

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

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

DISTRICT ADMINISTRATION

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

School	2013-14 CALPADS	2/1/2015	3/15/2015
Sheridan Elementary (K-5)	86	80	80
First Street Elementary (K-5)	492	464	466
Carlin C. Coppin Elementary (K-5)	402	392	390
Creekside Oaks Elementary (K-5)	635	623	625
Twelve Bridges Elementary (K-5)	682	633	633
Foskett Ranch Elementary (K-5)	529	482	485
Lincoln Crossing Elementary (K-5)	701	655	657
Glen Edwards Middle School (6-8)	732	790	792
Twelve Bridges Middle School (6-8)	824	805	799
Lincoln High School (9-12)	1,610	1,602	1,595
Phoenix High School (10-12)	62	77	78
TOTAL	6755	6,603	6,600

Fee Based Programs

Twelve B.E. 19 A.M.
 First Street 12 A.M./13 P.M.

Pre-K/Special Ed

Foskett 16
 First Street 6
 FSS LIP/DIS 61

Parent Education 126

State Preschool

First & L Street 23 A.M. /23 P.M.
 Carlin Coppin 24 A.M.
 Sheridan 12 A.M.

GLOBAL DISTRICT GOALS

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
April 7, 2015, 7:00 P.M.
LINCOLN HIGH SCHOOL – Performing Arts Theater
790 J Street, Lincoln, CA 95648

AGENDA

2013-2014 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.

5:15 P.M. START

1. **CALL TO ORDER** – Lincoln High School – Performing Arts Theater

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 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 Theater. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

5:20 P.M.

3. **CLOSED SESSION** – Lincoln High School – Library

3.1 **CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators: Scott Leaman, Superintendent, Ryan Davis, Assistant

Superintendent of Personnel Services, Audrey Kilpatrick, Assistant

Superintendent of Business and Operations, Kerry Callahan, Assistant

Superintendent of Educational Services

3.2 **PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release

3.3 **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Subdivision (a) of Section 54956.9 – Western Placer Unified School District v. State of California, et al., Sac. Superior Court Case No. 34-2014-80001762

3.4 **INTERDISTRICT ATTENDANCE APPEAL**

a. Interdistrict Request Appeal 14/15 – 67

b. Interdistrict Request Appeal 15/16 – 5

c. Interdistrict Request Appeal 15/16 – 6

d. Interdistrict Request Appeal 15/16 – 7

e. Interdistrict Request Appeal 15/16 – 8

f. Interdistrict Request Appeal 15/16 – 9

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7:00 P.M.

4. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE**—Lincoln High Performing Arts Theater
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

4.1 **CONFERENCE WITH LABOR NEGOTIATOR**

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators: Scott Leaman, Superintendent, Ryan Davis, Assistant Superintendent of Personnel Services, Audrey Kilpatrick, Assistant Superintendent of Business and Operations, Kerry Callahan, Assistant Superintendent of Educational Services

4.2 **PERSONNEL**

Public Employee Employment/Discipline/Dismissal/Release

4.3 **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Subdivision (a) of Section 54956.9 – Western Placer Unified School District v. State of California, et al., Sac. Superior Court Case No. 34-2014-80001762

4.4 **INTERDISTRICT ATTENDANCE APPEAL**

- a. Interdistrict Request Appeal 14/15 – 67
- b. Interdistrict Request Appeal 15/16 – 5
- c. Interdistrict Request Appeal 15/16 – 6
- d. Interdistrict Request Appeal 15/16 – 7
- e. Interdistrict Request Appeal 15/16 – 8
- f. Interdistrict Request Appeal 15/16 – 9

5. **CONSENT AGENDA**

NOTICE TO THE PUBLIC

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

- 5.1 Approval of Meeting Minutes for:
 - March 3 & March 17, 2015 Regular Board of Trustee Meeting
- 5.2 Approval of Warrants
- 5.3 Certificated Personnel Report
- 5.4 Classified Personnel Report
- 5.5 Ratification of Professional Services Authorization with LPA, Inc. for Glen Edwards Middle School Modular Classrooms Project
- 5.6 Ratification of Professional Services Authorization with LPA, Inc. for Lincoln High Modular Classrooms Project.
- 5.7 Ratification of Contract with U.S. Coachways and Carlin C. Coppin.
- 5.8 Ratification of the Appointment of Member to the Measure “A” Citizens’ Oversight Committee.
- 5.9 Ratification of Contract – California Highway Patrol – Lincoln High School
- 5.10 Memorandum of Understanding (MOU – Science Theater Art Recreation (STAR) and Western Placer Unified School District

April 7, 2015

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- 5.11 Ratification of Contract – Camp Alta Rental of Facilities for School Activity Meeting.
Roll call vote:

6. **COMMUNICATION FROM THE PUBLIC**

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters not on the agenda, but within the board's subject matter jurisdiction. 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 "Request to Address Board of Trustees" are located at the entrance to the Performing Arts Theater. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

7. **REPORTS & COMMUNICATION**

- 7.1 Lincoln High School, Student Advisory – Jillian Loya
 7.2 Western Placer Teacher's Association – Tara McCroskey
 7.3 Western Placer Classified Employee Association – Mike Kimbrough
 7.4 Superintendent - Scott Leaman

8. **◆ACTION ◆DISCUSSION ◆INFORMATION**

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

8.1 Discussion/ **CONSIDER APPROVING NEW JOB DESCRIPTION FOR GRANT FUNDED-FACILITIES SUPPORT CLERK AS PART OF THE CCPT GRANT – Davis (14-15 G & O-Component I, II, III, V, IV)**
 Action

•As a part of the ongoing review of job descriptions and the needs of the school sites and the District by both the District and CSEA there exists a need to approve a new job description for the "Facilities Support Clerk – Grant Funded" position which is necessary to meet the very specific needs of implementing the California Career Pathways Trust (CCPT) Grant. The District administration worked with CSEA and the CCPT Committee to bring forward the enclosed job description.

8.2 Discussion/ **CONSIDER APPROVING REVISED JOB DESCRIPTION FOR CHILD NUTRITION CLERK POSITION – Davis (14-15 G & O Component I, II, III, V, IV)**
 Action

•As a part of the ongoing review of job descriptions and the needs of the District by both the District and CSEA there exists a need to approve a revised job description for the Child Nutrition Clerk position to accommodate some of the essential job duties and requirements that are required and needed by the Food Service Department.

8.3 Information **COMMON CORE & CAASPP – Callahan (14-15 G & O-Component I, II, III, V, IV)**

•State testing will begin at Twelve Bridges Middle School on April 8, 2015 with the other schools testing shortly thereafter. Teachers and administrators have been working very hard to ensure students are ready to take the various assessments under the new CAASPP system.

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8.4 Information/ BOARDDOCS LT – ON-LINE BOARD AGENDA PROGRAM

Discussion – Leaman/Kilpatrick (14-15 G & O-Component I, II, III, V, IV)

- Over the last two months an interest has been raised by the Board to look into a “paperless” board agenda system that would eliminate the large volume of paper included in the board packets and reduce the time involved by staff to preparing and compiling the board packet.

**8.5 Discussion DISCUSSION OF BOARD POLICY 5131.2 (BULLYING) – Leaman
(14-15 G & O-Component I, II, III, V, IV)**

- With the increased focus on bullying, the Board is being asked to discuss Board Policy 5132.2 and the attached definition of bullying from the California Department of Education.

9. BOARD OF TRUSTEES

9.1 FUTURE AGENDA ITEMS

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

- High School in the Twelve Bridges Area
- Lincoln Crossing Elementary South/Facilities Update
- Community Information Breakfast (Fall)

9.2 BOARD MEMBER REPORTS/COMMENTS

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- April 21, 2015 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School

11. 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
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Posted: 040315

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

Western Placer Unified School District

CLOSED SESSION AGENDA

Place: Twelve Bridges Elementary School – Library

Date: Tuesday, April 7, 2015

Time: 5:20 P.M.

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

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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Bargaining Groups:

WPTA & CSEA Negotiations

Agency Negotiators:

Scott Leaman, Superintendent

Ryan Davis, 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:

Ryan Davis

Assistant Superintendent
of Personnel Services

ENCLOSURES:

No

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

April 7, 2015

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.

**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:

Ryan Davis
Assistant Superintendent of Personnel Services

ENCLOSURES:

No

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

April 7, 2015

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.

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

CONFERENCE WITH LEGAL COUNSEL –
EXISTING LITIGATION

AGENDA ITEM AREA:

Disclosure of Action Taken in
Closed Session

REQUESTED BY:

Scott Leaman,
Superintendent

ENCLOSURES:

No

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will disclose any action taken in closed session in regard to Case 34-2014-80001762

RECOMMENDATION:

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

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

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:

Interdistrict Appeal

AGENDA ITEM AREA:

Disclosure of Action Taken in
Closed Session

REQUESTED BY:

Scott Leaman,
Superintendent

ENCLOSURES:

No

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The Board of Trustees will discuss disclose any action taken in closed session regarding the following transfer appeals:

Current School Year:

- Interdistrict Request Appeal 14/15 - 67

Next School Year:

- Interdistrict Request Appeal 15/16 - 5
- Interdistrict Request Appeal 15/16 - 6
- Interdistrict Request Appeal 15/16 - 7
- Interdistrict Request Appeal 15/16 - 8
- Interdistrict Request Appeal 15/16 - 9

ADMINISTRATION RECOMMENDATION:

Disclose any action taken.

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

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
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4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT:

Approval of Minutes:

- 03/03/15 Regular Board of Trustee Meeting
- 03/17/15 Regular Board of Trustee Meeting

AGENDA ITEM AREA:

CONSENT AGENDA

REQUESTED BY:

Scott Leaman,
Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

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

- March 03, 2015 Regular Board of Trustee Meeting
- March 17, 2015 Regular Board of Trustee Meeting

RECOMMENDATION:

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
March 3, 2015, 7:00 P.M.
LINCOLN HIGH SCHOOL – Performing Arts Theater
790 J Street, Lincoln, CA 95648

MINUTES

2013-2014 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

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

Board Members Present:

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

Others Present:

Scott Leaman, Superintendent
Audrey Kilpatrick, Assistant Superintendent of Business & Operations
Ryan Davis, Assistant Superintendent of Personnel Services
Kerry Callahan, Assistant Superintendent of Educational Services
Rosemary Knutson, Secretary to the Superintendent
Jillian Loya, LHS Student Advisory
Carol Percy, Lincoln News Messenger

6:00 P.M. START

1. **CALL TO ORDER** – Lincoln High School – Performing Arts Theater
2. **COMMUNICATION FROM THE PUBLIC**

6:05 P.M.

3. **CLOSED SESSION** – Lincoln High School – Library
 - 3.1 **CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators: Scott Leaman, Superintendent, Ryan Davis, Assistant Superintendent of Personnel Services, Audrey Kilpatrick, Assistant Superintendent of Business and Operations, Kerry Callahan, Assistant Superintendent of Educational Services
 - 3.2 **PERSONNEL**
 - a. Public Employee Employment/Discipline/Dismissal/Release – Resolution No. 14/15.16 Regarding Administrative Release/Reassignment and Authorization for required notice pursuant to Education Code section 44951
Roll call vote:

- b. Public Employee Employment/Discipline/Dismissal/Release – Resolution No. 14/15.17 Authorizing the Non Re-Election of Certificated Probationary Employees
Roll call vote:
- c. Public Employee Employment/Discipline/Dismissal/Release – Resolution No. 14/15.18 Authorizing the Release of Temporary Certificated Employees
Roll call vote:
- d. Public Employee Employment/Discipline/Dismissal/Release – Resolution No. 14/15.19 Authorizing the Release of Senior Management of the Classified Service Employee
Roll call vote:

7:00 P.M.

4. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE**—Lincoln High Performing Arts Theater
The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

4.1 CONFERENCE WITH LABOR NEGOTIATOR

Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators: Scott Leaman, Superintendent, Ryan Davis, Assistant Superintendent of Personnel Services, Audrey Kilpatrick, Assistant Superintendent of Business and Operations, Kerry Callahan, Assistant Superintendent of Educational Services

No action was taken

4.2 PERSONNEL

Public Employee Employment/Discipline/Dismissal/Release

- a. Public Employee Employment/Discipline/Dismissal/Release – Resolution No. 14/15.16 Regarding Administrative Release/Reassignment and Authorization for required notice pursuant to Education Code section 44951

This item was pulled from the agenda

- b. Public Employee Employment/Discipline/Dismissal/Release – Resolution No. 14/15.17 Authorizing the Non Re-Election of Certificated Probationary Employees

This item was pulled from the agenda

- c. Public Employee Employment/Discipline/Dismissal/Release – Resolution No. 14/15.18 Authorizing the Release of Temporary Certificated Employees

In Closed Session the Board took action to approve Resolution No. 14/15.18 authorizing the release of five (5) temporary certificated employees and authorizing the District administration to serve required notices pursuant to Education Code section 44954.

Roll Call Vote: Carras, Long, Armitage, Wyatt, Haley

- d. Public Employee Employment/Discipline/Dismissal/Release – Resolution No. 14/15.19 Authorizing the Release of Senior Management of the Classified Service Employee

In Closed Session the Board took action to approve Resolution No. 14/15.19 authorizing the non-reelection of (1) Senior Management of the Classified Service employee at the end of the 2014-2015 school year and authorizing the District administration to serve required notices pursuant to Education Code 45100.5.

Roll call vote: Carras, Long, Armitage, Wyatt, Haley

5. CONSENT AGENDA

- 5.1 Approval of Meeting Minutes for:
- February 3rd & February 17, 2015 Regular Board of Trustee Meeting
- 5.2 Approval of Warrants
- 5.3 Classified Personnel Report
- 5.4 Ratification of Agreement of Bond Counsel Services with Lozano Smith, LLP
- 5.5 Ratification of Contract with Hanover Research – Research Services – Western Placer Unified School District.

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

6. COMMUNICATION FROM THE PUBLIC

There was no communication from the public

7. REPORTS & COMMUNICATION

7.1 Lincoln High School, Student Advisory, Jillian Loya reported the following:

- Today leadership went to LCE and read to students, the students asked many questions about LHS
- This Thursday Science Expo
- Listed off all the sports home games
- March 20th is the end of 3rd quarter
- Reported on Sports standings
- Reported on students who took home medals for wrestling

7.2 Western Placer Teacher's Association, Tara McCroskey had no report

7.3 Western Placer Classified Employee Association, Mike Kimbrough had no report

7.4 Superintendent, Scott Leaman reported the following:

- Audrey Kilpatrick will be bringing the 2nd interim to the board on March 17th
- Lincoln was a focus in a neighborhood meeting at the Waffle Farm
- Met with Matt Bower the new city manager
- Attended City Council meeting where they discussed the bus routes
- Bond oversight committee, will bring back at the next board meeting

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

8.1 Discussion/
Action REOPENER NEGOTIATIONS REGARDING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN WESTERN PLACER UNIFIED SCHOOL DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTER #741 - Davis (14-15 G & O Component I, II, III, V, IV)

•Pursuant to Government Code section 3547, all proposals of the recognized employee groups and of the District must be presented at a public meeting of the District. This is commonly referred to as "Sunshining" the proposals. The California School Employees Association Chapter #741 and the Western Placer Unified School District are both proposing reopener negotiations under the current Collective Bargaining Agreement.

Ryan Davis presented Sunshine proposal for the collective bargaining agreement for approval, Motion by Mrs. Wyatt, seconded by Mr. Long, and passed by a 5-0 (Ayes: Armitage, Carras, Haley, Long, Wyatt No: None) vote to approve the Collective Bargaining Agreement between WPUSD and the California School Employees Association Chapter #741.

8.2 Action DISPOSAL OF SURPLUS VEHICLES AND TRAILER AND APPROVAL OF CONSIGNMENT AGREEMENT WITH BAR NONE ACTION - Kilpatrick (14-15 G & O Component I, II, III, V, IV)

•Board Policy 3270 provides that the Board of Trustees may authorize the disposal of surplus equipment when the equipment becomes unusable, obsolete or no long needed.

Audrey Kilpatrick presented a list of multiple equipment items to be auctioned off. Mr. Long recommended contacting the state of California regarding a program that purchases certain types of equipment. Audrey will look into seeing if the state would be interested in purchasing the dump truck before auctioning it off. Motion by Mr. Carras, seconded by Mrs. Wyatt, and passed by a 5-0 (Ayes: Armitage, Carras, Haley, Long, Wyatt No: None) vote to approve the disposal of surplus vehicles and approve consignment agreement with Bar None Action.

8.3 Action EXTENSION OF AGREEMENT WITH SUNCAL LLC. FOR HOLD ON SOUTHERN ELEMENTARY SCHOOL SITE IN LINCOLN CROSSINGS DEVELOPMENT - Kilpatrick (14-15 G & O Component I, II, III, V, IV)

•In December 2010, The Western Placer Unified School District entered into a Memorandum of Understanding with SunCal Lincoln Crossing LLC with regards to the continued reservation of the Southern Elementary School Site in Lincoln Crossing. With this MOU, should the District wish to continue the hold on the site, it must submit a letter requesting extension as well as a check for \$25,000.00. The letter and monetary requirements are necessary annually until such time as the District acquires the site, or until January 2016 when the MOU expires.

March 3, 2015

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Audrey Kilpatrick presented extension agreement. Motion by Mr. Carras, seconded by Mr. Long, and passed by a 5-0 (Ayes: *Armitage, Carras, Haley, Long, Wyatt* No: *None*) vote to approve the extension of the agreement with SunCal LLC for holding the Southern Elementary School Site in Lincoln Crossings.

9. **BOARD OF TRUSTEES**

9.1 **FUTURE AGENDA ITEMS**

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

- High School in the Twelve Bridges Area
- Lincoln Crossing Elementary South/Facilities Update
- Community Information Breakfast (*Springtime*)

9.2 **BOARD MEMBER REPORTS/COMMENTS**

Mr. Long had no report

Mrs. Wyatt attended Creekside Oaks and read to First graders, showed pictures, and they had many questions. Rotary handed out bikes for books, at Foskett Ranch and Sheridan Elementary

Mr. Armitage did some homework on the bonds, and suggested being aggressive and paying them back as soon as possible.

Mr. Carras had no report

Mr. Haley had no report

The Board took action to submit both incumbents for CSBA Delegates.

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

The President will establish the following meeting(s):

➤ **March 17, 2015 7:00 P.M.**, Regular Meeting of the Board of Trustee – Twelve Bridges Elementary

11. **ADJOURNMENT**

There being no further business the meeting was adjourned at 7:16 p.m.

Brian Haley, President

Kris Wyatt, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the
Superintendent

Adopted:

Ayes:

Noes:

Absent

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
March 17, 2015, 7:00 P.M.
Twelve Bridges Elementary School – Multi-Purpose Room
2450 Eastridge Drive, Lincoln, CA 95648

MINUTES

2014-2015 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

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

Board Members Present:

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

Others Present:

Scott Leaman, Superintendent
Audrey Kilpatrick, Assistant Superintendent of Business & Operations
Ryan Davis, Assistant Superintendent of Personnel Services
Kerry Callahan, Assistant Superintendent of Educational Services
Rosemary Knutson, Secretary to the Superintendent
Jillian Loya, LHS Student Advisory
Carol Percy, Lincoln News Messenger

5:35 P.M. START

1. **CALL TO ORDER** – Twelve Bridges Elementary School – Performing Arts Theater
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 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 Multi-Purpose Room. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

5:40 P.M.

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

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3.2 PERSONNEL

Public Employee Employment/Discipline/Dismissal/Release

- Public Employee CE 14/15.1

3.3 INTERDISTRICT ATTENDANCE APPEAL

- Interdistrict Request Appeal 15/16 – 1
- Interdistrict Request Appeal 15/16 – 2
- Interdistrict Request Appeal 15/16 – 3
- Interdistrict Request Appeal 15/16 – 4

7:00 P.M.

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

4.1 CONFERENCE WITH LABOR NEGOTIATOR

Bargaining groups: WPTA & CSEA Negotiations

Agency Negotiators:

~Scott Leaman, Superintendent

~Ryan Davis, Assistant Superintendent of Personnel Services

~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

~Kerry Callahan, Assistant Superintendent of Educational Services

No action was taken

4.2 PERSONNEL

Public Employee Employment/Discipline/Dismissal/Release

Mrs. Wyatt reported out of closed session, the Board of Trustees took action approve the leave of absence request for employee CE 14/15.1. It was unanimous roll call vote.

4.3 INTERDISTRICT ATTENDANCE APPEAL

- Interdistrict Request Appeal 15/16 – 1

Motion by Mrs. Wyatt, seconded by Mr. Armitage, and passed by 5-0 (Ayes: *Armitage, Carras, Haley, Long, Wyatt* No: *None*) vote to approve transfer appeal.

- Interdistrict Request Appeal 15/16 – 2

Motion by Mr. Long, seconded by Mr. Armitage, and passed by 5-0 (Ayes: *Armitage, Carras, Haley, Long, Wyatt* No: *None*) vote to approve transfer appeal.

- Interdistrict Request Appeal 15/16 – 3

Motion by Mr. Long, seconded by Mrs. Wyatt, and passed by a 4-1 (Ayes: *Armitage, Carras, Long, Wyatt* No: *Haley*) vote to deny the transfer appeal.

5.1.8

d. Interdistrict Request Appeal 15/16 – 4

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

5. **SPECIAL ORDER OF BUSINESS**

School Being Featured: Twelve Bridges Elementary School

Mr. Leaman introduced principal Rey Cubias, Principal. Mr. Cubias welcomed everyone, than commended and introduced PTC representatives Kristi Howard & Raechele McNeel-Caird. They shared PTC hosted school events, fundraising, and contributions to Twelve Bridges Elementary school. Over the past 10 year PTC has developed many programs, for instance the yearly daddy daughter dance; mother son minute to win it; mother daughter painting night; father son night at sky zone event; and movie night. Raised money with the shop and drop movie night, and donated to Toys for Tots, and Harvest Festival, which are mostly family fun events. They also held a Fun Run Fundraiser. They have been very impressed with the involvement at TBE. Rachel reviewed the PTC budget, and shared that they have been able to offer a lot of wonderful programs. They have also been able to fund iPads, Cromebooks, and school clubs. The PTC Board meets once a month.

Cyndie Willis, a member of the Kiwanis Club reported on the Tiger Crew who meets twice a month. They organize fund raisers; make posters for events; teach the kids to help others, as well as participating in the pennies for patients.

