Education Code 5090)

The resigning Board member shall also notify the Board and ~~A copy shall be~~ given **a copy of his/her written resignation** to the Board secretary.

The ~~written~~ resignation **shall become** ~~is~~ effective when filed **with the County Superintendent**~~,~~ except when a deferred effective date is specified in the resignation. A Board member may not defer the effective date of his/her resignation for more than 60 days after **he/she** ~~filing~~ **files the resignation with the County Superintendent.** (Education Code 5090, **5091**)

Once filed, ~~A~~**a** written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. ~~upon being filed.~~ (Education Code 5090)

A Board member who tenders his/her resignation with a deferred effective date shall, until the effective date of the ~~Upon~~ resignation~~, the Board member may~~ continue to exercise all the powers~~, save that~~ ~~of voting~~ **of the office, except that he/she shall not have the right to vote** for his/her successor~~, until the effective date of resignation.~~ **in an action taken by the Board to make a provisional appointment.** (Education Code **5091,** 35178)

(cf. 9223 - Filling Vacancies)

A Board member who resigns shall file, within 30 days of leaving office, a revised Statement of Economic Interest/Form 700 covering the period of time between the closing date of the last statement required to be filed and the date he/she leaves office. (Government Code 87302, 87500)

(cf. 9270 - Conflict of Interest)

Legal Reference:

EDUCATION CODE
5090-5095 Vacancies on the board ~~*Definition (vacancy)*~~
~~*5091 Special Election*~~
35178 Resignation with deferred effective date
GOVERNMENT CODE
1770 Vacancy on the board
87300-87313 Conflict of interest code
87500 Statement of economic interests

Management Resources:

CSBA PUBLICATIONS
Filling a Board Vacancy, rev. December 2010
WEB SITES
CSBA: http://www.csba.org

Bylaw
adopted: September 4, 2007
revised: October 4, 2016

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California