Shelly Hoover & Dyann Branch with Lincoln Kiwanis Club shared their involvement with the K-Kids Service Club. They meet with the students every Monday. The students shared their pledge and a cheer with the audience, as well as the purpose of a service group and how and what they do to help out others and on campus.

Mr. Cubias introduced Ms. Stiles from the Cancer program. She presented TBE with a banner for being the number one top raising school; they raised over \$6,000 for the Pennies for Patients.

6. **CONSENT AGENDA**

- 6.1 Certificated Personnel Report
- 6.2 Classified Personnel Report
- 6.3 Temporary Athletic Team Coaches,
- 6.4 Ratification of Contract with Magical Moonshine Theatre – Foskett Ranch Elem.
- 6.5 Ratification of Contract with Placer County Office of Education – Western Placer Unified School District.
- 6.6 Ratification of Professional Services Authorization with LPA, Inc. for Lincoln High School Additions and Modernization
- 6.7 Approval for Out of State Travel–North State Spring Conference in Reno, Nevada

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

7. **COMMUNICATION FROM THE PUBLIC**

5.19

Minutes

Jeff Kuell is a Sheridan parent and spoke about the Leadership at the school, and asked who will take over the school. Who will it be? He grew up in Rocklin, and wants their kids to have representation. Where will the monies come from? It's not a great decision to let the Principal go. You've got to find the money, she is a great person and they need her. Don't want to be left in the dust. Would you like it, if your kids had no principal? The kids look to Ms. Willis.

Joel Sampson read the following: Good evening Board Members. My name is Joel Sampson, parent of two past Sheridan School students who both received awards from you. I am also a parent of one current student of the school. I volunteer some time at the school. My wife volunteers an extraordinary amount of time there. We would like to know what plan the board has for covering the principal roll at the school. We understand that the county is taking the preschool. Is it being taken over by the county? Is money short? Maybe hire another principal like before, half principal and half teacher. Maybe the Superintendent will move his office out there, half superintendent/half principal. Teachers are already strapped teaching multiple grades. As a cost reduction effort, maybe the plan is to have the Superintendent sit at the school and also be principal, like other Northern California schools districts have done. Maybe there is another creative solution. For a school with fantastic teachers already asked to teach multiple grades, surely it is not to take away from instruction and have one of them cover that task as well. I doubt the ultimate plan is to close the school, since the liens create problems in selling it. There would still be costs even to have an empty school. There are always ways, to find money. Lastly I trust you will not wait until August to figure a plan. We would like to know the plan is as to the future of our children's school. Thank you for your attention.

Colleen Saenz read the following: proud parent of two students, and aunt to another and girls Scout-co leader to 35 Sheridan girls. My daughter, son & nephew all attend SES on intra-district transfers. I drive 15 minutes every day just to attend this FANTASTIC school. I don't know why you don't promote the school more, this would allow more funding to the school. Why do we choose to drive a farther distance when there are 6 other schools much closer to us in town? The Staff, from pre-school to fifth grade, every teacher there is phenomenal. The award winning support staff and the Principal have always put the students first. Ms. Willis makes an effort to know every child attending, not just their names & faces, but their likes/dislikes, goals and achievements. If paying a Principal's salary is the problem, again why you are not promoting Sheridan School more to relieve some of the over populated schools in Lincoln. I know that ADA is around \$5000 a student a year. More students would ensure more income to the site.

Having our principal on campus full time to deal with alarm calls, emergency situations and having the responsibilities of who is in charge would ensure my children's teachers could continue to do what they do best-TEACH. None of the teachers have the time or make the pay to be a teacher in charge. Nor is it fair to any of the students who are in class learning to be disrupted by an issue that may arise pulling their teacher away. My children, my nephews, my girl scouts'-- their education is important. Every single child that attends Sheridan deserves the best education possible and removing our Principal hinders that.

The unprofessional way that this situation with the schools leadership has been approached, is quite honestly appalling. No plan or real explanation has been given to

S.1.10

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Minutes

Ms. Willis, the staff or parents from our superintendent. Most parents' first question was to ask if our school was closing. Some are considering the charter schools or Wheatland Elementary, which would cause the district to lose ADA if they go that route. Has the district taken a moment to think outside the box on how to best handle this situation? I have a few ideas I have come across that may be taken into consideration:

- Half day Kindergarten teacher/Administrator (admin would be on campus all day)
- Half days Science or Music/Administrator (admin would be on campus all day like Mr. Knutson had done in the past)
- Administrator with other jobs like when Mr. Knutson was at SES. He was paid out of five different funding sources. If this is possible, we would like to see Ms. Willis given the option to returning be paid out of other funding.

In closing, I simply ask that the board please answer our question in a timely matter — a week at the most?

What are you planning on doing about an administrator?

How will you ensure that our children in Sheridan will be able to have a proper advocate for these panels, if there is not a full time administrator who knows our students?

Who will deal with the curriculum, the emergency situations and alarm calls?

Who will be in charge of discipline and dealing with parent issues?

Sheridan may be smaller than other schools, but it is just as important! Thank you for your time.

Mallory Kuehl Ms. Willis is the best principal we have ever had, she is not only a principal she is a teacher. She teaches us all how to connect and respond, sometimes we don't all get along, so she gets us all together. She also teaches safety drills, fire drills, arts, science music and library, and we may have 84 kids, but those 84 kids matter.

Hope Saenz shared Ms. Willis is not just a principal she helps us solve problems,

Norma Vite shared she is here as a parent, concerns on behalf of the Spanish speaking community and also the school community. It has come to our attention that our current principal at Sheridan School will be leaving at the end of the school year. As a parent I believe Leadership plays an important role in a successful and safe educational environment. We need strong leadership that will understand the strengths and needs of our students, someone that will know what is happening in the classroom, and someone that will play an active role in planning and in seeking outside resources to support instruction that is needed for our students' success. Additionally, we need someone that will make our school a safe learning environment.

Students should be the number one priority to the District student safety, health, and academic growth. Without a leader on campus how are students, parents, staff and/or community able to bring up safety concerns that endanger our students? Discipline issues within our own student population and lock downs for instance which we have had in the past, and as the world becomes more complex schools are prone to these emergency situations that endanger our students.

Without a leader our district may not be able to effectively understand the strengths and needs of our students or know what is happening in the classrooms at the school.

Why should our students be treated any differently than other students in our district? Our schools need the security of our leader. Our teachers already have their hands full

5.1.11

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with the responsibility of fulfilling the academic needs of their combo classes and the additional duties they have to perform. Please let us know how you would like to answer our questions of concern.

- What is the district envisioning with the transitioning of the new principal?
- How would parents be notified of the transfer of leadership as we may have to think of alternatives regarding enrollment of our children?
- Is the district considering hiring a full time dedicated Principal that would ensure that the needs that are called out on the "special population" of the Local Control Accountability Plan- giving access to English Learners and the general student population with the tools and services necessary to help students meet academic success- fully credentialed teachers, leadership, instructional materials that align with state standards, and safe facilities?

Please let us know how you want to communicate, we invite you to come and talk about your plan.

Kelly Stacy & Kerri Leroy are both leadership ambassador students from Lincoln Crossing Elementary. They shared most current events during January and February, which also included an assembly with fun characters. They thanked everyone for coming. Mr. Leaman shared he is not able to break protocol and have a full dialog. I do want to help relieve some of your concerns, and would be happy to come out and discuss your concerns with you. The board has supported Sheridan even during lean times, we continue to support Sheridan. Just want to make it clear we are not closing Sheridan, there is no talk about closing Sheridan due to budgetary reasons. It is true that PCOE is taking over the preschool, but that is not what is causing the budget issues within the district. As to the Administration question, obviously there are always personnel issues around everything. First of all, Sheridan has a principal until the end of the year. Anytime we put a principal at Sheridan, they have to have other duties because there are only 80 students. That being said, we always try to have a principal on campus who has other duties. The current principal is funded at 35% administration, and is also funded through other things. Ms. Willis is on campus and available, and that is the pattern we like to see. We have started our staffing for next year, but we have not really been able to come up with the right staffing combination yet. If everything goes as planned, we will have an administration at Sheridan that is doing other duties as in the past. The current desire is to have an administrator assigned to Sheridan. The lack of information about Sheridan is more centered around the dual role that fits Sheridan. So, you will have a similar situation that you've had in the past. I hope that eliminates 80 percent of your concerns around some of those issues. Your question of who it is going to be, well a lot of the schools in our district are in similar situations. We are looking at administrative roles in a lot of places. We are just entering that season where we are placing people.

8. REPORTS & COMMUNICATION

8.2 Lincoln High School Student Advisory, Jillian Loya was not present

8.2 Western Placer Teacher's Association – Tara McCroskey reported the following:

She shared that Lincoln has been dubbed the fastest growing city again. And the California Legislature did vote to suspend accountability on SBAC testing for another year. She talked about where education is moving, and Lincoln is moving, and how the two merge together with the 2nd interim. With the LCAP decision, and bargaining table discussions, it's hard to achieve balance when you anticipate

5.1.12

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huge change, huge growth, and you're looking at the cuts of the past,-- like cutting down to bone of the past. How do we bring the flesh back, how do you do it in a way that it is most productive, most healing, and most beneficial? One thing I appreciate is our district is family, getting to know administration, staff, bottom line my job is representing teachers, and teachers are the bones, we've taken on a lot, and it's been a really crazy couple of weeks and couple months. I just want to bring that to your attention as you are looking at the bigger picture of what our budget looks like, and at the bargaining tables, and how does Lincoln move forward. We need you to give us some direction and vision on that path. We need that, thank you for listening.

8.3 Western Placer Classified Employee Association, Mike Kimbrough was not present

8.4 Superintendent - Scott Leaman reported the following:

- Had the pleasure of filling in as Dr. Sues at Lincoln Crossing Elementary
- Meeting with LHS regarding their needs
- No API scores, only initial student scores
- Exciting time working with the LCAP/LCFF funding

9. ♦ACTION ♦DISCUSSION ♦INFORMATION

9.1 Action APPROVE RESOLUTION NO. 14/15.21 APPOINTING MEMBERS TO THE MEASURE "A" CITIZENS' OVERSIGHT COMMITTEE - Adell (14-15 G & O Component I, II, III, V, IV)

•On January 20, 2015, the Board approved a resolution pursuant to the requirements of Education Code Section 15278 establishing the Measure "A" Citizens' Oversight Committee and associated bylaws and operational guidelines to inform the public concerning the expenditures of the bond revenues as accountability measure for the voters and taxpayers of the District.

Mike Adell presented the resolution regarding the approval of the oversight committee. Motion by Mrs. Wyatt, seconded by Mr. Long, and passed by a 5-0 (Ayes: *Wyatt, Armitage, Carras, Long Haley* No: *None*) roll call vote to approve Resolution No. 14/15.21 appointing members to the Measure "A" oversight committee.

9.2 Discussion/
Action CONSIDER APPROVAL OF TENTATIVE AGREEMENT BETWEEN WPUSD AND WPTA REGARDING ARTICLE XV- WORK YEAR (CALENDAR) FOR THE 2015-16 SCHOOL YEAR - Davis (14-15 G & O Component I, II, III, V, IV)

•A tentative agreement has been reached between WPUSD and WPTA on the portion of Article XV Work Year 2015-16 as outlined in the attached documents as it relates to the school calendar. This tentative agreement for the 2015-2016 school year for WPTA employees has been ratified by the WPTA membership.

Ryan Davis presented the tentative agreement, for the work year calendar indicated the starting and ending of the 2015-16 school year. Motion by Mr. Long, seconded by Mr. Armitage, and passed by a 5-0 (Ayes: *Armitage, Carras, Haley, Long, Wyatt* No: *None*) vote to approve the tentative agreement for the 2015-16 work year calendar.

5.1.13

March 17, 2015

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9.3 Discussion/ CONSIDER APPROVING RESOLUTION NO. 14/15.20
 Action AUTHORIZING THE LAYOFF AND REDUCTION OF HOURS OF
CLASSIFIED EMPLOYEE POSITIONS DUE TO LACK OF

WORK/LACK OF FUNDS - Davis (14-15 G & O Component I, II, III, V, IV)

•Pursuant of Education Code section 45117, the District administration is making a recommendation that would require the Governing Board of the Western Placer Unified School District to layoff Classified Employee positions due to lack of work/lack of funds by adopting Resolution No. 14/15.20.

Ryan Davis presented Resolution No. 14/15.20 regarding preschool. The preschool was starting to encroach on the general fund. PCOE will take over the Preschool, and will pick up many of the current employees. Some of the employees may also have bumping rights. Motion by Mr. Armitage, seconded by Mrs. Wyatt, and passed by a 5-0 (Ayes: Armitage, Carras, Long, Wyatt Haley No: None) vote to Approve Resolution No. 14/15.20 authorizing the layoff and reduction of hours of classified employee positions due to lack of work and funds.

Mr. Carras left the meeting after this item.

9.4 Discussion/ CONSIDER APPROVING NEW JOB DESCRIPTION FOR
 Action TEACHER ON SPECIAL ASSIGNMENT – ENGLISH LANGUAGE
ARTS & ENGLISH LANGUAGE DEVELOPMENT - Davis (14-15 G
 & O Component I, II, III, V, IV)

•As a part of the ongoing review of job descriptions and the needs of the school sites and the District by both the District and WPTA there exists a need to approve a new job description for the “Teacher on Special Assignment – English Language Arts & English Language Development” position which is necessary to meet the very important needs of the teachers and educational services needs of the District and its students.

Ryan presented the new job description for “Teachers on Special Assignment.” Motion by Mrs. Wyatt, seconded by Mr. Armitage passed 4-0 (Ayes: Armitage, Haley, Long, Wyatt No: None) vote to approve the new job description for Teacher on Special Assignment for English Language Arts & English Language Development

9.5 Discussion/ CONSIDER APPROVING NEW JOB DESCRIPTION FOR
 Action TEACHER ON SPECIAL ASSIGNMENT – MATHEMATICS -
 Davis (14-15 G & O Component I, II, III, V, IV)

•As a part of the ongoing review of job descriptions and the needs of the school sites and the District by both the District and WPTA there exists a need to approve a new job description for the “Teacher on Special Assignment – Mathematics” position which is necessary to meet the very important needs of the teachers and educational services needs of the District and its students.

Ryan presented the new job description for “Teachers on Special Assignment.” Motion by Mr. Long, seconded by Mrs. Wyatt passed 4-0 (Ayes: Armitage, Haley, Long, Wyatt No: None) vote to approve the new job description for Teacher on Special Assignment for Mathematics.

5.1.14

March 17, 2015

Minutes**9.6 Action** **2014-15 SECOND INTERIM REPORT – Kilpatrick (14-15 G & O Component I, II, III, IV, V)**

•The District's Board of Trustees shall certify in writing whether or not the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years.

Audrey presented and reviewed the second interim report with the Board. Motion by Mr. Armitage, seconded by Mrs. Wyatt and passed by a 4-0 (Ayes: *Armitage, Haley, Long, Wyatt* No: *None*) vote to approve 2014-15 second interim report.

9.7 Action **ADOPTION OF REVISED/NEW POLICIES/REGULATIONS/EXHIBITS – Leaman (14-15 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 5131 Conduct
- E 5145.6 Parental Notifications
- BP/AR 6178.1 Work Based Learning

Motion by Mrs. Wyatt, seconded by Mr. Armitage and passed by a 4-0 (Ayes: *Armitage, Haley, Long, Wyatt* No: *None*) vote to approve revised/new policies/regulations/exhibits as presented.

10. BOARD OF TRUSTEES**10.1 FUTURE AGENDA ITEMS**

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

- High School in the Twelve Bridges Area
- Lincoln Crossing Elementary South/Facilities Update
- Community Information Breakfast (*Springtime*) change to Fall
- Online Board Packets – present a webinar

10.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Long had no report

Mrs. Wyatt shared Friday is day of happiness

Mr. Armitage shared he attended the Education Foundation meeting, and discussed Mark Fowler doing the sixth grade program at both middle schools, which will include 4 days, 2 days at OLE, 2 days at the Farm

Mr. Haley shared he and Mr. Leaman attended a 2+2 meeting with the City Manager and two council members. They discussed policy on sharing facilities. There was discussion about having other council members attend and also discussion on a meeting room for Council/Board meetings.

11. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

5.1.15

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➤ April 7, 2015 7:00 P.M., Regular Meeting of the Board of Trustees – Lincoln High School - Performing Arts Theater

➤ April 21, 2015 7:00 P.M., Regular Meeting of the Board of Trustees – Lincoln High School - Performing Arts Theater

12. ADJOURNMENT

There being no further business the meeting was adjourned at 9:03 p.m.

Brian Haley, President

Kris Wyatt, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:

Ayes:

Noes:

Absent

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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Approval of Warrants

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of
Business and Operations

ENCLOSURES:

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

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

N/A

BACKGROUND:

The Board of Trustees will consider approval of warrants paid since the March 3, 2015 board meeting.

RECOMMENDATION:

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

Checks Dated 03/13/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85420447	03/13/2015	JIVE COMMUNICATIONS, INC.	01-5560		178.75
85420448	03/13/2015	PACIFIC GAS & ELECTRIC CO	01-5510		925.38
85420449	03/13/2015	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		334.13
85420450	03/13/2015	SPURR	01-5530		10,749.08
85420451	03/13/2015	WAVE DIVISION HOLDINGS	01-5560		27,609.41
85420452	03/13/2015	Rosie A. Kirkland	01-4300	15.33	
			01-5200	79.24	94.57
85420453	03/13/2015	"DANIELSEN COMPANY, THE"	13-4380	157.96	
			13-4710	2,987.54	
			Unpaid Sales Tax	4.06-	3,141.44
85420454	03/13/2015	CROWN DISTRIBUTING INC.	13-4380		1,463.35
85420455	03/13/2015	D & P CREAMERY	13-4710		8,928.99
85420456	03/13/2015	GOLD STAR FOODS, INC	13-4710		10,627.87
85420457	03/13/2015	GOLDEN STATE EQUIPMENT REPAIR	13-5600		385.20
85420458	03/13/2015	MISSION UNIFORM SERVICE INC	13-5800		722.84
85420459	03/13/2015	PIZZA GUYS	13-4710		1,168.44
85420460	03/13/2015	PROPACIFIC FRESH	13-4710		322.65
85420461	03/13/2015	SARA LEE	13-4710		702.49
85420462	03/13/2015	SCHOOL SPECIALTY INC	01-4300		588.94
85420463	03/13/2015	STAFFORD MEAT COMPANY	13-4710		288.00
85420464	03/13/2015	VALLEJO CITY UNIFIED SD SLIC CO-OP LEAD DIST STU NUTRITION	13-5800		50.00
85420465	03/13/2015	REOLEE YANG	13-4710		57.55
85420466	03/13/2015	Christy L. Aday	01-4300		131.59
85420467	03/13/2015	Reynaldo A. Cubias	01-4300		109.92
85420468	03/13/2015	Olen E. Dillingham	01-4300		29.65
85420469	03/13/2015	Shannon R. Girling	01-4300		255.39
85420470	03/13/2015	Christina J. Johnson	01-4300		91.66
85420471	03/13/2015	Rene McGrath	01-4300		26.86
85420472	03/13/2015	Emily J. Merwin	01-4300		103.10
85420473	03/13/2015	Scott E. Pickett	01-4300		34.91
85420474	03/13/2015	Sheri S. Stone	01-4300		11.86
85420475	03/13/2015	AIRGAS	01-4300		62.41
85420476	03/13/2015	AMERICAN RIVER ORFF SCHULWERK	01-5200	75.00	
			01-5300	75.00	150.00
85420477	03/13/2015	BATTERIES PLUS +	01-4300		229.77
85420478	03/13/2015	BURKETT'S OFFICE	01-4300		6,486.15
85420479	03/13/2015	CALIF LANGUAGE TEACHERS ASSOC	01-5200		840.00
85420480	03/13/2015	CAROLINA BIOLOGICAL SUPPLY	01-4300		76.23
85420481	03/13/2015	CHEVRON	01-4300		310.45
85420482	03/13/2015	CITY OF ROSEVILLE DBA: MAIDU INTERPRETIVE CENTER	01-5800		756.00
85420483	03/13/2015	DISCOUNT SCHOOL SUPPLY	01-4300		115.00
85420484	03/13/2015	GOPHER SPORT	01-4300		69.11
85420485	03/13/2015	LAKESHORE LEARNING MATERIALS	01-4300	121.58	
			11-4300	30.74	152.32

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Checks Dated 03/13/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85420486	03/13/2015	LINCOLN HIGH SCHOOL	01-5800		264.00
85420487	03/13/2015	MARC D. SCHMATJEN	01-5800		500.00
85420488	03/13/2015	MJB WELDING SUPPLY, INC.	01-4300		509.99
85420489	03/13/2015	MWE MIDWEST ENGINE WAREHOUSE	01-4300		7,442.84
85420490	03/13/2015	NASCO MODESTO	01-4300		1,069.04
85420491	03/13/2015	OFFICE DEPOT	01-4300		17.18
85420492	03/13/2015	PCOE - PLACER CO OFFICE OF ED	01-4300	105.00	
			01-5200	425.00	530.00
85420493	03/13/2015	PROPEL FUNDRAISING	01-4300		1,668.20
85420494	03/13/2015	RAY MORGAN CO. / CHICO	01-4300	23.90	
			01-5600	292.49	316.39
85420495	03/13/2015	RIEBES AUTO PARTS	01-4300		217.47
85420496	03/13/2015	S & S WORLDWIDE	01-4300		79.01
85420497	03/13/2015	SACRAMENTO RIVERCATS	01-5800		2,138.00
85420498	03/13/2015	SAFEWAY INC	01-4300		66.18
85420499	03/13/2015	SCANTRON CORPORATION	01-4300		220.00
85420500	03/13/2015	SCHOOLOGY	01-5800		300.00
85420501	03/13/2015	SIERRA HAY & FEED	01-4300		155.48
85420502	03/13/2015	SIERRA OFFICE SUPPLIES &	01-4300		72.62
85420503	03/13/2015	SPARK PROGRAM	01-4100		1,285.70
85420504	03/13/2015	STAPLES ADVANTAGE	01-4300		3,138.44
85420505	03/13/2015	TARGET BANK	01-4300		55.04
85420506	03/13/2015	TROXELL COMMUNICATIONS	01-4300		483.75
85420507	03/13/2015	U.S. SCHOOL SUPPLY	01-4300	1,301.88	
			Unpaid Sales Tax	85.88-	1,216.00
85420508	03/13/2015	WESTERN BLUE AN NWN COMPANY	01-4300	2,014.14	
			01-4400	918.05	2,932.19
85420509	03/13/2015	ZOO-PHONICS	11-4300		70.45
85420510	03/13/2015	Frank & Brooke Sato	01-4300		150.00
Total Number of Checks				64	<u>103,279.43</u>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	51	75,405.30
11	Adult Education Fund	2	101.19
13	Cafeteria Fund	12	27,862.88
Total Number of Checks		64	103,369.37
Less Unpaid Sales Tax Liability			89.94-
Net (Check Amount)			<u>103,279.43</u>

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

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Checks Dated 03/06/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85419063	03/06/2015	Michael S. Agrippino	01-5800		50.00
85419064	03/06/2015	Daniel T. Alcorn	01-4300		16.10
85419065	03/06/2015	Krystal G. Arnold	01-5200		192.05
85419066	03/06/2015	Joanne C. Burke	01-4300		530.59
85419067	03/06/2015	Michelle S. Eslinger	12-4300		36.78
85419068	03/06/2015	Raymond R. Gonzales	01-4300		92.68
85419069	03/06/2015	Gari A. Lambert	01-4300		27.97
85419070	03/06/2015	Kimberly A. Moss	01-4300		52.16
85419071	03/06/2015	Karen A. Roberts	01-4300		29.03
85419072	03/06/2015	Sheri S. Stone	01-4300		22.52
85419073	03/06/2015	Kelli M. Willard	01-4300		55.97
85419074	03/06/2015	AMERIGAS PROPANE LP	01-4300		233.58
85419075	03/06/2015	CALTRONICS BUSINESS SYSTEMS	01-5600		83.66
85419076	03/06/2015	DEPARTMENT OF SOCIAL SERVICES MS 9-3-67	12-5800		330.00
85419077	03/06/2015	DIRECT PRESS 2	01-4300		165.94
85419078	03/06/2015	DISCOVERY OFFICE SYSTEMS	01-4300		489.50
85419079	03/06/2015	ENJOY THE CITY NORTH INC	01-4300		720.00
85419080	03/06/2015	FISHER SCIENTIFIC	01-4300		38.27
85419081	03/06/2015	FLINN SCIENTIFIC INC	01-4300		1,434.43
85419082	03/06/2015	FOLLETT SCHOOL SOLUTIONS, INC.	01-4300		915.83
85419083	03/06/2015	GOLD COUNTRY FUNDRAISING	01-4300		3,675.55
85419084	03/06/2015	Gold Discovery Park Assoc.	01-5800		546.00
85419085	03/06/2015	GOPHER SPORT	01-4300		284.94
85419086	03/06/2015	HAWKINS OFFICIATING SERVICE	01-5800		560.00
85419087	03/06/2015	JUPITER ED, INC.	01-4300		120.00
85419088	03/06/2015	K S TELECOM INC	01-4300		198.00
85419089	03/06/2015	LAKESHORE LEARNING MATERIALS	11-4300	158.36	
			12-4300	184.47	342.83
85419090	03/06/2015	NASCO MODESTO	01-4300		642.10
85419091	03/06/2015	OFFICE DEPOT	01-4300		882.59
85419092	03/06/2015	PROPEL FUNDRAISING	01-4300		1,764.60
85419093	03/06/2015	RAY MORGAN CO. / CHICO	01-4300		139.75
85419094	03/06/2015	SCHOLASTIC MAGAZINE	01-4300		151.53
85419095	03/06/2015	SCHOOL NURSE SUPPLY INC.	01-4300		322.50
85419096	03/06/2015	SCHOOL SPECIALTY INC	01-4300		225.64
85419097	03/06/2015	SPARK PROGRAM	01-4100		642.86
85419098	03/06/2015	STAPLES ADVANTAGE	01-4300		5,668.70
85419099	03/06/2015	TROXELL COMMUNICATIONS	01-4300		112.88
85419100	03/06/2015	US BANK BUSINESS EQUIPMENT	01-5600		492.00
85419101	03/06/2015	WOODWIND & BRASSWIND	01-4300		131.23
85419102	03/06/2015	Amanda Y. Burch	01-5200		161.00
85419103	03/06/2015	Carrie L. Carlson	01-5200		10.00
85419104	03/06/2015	Cristina M. Dobon-Claveau	01-4300		155.93
85419105	03/06/2015	Keyonna M. Williams	01-5200		81.08
85419106	03/06/2015	APPLE INC.	01-4300		630.43
85419107	03/06/2015	BUS WEST - FRESNO	01-4365		1,008.82

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Checks Dated 03/06/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85419108	03/06/2015	CABE	01-5200		4,720.00
85419109	03/06/2015	DELTA WIRELESS	01-4300	3,132.10	
			01-5800	636.96	3,769.06
85419110	03/06/2015	DSA - DIVISION OF THE STATE ARCHITECT	21-5800		500.00
85419111	03/06/2015	EAGLE SOFTWARE DBA AERIES SOFTWARE INC.	01-5200		1,750.00
85419112	03/06/2015	Flex-Plan Services, Inc.	01-5800		121.00
85419113	03/06/2015	GRAINGER .	01-4300		1,209.29
85419114	03/06/2015	GRAPHITE PENCIL COMPANY	01-4300		61.16
85419115	03/06/2015	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		144.02
85419116	03/06/2015	HOMETOWN CONSTRUCTION INC	21-6270		26,015.00
85419117	03/06/2015	INTEGRATED FIRE SYSTEMS INC	01-5600		172.50
85419118	03/06/2015	JOHN DEERE LANDSCAPES	01-4300		290.17
85419119	03/06/2015	LPA INC.	01-6210		56,150.00
85419120	03/06/2015	MEDICAB OF SACRAMENTO/SIERRA	01-5800		747.00
85419121	03/06/2015	MEDICAL BILLING TECHNOLOGIES	01-5800		870.55
85419122	03/06/2015	MEDISCAN, INC.	01-5800		2,400.00
85419123	03/06/2015	PCOE - PLACER CO OFFICE OF ED	01-5200		550.00
85419124	03/06/2015	PLACER COUNTY SELPA	01-5200		25.00
85419125	03/06/2015	PORTABLE FACILITIES LEASING	01-4300		60.20
85419126	03/06/2015	QUEST MEDIA & SUPPLIES INC	01-5800		17,075.00
85419127	03/06/2015	RAY MORGAN CO. / CHICO	01-4300	4,013.72	
			01-5600	757.83	
			01-5800	2,059.18	
			13-4300	363.33	7,194.06
85419128	03/06/2015	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		64.21
85419129	03/06/2015	SAC VAL JANITORIAL SALES	01-4300		2,548.77
85419130	03/06/2015	SAFEWAY INC	01-4300		24.45
85419131	03/06/2015	SUNCAL LINCOLN CROSSING LLC	21-6100		25,000.00
85419132	03/06/2015	SUTTER MEDICAL FOUNDATION	01-5800		540.00
85419133	03/06/2015	TARGET BANK	01-4300		264.28
85419134	03/06/2015	UNIVERSAL SPECIALTIES, INC.	01-4300		440.78
85419135	03/06/2015	WESTERN BLUE AN NWN COMPANY	01-4300		262.30
85419136	03/06/2015	ZEP SALES & SERVICE	01-4300		160.63
85419137	03/06/2015	"DANIELSEN COMPANY, THE"	13-4380	147.29	
			13-4710	3,242.05	
			Unpaid Sales Tax	3.46-	3,385.88
85419138	03/06/2015	BERNARD FOOD INDUSTRIES	13-4710		187.92
85419139	03/06/2015	CROWN DISTRIBUTING INC.	13-4380		877.37
85419140	03/06/2015	GOLDEN STATE EQUIPMENT REPAIR	13-5600		2,059.42
85419141	03/06/2015	ORIENTAL TRADING COMPANY INC	01-4300	458.48	
			Unpaid Sales Tax	29.90-	428.58
85419142	03/06/2015	PIZZA GUYS	13-4710		1,113.71
85419143	03/06/2015	PROPACIFIC FRESH	13-4710		316.98
85419144	03/06/2015	SAFEWAY INC	01-4300		170.41

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Checks Dated 03/06/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85419145	03/06/2015	SARA LEE	13-4710		720.17
85419146	03/06/2015	SYSCO SACRAMENTO	13-4380	403.32	
			13-4710	465.25	868.57
85419147	03/06/2015	Jennifer A. Clark	01-4300		289.03
85419148	03/06/2015	Randall A. Woods	01-5200		147.20
			Total Number of Checks	86	<u>188,162.69</u>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	72	126,074.63
11	Adult Education Fund	1	158.36
12	Child Development Fund	3	551.25
13	Cafeteria Fund	9	9,896.81
21	Building Fund #1	3	51,515.00
Total Number of Checks		86	188,196.05
Less Unpaid Sales Tax Liability			33.36-
Net (Check Amount)			<u>188,162.69</u>

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Checks Dated 02/27/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85417906	02/27/2015	Michele L. Bobrowsky	01-4300		25.17
85417907	02/27/2015	Lauren M. Quinn	01-4300	195.80	
			01-5200	107.50	303.30
85417908	02/27/2015	"DANIELSEN COMPANY, THE"	13-4380	255.88	
			13-4710	6,639.02	
			Unpaid Sales Tax	6.08	6,888.82
85417909	02/27/2015	CROWN DISTRIBUTING INC.	13-4380		628.98
85417910	02/27/2015	ED JONES FOOD SERVICE	13-4710		5,387.73
85417911	02/27/2015	GOLDEN STATE EQUIPMENT REPAIR	13-5600		1,758.92
85417912	02/27/2015	PIZZA GUYS	13-4710		1,429.71
85417913	02/27/2015	PROPACIFIC FRESH	13-4710		295.79
85417914	02/27/2015	SARA LEE	13-4710		1,158.87
85417915	02/27/2015	SCHOOL SPECIALTY INC	01-4300		11.86
85417916	02/27/2015	SYSCO SACRAMENTO	13-4710		164.55
85417917	02/27/2015	AZUCENA SANABIA	13-4710		25.00
85417918	02/27/2015	JOSHUA ORDIWAY	13-4710		50.00
85417919	02/27/2015	CITY OF LINCOLN	01-5540	5,144.88	
			01-5550	2,190.17	
			01-5570	9,333.48	16,668.53
85417920	02/27/2015	CITY OF LINCOLN / PG&E REIMB	01-5510		1,784.92
85417921	02/27/2015	PACIFIC GAS & ELECTRIC CO	01-5510		21,484.93
85417922	02/27/2015	VERIZON WIRELESS	01-5560	366.48	
			11-5560	5.02	
			12-5560	5.02	
			13-5560	10.05	
			21-5560	10.05	396.62
85417923	02/27/2015	WAVE DIVISION HOLDINGS	01-5560		13,045.00
85417924	02/27/2015	Jennifer A. Clark	01-4300		472.53
85417925	02/27/2015	Shamryn L. Cole	01-4300		109.52
85417926	02/27/2015	Melanee Ford	01-4300		87.00
85417927	02/27/2015	Soren K. Gammelgard	01-4300		171.00
85417928	02/27/2015	Gari A. Lambert	01-4300		83.25
85417929	02/27/2015	Stephanie C. Maul	01-4300		167.03
85417930	02/27/2015	Emily J. Merwin	01-4300		173.99
85417931	02/27/2015	Scott E. Pickett	01-5200		1,325.40
85417932	02/27/2015	AMPLIFY EDUCATION INC	01-4300		865.89
85417933	02/27/2015	APPLE INC.	01-4300		191.36
85417934	02/27/2015	BANK OF AMERICA #2696	01-4300	705.40	
			01-5200	7,582.98	
			01-5800	409.00	8,697.38
85417935	02/27/2015	BUREAU OF EDUCATION & RESEARCH	01-5200		239.00
85417936	02/27/2015	CABE	01-5200		4,480.00
85417937	02/27/2015	CALTRONICS BUSINESS SYSTEMS	01-5600		312.12
85417938	02/27/2015	CDW GOVERNMENT INC	01-4300		587.73
85417939	02/27/2015	CITY OF ROSEVILLE MAIDU	01-5800		408.00
		INTERPRETIVE CENTER			
85417940	02/27/2015	DE LAGE LANDEN	01-5600		456.00

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Checks Dated 02/27/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85417941	02/27/2015	DELTA CHARTER BUS	01-5800		1,333.50
85417942	02/27/2015	DISCOVERY OFFICE SYSTEMS	01-4300	447.52	
			01-5600	516.96	964.48
85417943	02/27/2015	EDUCATORS PUBLISHING SERVICE	01-4300		117.18
85417944	02/27/2015	FLORAL RESOURCES SACRAMENTO	01-4300		518.58
85417945	02/27/2015	FOLLETT SCHOOL SOLUTIONS, INC.	01-4300		906.59
85417946	02/27/2015	GLOBE SCIENTIFIC, INC.	01-4300	142.98	
			Unpaid Sales Tax	6.78-	136.20
85417947	02/27/2015	INKJET SUPERSTORE.COM	01-4300		91.33
85417948	02/27/2015	KOEFRAN INDUSTRIES	01-5800		200.00
85417949	02/27/2015	LAKESHORE LEARNING MATERIALS	01-4300		13.59
85417950	02/27/2015	MARI INC	01-4300		158.19
85417951	02/27/2015	NASCO MODESTO	01-4300		59.08
85417952	02/27/2015	OFFICE DEPOT	01-4300		734.70
85417953	02/27/2015	ORIENTAL TRADING COMPANY INC	01-4300	61.73	
			Unpaid Sales Tax	3.20-	58.53
85417954	02/27/2015	PITNEY BOWES CREDIT CORP ACCOUNT #16271873867	01-5600		39.90
85417955	02/27/2015	PLACER COUNTY SELPA	01-5200		100.00
85417956	02/27/2015	PLANK ROAD PUBLISHING INC	01-4300	210.48	
			Unpaid Sales Tax	13.28-	197.20
85417957	02/27/2015	PRO-ED	01-4300	703.83	
			Unpaid Sales Tax	44.93-	658.90
85417958	02/27/2015	RAY MORGAN CO. / CHICO	01-4300		229.78
85417959	02/27/2015	REALLY GOOD STUFF	01-4300	227.86	
			Unpaid Sales Tax	14.00-	213.86
85417960	02/27/2015	RISO PRODUCTS OF SAC INC	01-4300		727.88
85417961	02/27/2015	SACRAMENTO RIVERCATS	01-5800		100.00
85417962	02/27/2015	SCHOLASTIC INCORPORATED	01-4300		279.29
85417963	02/27/2015	SCHOOL MASTERS	01-4300	371.64	
			Unpaid Sales Tax	22.39-	349.25
85417964	02/27/2015	SCHOOL SPECIALTY INC	01-4300		397.72
85417965	02/27/2015	TEACHERS PAY TEACHERS	01-4300		167.00
85417966	02/27/2015	UNIVERSITY OF OREGON CENTER ON TEACHING & LEARNING	01-5800		81.00
85417967	02/27/2015	WESTERN BLUE AN NWN COMPANY	01-4300	11,026.53	
			01-4400	1,137.24	12,163.77
85417968	02/27/2015	Karla M. Harder	01-5200		252.41
85417969	02/27/2015	Tracey N. Lillie	01-5200		247.67
85417970	02/27/2015	Jina S. Martelle	01-5200		179.18
85417971	02/27/2015	Diane M. Metzelaar	01-5200		37.98
85417972	02/27/2015	Sandi L. Miller	01-4300		50.76
85417973	02/27/2015	Bonnie L. Pellow	01-5200		65.08
85417974	02/27/2015	B&H PHOTO VIDEO	01-4300	159.94	
			Unpaid Sales Tax	11.16-	148.78
85417975	02/27/2015	BANK OF AMERICA #4408	01-4300	205.26	
			01-5200	1,871.00	2,076.26
85417976	02/27/2015	BARNES & NOBLE BOOKSTORES	01-4300		339.99

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Checks Dated 02/27/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85417977	02/27/2015	CALTRONICS BUSINESS SYSTEMS	01-4300		232.20
85417978	02/27/2015	DISCOVERY OFFICE SYSTEMS	01-5600		221.91
85417979	02/27/2015	FLAG HOUSE	01-4300		10.35
85417980	02/27/2015	GUIDING FITNESS	01-5800		900.00
85417981	02/27/2015	KINKO'S INC. FEDEX ACCOUNT# 0579238461 0001	01-4300		42.69
85417982	02/27/2015	KRONICK MOSKOVITZ TIEDEMANN	01-5810		2,319.50
85417983	02/27/2015	Loomis Union School Dist	01-4300		126.24
85417984	02/27/2015	LOZANO SMITH, LLP	01-5810		5,028.75
85417985	02/27/2015	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		3,143.00
85417986	02/27/2015	MEDICAB OF SACRAMENTO/SIERRA	01-5800		747.00
85417987	02/27/2015	MEDICAL BILLING TECHNOLOGIES	01-5800		157.60
85417988	02/27/2015	MEDISCAN, INC.	01-5800		10,200.00
85417989	02/27/2015	MICHAEL W. WHITNEY DBA SAAVAHEART EDUCATION	01-5800		930.00
85417990	02/27/2015	NORTHERN SPEECH SERVICES, INC.	01-4300	569.23	
		Unpaid Sales Tax		37.80	531.43
85417991	02/27/2015	PCOE - PLACER CO OFFICE OF ED	01-5800		1,841.28
85417992	02/27/2015	PEARSON - PSYCHOLOGICAL CORP.	01-4300		2,300.57
85417993	02/27/2015	PESI HEALTHCARE A COMPANY OF CMI EDUCATION INSTITUTE, INC.	01-5200		349.98
85417994	02/27/2015	PJ'S MAIL & PARCEL SERVICE	01-5800		28.18
85417995	02/27/2015	PLACER COUNTY SELPA	01-5200		100.00
85417996	02/27/2015	PLACER LEARNING CENTER	01-5800		35,258.40
85417997	02/27/2015	PLATT ELECTRIC SUPPLY, INC.	01-4300		111.03
85417998	02/27/2015	POSTMASTER / WORKABILITY	01-4300		49.00
85417999	02/27/2015	QUEST MEDIA & SUPPLIES INC	01-5800		14,680.98
85418000	02/27/2015	RAY MORGAN CO. / CHICO	01-4300	287.77	
			01-5600	161.22	448.99
85418001	02/27/2015	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600	713.57	
			01-7438	11.50	
			01-7439	431.50	1,156.57
85418002	02/27/2015	ROY R. RADTKE - DBA APPROVED SAFE & LOCK	01-4300		293.44
85418003	02/27/2015	SAC VAL JANITORIAL SALES	01-4300		6,139.33
85418004	02/27/2015	SAFEWAY INC	01-4300		16.96
85418005	02/27/2015	SCHOOL SERVICES OF CA INC	01-5200		585.00
85418006	02/27/2015	SIERRA FOOTHILLS ACADEMY	01-5800		23,560.51
85418007	02/27/2015	SIERRA OFFICE SUPPLIES &	01-4300		30.85
85418008	02/27/2015	SIG EMPLOYEE BENEFITS TRUST	76-9554		624,386.00
85418009	02/27/2015	SOREN BENNICK PRODUCTIONS INC	01-5800		785.00
85418010	02/27/2015	THE CENTER FOR AAC & AUTISM	01-5200		89.00
85418011	02/27/2015	TOTAL EDUCATION SOLUTIONS	01-5800		127.50
85418012	02/27/2015	TROXELL COMMUNICATIONS	01-4400		537.82
85418013	02/27/2015	WESTERN BLUE AN NWN COMPANY	01-4300		526.75
85418014	02/27/2015	WESTERN PSYCHOLOGICAL SERVICES	01-4300		384.32

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

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Checks Dated 02/27/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
Total Number of Checks				109	853,109.64

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	98	211,058.67
11	Adult Education Fund	1	5.02
12	Child Development Fund	1	5.02
13	Cafeteria Fund	11	17,804.50
21	Building Fund #1	1	10.05
76	Payroll Fund	1	624,386.00
Total Number of Checks		109	853,269.26
Less Unpaid Sales Tax Liability			159.62
Net (Check Amount)			853,109.64

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

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Checks Dated 03/20/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85421837	03/20/2015	"DANIELSEN COMPANY, THE"	13-4380	82.25	
			13-4710	4,528.41	
			Unpaid Sales Tax	3.11-	4,607.55
85421838	03/20/2015	CROWN DISTRIBUTING INC.	13-4380		1,169.17
85421839	03/20/2015	GOLD STAR FOODS, INC	13-4710		5,697.19
85421840	03/20/2015	GOLDEN STATE EQUIPMENT REPAIR	13-5600		2,080.60
85421841	03/20/2015	PIZZA GUYS	13-4710		996.75
85421842	03/20/2015	PROPACIFIC FRESH	13-4710		269.95
85421843	03/20/2015	SAFEWAY INC	01-4300		177.81
85421844	03/20/2015	SARA LEE	13-4710		619.02
85421845	03/20/2015	WPUSD PETTY CASH FUND	01-4300	284.00	
			01-5800	426.60	
			13-4300	238.00	
			13-4710	103.00	1,051.60
85421846	03/20/2015	CITY OF LINCOLN	01-5540	5,166.88	
			01-5550	2,199.49	
			01-5570	9,188.02	16,554.39
85421847	03/20/2015	PACIFIC GAS & ELECTRIC CO	01-5510		46,509.71
85421848	03/20/2015	SPURR	01-5530		5,412.90
85421849	03/20/2015	Monica Y. Bush	01-9550		62.38
85421850	03/20/2015	Nancyann M. Rowell	01-5200		129.95
85421851	03/20/2015	Brenda E. Travers	01-4300		46.10
85421852	03/20/2015	A-Z BUS SALES INC	01-4365		478.10
85421853	03/20/2015	ADI HONEYWELL INTERNATIONAL	01-4300		340.39
85421854	03/20/2015	ADVANCED INTEGRATED PEST	01-5800		2,016.00
85421855	03/20/2015	AIRGAS	01-4300		23.19
85421856	03/20/2015	ALAN S BROOKS	21-5800	300.00	
			35-6290	300.00	600.00
85421857	03/20/2015	AMERIPRIDE SERVICES INC	01-4300		814.15
85421858	03/20/2015	APPLE COMPUTER INC	01-4400		625.43
85421859	03/20/2015	BANK OF AMERICA #4408	01-4300	58.21	
			01-5200	3,398.68	3,456.89
85421860	03/20/2015	BUS WEST - FRESNO	01-4365		58.67
85421861	03/20/2015	CAPITOL CLUTCH AND BRAKE INC	01-4365		864.26
85421862	03/20/2015	CAPITOL PUBLIC FINANCE GROUP	01-5800	1,200.00	
			21-5800	3,300.00	
			49-5800	1,950.00	6,450.00
85421863	03/20/2015	CITRUS HEIGHTS SAW & MOWER	01-4365		73.22
85421864	03/20/2015	D7 ROOFING SERVICES INC.	01-5600		5,960.70
85421865	03/20/2015	DAWSON OIL COMPANY	01-4345		6,315.21
85421866	03/20/2015	DEPT. OF INDUSTRIAL RELATIONS	01-5800		225.00
85421867	03/20/2015	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		1,545.56
85421868	03/20/2015	DSA - DIVISION OF THE STATE ARCHITECT	21-5800		500.00
85421869	03/20/2015	FAR WEST RENTS & READY MIX	01-5600		254.49
85421870	03/20/2015	FASTENAL COMPANY	01-4300		73.98

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Checks Dated 03/20/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85421871	03/20/2015	FORSTER HEATING	01-6400		8,330.00
85421872	03/20/2015	GCR TIRES & SERVICE	01-4360		2,453.77
85421873	03/20/2015	GRAINGER .	01-4300		1,575.07
85421874	03/20/2015	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		1,150.64
85421875	03/20/2015	HORIZON	01-4300		3,023.50
85421876	03/20/2015	INDUSTRIAL DOOR COMPANY	01-5600		631.75
85421877	03/20/2015	J & J SCREEN & GLASS	01-5600		576.15
85421878	03/20/2015	JABBERGYM INC.	01-5800		4,417.50
85421879	03/20/2015	JCI JOHNSON CONTROLS INC.	35-6270		34,492.00
85421880	03/20/2015	JOHN DEERE LANDSCAPES	01-4300		47.43
85421881	03/20/2015	KINKO'S INC. FEDEX ACCOUNT# 0579238461 0001	01-4300		57.29
85421882	03/20/2015	KRISTINE N CORN DBA SIERRA PEDIATRIC THERAPY CLINIC	01-5800		1,311.00
85421883	03/20/2015	LANGUAGE LINE SERVICES	01-5800		3.04
85421884	03/20/2015	LOWE'S	01-4300		1,379.97
85421885	03/20/2015	LOZANO SMITH, LLP	01-5810		1,438.82
85421886	03/20/2015	LPA INC.	01-6220		148.73
85421887	03/20/2015	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		3,654.58
85421888	03/20/2015	MEDICAB OF SACRAMENTO/SIERRA	01-5800		830.00
85421889	03/20/2015	MEDICAL BILLING TECHNOLOGIES	01-5800		113.50
85421890	03/20/2015	MEDISCAN, INC.	01-5800		4,200.00
85421891	03/20/2015	MISSION UNIFORM SERVICE INC	01-4300	71.12	
			01-5800	1,567.92	1,639.04
85421892	03/20/2015	ODYSSEY LEARNING CENTER, INC.	01-5800		7,098.13
85421893	03/20/2015	PCOE - PLACER CO OFFICE OF ED	01-5200	540.00	
			01-5800	2,137.02	2,677.02
85421894	03/20/2015	PLACER COUNTY CLERK-RECORDER ELECTIONS DIVISION	01-5813		44,112.72
85421895	03/20/2015	PLACER LEARNING CENTER	01-5800		34,866.20
85421896	03/20/2015	PLATT ELECTRIC SUPPLY, INC.	01-4300		76.35
85421897	03/20/2015	QUEST MEDIA & SUPPLIES INC	01-5800		13,613.48
85421898	03/20/2015	RAINFORTH GRAU ARCHITECTS	21-6210		3,418.75
85421899	03/20/2015	RAY MORGAN CO. / CHICO	01-5600		20.19
85421900	03/20/2015	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		189.48
85421901	03/20/2015	RIEBES AUTO PARTS	01-4365		513.37
85421902	03/20/2015	ROY R. RADTKE - DBA APPROVED SAFE & LOCK	01-4300	218.08	
			01-5600	253.78	471.86
85421903	03/20/2015	RSD - REFRIGERATION SUPPLIES	01-4300		145.84
85421904	03/20/2015	SAC VAL JANITORIAL SALES	01-4300		583.99
85421905	03/20/2015	SAFEWAY INC	01-4300		36.44
85421906	03/20/2015	SCHOOL STEPS, INC.	01-5800		22,395.00
85421907	03/20/2015	SENSORY GOODS	01-4300	148.17	
			Unpaid Sales Tax	9.75-	138.42

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

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Checks Dated 03/20/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85421908	03/20/2015	SIERRA FOOTHILLS ACADEMY	01-5800		243.75
85421909	03/20/2015	SIERRA OFFICE SUPPLIES &	01-4300		35.58
85421910	03/20/2015	SLAKEY BROTHERS	01-4300		136.37
85421911	03/20/2015	STATE OF CALIFORNIA - DOJ	01-5821		32.00
85421912	03/20/2015	SUMMIT PROFESSIONAL EDUCATION	01-5200		378.00
85421913	03/20/2015	SUTTER MEDICAL FOUNDATION	01-5800		460.00
85421914	03/20/2015	TAG / AMS INC	01-5800		130.00
85421915	03/20/2015	TARGET BANK	01-4300		40.83
85421916	03/20/2015	THERAPY SHOPPE INC	01-4300	145.66	
			Unpaid Sales Tax	9.30-	136.36
85421917	03/20/2015	TOTAL EDUCATION SOLUTIONS	01-5800		233.75
85421918	03/20/2015	TOTAL EDUCATIONAL SYS SUPPORT	01-5800		5,700.00
85421919	03/20/2015	TROXELL COMMUNICATIONS	01-4300		192.42
85421920	03/20/2015	UNIVERSAL SPECIALTIES, INC.	01-4300		728.15
85421921	03/20/2015	VALLEY ROCK LANDSCAPE MTRL INC	01-4300		15.65
85421922	03/20/2015	WESTERN BLUE AN NWN COMPANY	01-4300	493.11	
			01-5800	3,240.00	3,733.11
85421923	03/20/2015	WESTERN PLACER WASTE	01-5540		80.55
85421924	03/20/2015	WILCO SUPPLY	01-4300		520.55
85421925	03/20/2015	WORKABILITY REGION 4, INC. CENTER HIGH SCHOOL - S.PACHECO	01-5200		250.00
85421926	03/20/2015	ZEP SALES & SERVICE	01-4300		208.07
85421927	03/20/2015	B&H PHOTO VIDEO	01-4300	2,445.97	
			01-4400	1,809.56	
			Unpaid Sales Tax	296.90-	3,958.63
85421928	03/20/2015	CALIF ACADEMY OF SCIENCES MEMBERSHIP DEPT.	01-5800		125.10
85421929	03/20/2015	CALTRONICS BUSINESS SYSTEMS	01-5600		271.23
85421930	03/20/2015	DEMCO MEDIA	01-4300		141.93
85421931	03/20/2015	DISCOVERY OFFICE SYSTEMS	01-4300		94.93
85421932	03/20/2015	EXCEL PHOTOGRAPHERS	01-4300		2,681.05
85421933	03/20/2015	FOLLETT LIBRARY RESOURCES	01-5200		99.00
85421934	03/20/2015	FOLLETT SCHOOL SOLUTIONS, INC.	01-4200	1,127.81	
			01-5200	99.00	1,226.81
85421935	03/20/2015	FOLSOM CITY ZOO	01-5800		290.00
85421936	03/20/2015	JUPITER ED, INC.	01-4300		3,400.00
85421937	03/20/2015	LINCOLN HIGH SCHOOL	01-5800		14,785.28
85421938	03/20/2015	NOODLE TOOLS, INC.	01-4300		410.00
85421939	03/20/2015	NORTH STATE SPRING CONFERENCE	01-5200		249.00
85421940	03/20/2015	OFFICE DEPOT	01-4300		15.83
85421941	03/20/2015	PATON GROUP	01-4400		30,897.72
85421942	03/20/2015	PRO-ED	01-4300	209.04	
			Unpaid Sales Tax	13.35-	195.69
85421943	03/20/2015	PROMOTE ME, INC.	01-4300		88.23
85421944	03/20/2015	REALLY GOOD STUFF	01-4300	181.89	
			Unpaid Sales Tax	11.23-	170.66
85421945	03/20/2015	SACRAMENTO RIVERCATS	01-5800		1,008.00
85421946	03/20/2015	SAFEWAY INC	01-4300		13.59

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

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Checks Dated 03/20/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85421947	03/20/2015	SCHOLASTIC BOOKS	01-4300		99.00
85421948	03/20/2015	SCHOLASTIC MAGAZINE	01-4300		653.15
85421949	03/20/2015	SCHOOL OUTFITTERS.COM	01-4300		291.56
85421950	03/20/2015	SCHOOL SPECIALTY - PRMR AGNDA	01-4300		970.19
85421951	03/20/2015	SCHOOL SPECIALTY INC	01-4300		283.21
85421952	03/20/2015	SIERRA OFFICE SUPPLIES &	01-4300		93.55
85421953	03/20/2015	SUTTER CO SUPERINTENDENT	01-5800		8,200.25
85421954	03/20/2015	U.S. BANK NATIONAL ASSOCIATIONU.S. BANCORP PURCHASING CARD	01-4300	107.98	
			01-5200	786.06	
			13-4300	5.87	
			25-5200	25.00	924.91
85421955	03/20/2015	U.S. SCHOOL SUPPLY	01-4300	213.66	
			Unpaid Sales Tax	14.91-	198.75
85421956	03/20/2015	WESTERN BLUE AN NWN COMPANY	01-4300		380.23
85421957	03/20/2015	PLACER COUNTY	01-5550		3,666.66
Total Number of Checks			121		<u>407,030.61</u>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	110	347,313.20
13	Cafeteria Fund	9	15,790.21
21	Building Fund #1	4	7,518.75
25	Capital Facilities Fund	1	25.00
35	Schools Facilities (Prop 1A)	2	34,792.00
49	Mello Roos Capital Projects	1	1,950.00
Total Number of Checks		121	407,389.16
Less Unpaid Sales Tax Liability			358.55-
Net (Check Amount)			<u>407,030.61</u>

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

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**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:

Certificated Personnel Report

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Ryan Davis
Assistant Superintendent of Personnel Services



ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

Categorical/General

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the certificated personnel report.

WESTERN PLACER UNIFIED SCHOOL DISTRICT

PERSONNEL REPORT

April 7, 2015

CERTIFICATED/MANAGEMENT

RETIREMENTS:

1. Name: Hilma Valtatie
Position: 2nd Grade Teacher
FTE: 1.0
Effective Date: June 30, 2015
Site: Lincoln Crossing Elementary School

REQUEST FOR LEAVE OF ABSENCE (SHARED CONTRACTS)

1. (a) Name: Carrie Sanchez
Position: 1st Grade Teacher
FTE: 0.5
Effective Date: July 1, 2015
Site: Twelve Bridges Elementary

1. (b) Name: Kristin Snook
Position: 1st Grade Teacher
FTE: 0.5
Effective Date: July 1, 2015
Site: Twelve Bridges Elementary

PARTIAL RESIGNATIONS:

1. Name: Mayela Cerda-Martinez
Position: District Psychologist
FTE: From: 0.7 To: 0.6
Effective Date: July 1, 2015
Site: District Office

2. Name: Karyn Quan
Position: Speech Language Pathologist
FTE: From: 0.8 To: 0.7
Effective Date: July 1, 2015
Site: First Street School

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Classified Personnel Report

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Ryan Davis 
Assistant Superintendent, Personnel Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General Fund/Categorical

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the classified personnel report.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT**

April 7, 2015

CLASSIFIED/MANAGEMENT

NEW HIRE:

- | | |
|--|--|
| 1. Name: Jessica Ressa
Position: Campus/Café Supervisor
Salary: CSEA, Range 13, and Step B
Hours: 1.50 Hours/Day
Days: 10 Months/Year | Effective: 4/7/15
Site: Twelve Bridges Elementary
Replacement |
|--|--|

RETIREMENTS:

- | |
|--|
| 1. Name: Carolyn Brown
Position: Bus Driver
Site: Transportation
Hours: 4.72 Hours/Day
Effective: 6/5/15 |
| 2. Name: Christine Hawley
Position: Sp Ed Instructional Aide
Site: Lincoln High School
Hours: 6 Hours/Day
Effective: 6/6/15 |
| 3. Name: Janene Malatesta
Position: School Secretary II
Site: Twelve Bridges Middle
Hours: 8 Hours/Day
Effective: 6/30/15 |

**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.

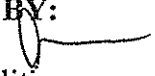
SUBJECT:

Ratification of Professional Services Authorization
with LPA, Inc. for Glen Edwards Middle School
Modular Classrooms Project

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Mike Adell 
Director of Facilities

ENCLOSURES:

Yes

DEPARTMENT:

Facilities

FINANCIAL INPUT/SOURCE:

Restricted Facilities Fund 25

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached Professional Services Authorization is with LPA, Inc. for Architectural and Engineering services for the Glen Edwards Middle School Modular Classrooms project. These services will provide design and engineering services, documentation, agency approval, and construction administration for the installation of one (1) science portable classroom and one (1) standard portable classroom and associated site work.

The Board approved a Master Agreement of Services with LPA in November of 2014, with additional projects approved as professional service authorizations.

RECOMMENDATION:

Staff recommends that the Board of Trustees ratify the Professional Services Authorization with LPA, Inc. for the Glen Edwards Middle School Modular Classrooms project.



PROFESSIONAL SERVICES AUTHORIZATION

Client: Western Placer Unified School District
600 Sixth Street, Suite 400
Lincoln, CA 95648
Attn: Mike Adell
Email: madell@wpusd.k12.ca.us
Phone: (916) 645-5100 Fax:

Project No.: 15049.10 Date: March 11, 2015
Project: Glen Edwards Middle School Modular Classrooms
Location: Lincoln PSA No.: 0
Office: Roseville Issued By: Steve Newsom
Client Contract: LPA PIC: Jon Mills
Client Job No.: License #: C21169
LPA Contracts: Ziika Ayala LPA PM: Steve Newsom

Execution of this document will confirm your request for professional services. Please refer to the 'Terms and Conditions' on the Architectural Services Agreement between Western Placer Unified School District and LPA, Inc., dated November 18, 2014 for additional information. The 'Terms & Conditions' are a part of this Agreement. The Project is generally described as:

Glen Edwards Middle School modular classrooms - site adaptation of one science classroom and one standard classroom located in Lincoln, California.

LPA will provide: ☒ New Services ☐ Additional Services ☐ Revised Scope of Services
Services shall include:

Site adaptation of (1) Science Classroom and (1) Standard Classroom.

Services shall commence upon receipt of a signed copy of this document and a retainer in the amount of \$0.00 and shall be completed:

Pursuant to project schedule.

LPA shall be compensated for these services as indicated below. Unless otherwise noted below, neither Consultant Costs nor Project Expenses are included in the LPA fee and shall be reimbursed to LPA per the 'Terms and Conditions' shown on the Architectural Service Agreement between Western Placer Unified School District and LPA, Inc., dated November 18, 2014 for additional information. The 'Terms and Conditions' are a part of this Agreement.

Fee:	Fixed Fee	\$39,500.00
Reimbursable Expenses:	Maximum	\$3,000.00

The following consultants shall provide services for this scope of services:

Electrical - TBD

Special Conditions:

Per the 'Terms and Conditions' of the Architectural Services Agreement dated November 18, 2014.

Contract Status:	Services:	Expenses:	Contract Total:
Original Contract Amount:	\$0.00	\$0.00	\$0.00
Total of Previous Addenda:	\$0.00	\$0.00	\$0.00
Previous Totals:	\$0.00	\$0.00	\$0.00
This PSA Amount:	\$39,500.00	\$3,000.00	\$42,500.00
New Fee Totals:	\$39,500.00	\$3,000.00	\$42,500.00

Client Authorized Signature

Date

LPA Authorized Signature

Date

Authorized Signer

Jon S. Mills, AIA, LEED® AP, Principal

March 11, 2015

Please return one fully executed copy to LPA, Inc. at: 5181 California Avenue, Suite 100, Irvine, CA 92617

Tel: 949.261.1001 Fax: 949.260.1190

5.5.1

**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:

Ratification of Professional Services Authorization
with LPA, Inc. for Lincoln High Modular Classrooms
Project

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Mike Adell 
Director of Facilities

ENCLOSURES:

Yes

DEPARTMENT:

Facilities

FINANCIAL INPUT/SOURCE:

Restricted Facilities Fund 25

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached Professional Services Authorization is with LPA, Inc. for Architectural and Engineering services for the Lincoln High School Modular Classrooms project. These services will provide design and engineering services, documentation, agency approval, and construction administration for the installation of four (4) portable classrooms and one (1) portable restroom and associated site work.

The Board approved a Master Agreement of Services with LPA in November of 2014, with additional projects approved as professional service authorizations.

RECOMMENDATION:

Staff recommends that the Board of Trustees ratify the Professional Services Authorization with LPA, Inc. for the Lincoln High School Modular Classroom project.



PROFESSIONAL SERVICES AUTHORIZATION

Client: Western Placer Unified School District	Project No.: 15050.10	Date: March 11, 2015
600 Sixth Street, Suite 400	Project: Lincoln High School Modular Classrooms	
Lincoln, CA 95648	Location: Lincoln	PSA No.: 0
	Office: Roseville	Issued By: Steve Newsom
Attn: Mike Adell	Client Contract:	LPA PIC: Jon Mills
Email: madell@wpusd.k12.ca.us	Client Job No.:	License #: C21169
Phone: (916) 645-5100	Fax:	LPA Contracts: Zilka Ayala
		LPA PM: Steve Newsom

Execution of this document will confirm your request for professional services. Please refer to the 'Terms and Conditions' on the Architectural Services Agreement between Western Placer Unified School District and LPA, Inc., dated November 18, 2014 for additional information. The 'Terms & Conditions' are a part of this Agreement. The Project is generally described as:

Lincoln High School Modular Classrooms - Site adaptation of (4) standard classrooms and (1) restroom building located in Lincoln, California.

LPA will provide: ☒ New Services ☐ Additional Services ☐ Revised Scope of Services

Services shall include:

Site adaptation of (4) standard classrooms and (1) restroom building.

Services shall commence upon receipt of a signed copy of this document and a retainer in the amount of \$0.00 and shall be completed:

Pursuant to project schedule.

LPA shall be compensated for these services as indicated below. Unless otherwise noted below, neither Consultant Costs nor Project Expenses are included in the LPA fee and shall be reimbursed to LPA per the 'Terms and Conditions' shown on the Architectural Service Agreement between Western Placer Unified School District and LPA, Inc., dated November 18, 2014 for additional information. The 'Terms and Conditions' are a part of this Agreement.

Fee:	Fixed Fee	\$48,500.00
Reimbursable Expenses:	Maximum	\$3,000.00

The following consultants shall provide services for this scope of services:

Electrical - TBD

Special Conditions:

Per the 'Terms and Conditions' of the Architectural Services Agreement dated November 18, 2014.

Contract Status:	Services:	Expenses:	Contract Total:
Original Contract Amount:	\$0.00	\$0.00	\$0.00
Total of Previous Addenda:	\$0.00	\$0.00	\$0.00
Previous Totals:	\$0.00	\$0.00	\$0.00
This PSA Amount:	\$48,500.00	\$3,000.00	\$51,500.00
New Fee Totals:	\$48,500.00	\$3,000.00	\$51,500.00

Client Authorized Signature

Date

LPA Authorized Signature

Date

Authorized Signer

Jon S. Mills, AIA, LEED® AP, Principal

March 11, 2015

Please return one fully executed copy to LPA, Inc. at: 5161 California Avenue, Suite 100, Irvine, CA 92617

Tel: 949.261.1001 Fax: 949.260.1190

5.6.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

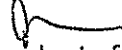
SUBJECT:

Ratification of Contract with U.S.
Coachways and Carlin C. Coppin

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of
Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Site – Student Body Funds

MEETING DATE:

April 7th , 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is for services with U.S. Coachways and Carlin C. Coppin. The services include transportation to and from the San Francisco Exploratorium on June 2, 2015. The cost of these services is \$981.76 and will be paid with Site – Student Body Funds.

RECOMMENDATION:

Administration recommends that the Board ratify the contract agreement between U.S. Coachways and Carlin C. Coppin.



U.S. Coachways

Transportation Consultant:

Max Devellis

Phone: 877.550.6536 ext 278

Facsimile: 718-873-1092

Web: www.uscoachways.com

Email: Mdevellis@uscoachwaysinc.com

Office Locations:

100 Saint Mary's Ave Staten Island NY

(718) 873-1082

To Whom It May Concern:

U.S. Coachways is a modern executive transportation management company providing ground and air transportation services. U.S. Coachways provides our customers with the confidence that they will receive the highest quality, most cost effective service for any transportation provided; including corporate functions, airport transfers, day trips, long distant trips, weddings and much more.

As a member of UMA "The United Motor Coach Association", it goes without question that we intend to a stringent commitment to service our high clients by following and abiding by the rules and regulations of DOT, 19A, FAA, and Federal State guidelines. Moreover, handling and operating our clients with proficient corporate account specialists. We insure our customers are provided with a well knowledgeable staff and most reliable transportation equipment that is of state of the art.

Why choose U.S. Coachways Inc.? Firstly, our area of expertise is providing clients with a transportation solution that is unmatched by anyone in the industry. Secondly, our goal is to provide our clients with a fleet that is luxurious, desirable, and innovative in design and function. Furthermore, as a client you will receive unbeatable and incomparable services, such as safe, reliable, well maintained, late model motor coaches, professional and courteous representatives and uniformed drivers to mention a few.

At U.S. Coachways, we offer project management for all of our accounts, this service entails, billings, contract and itinerary changes, special request and establishes accountability and most importantly creates a sense of your very own private liaison in handling any and all vital logistics for your transportation event.

I am confident that our experience, resources and knowledge will aid in securing a mutually beneficial and long- term business relationships. We are reliable, competitively priced and are eager to grow with you.

Grant us the opportunity to provide you with the ability to raise the level of your expectations for all your transportation needs.

Genuinely Yours,

Max Devellis

Personalized Service Is My Specialty

All reservations are processed on a first come first serve basis

Your reservation will be confirmed once a charter # is provided to you by you're project manager

Reservation Form

Organization:	Western Placer Unified School District: Carlin C. Coppin Elem
Contact:	Shamryn Cole/Alexis Dodge/Jennifer Clark
Address:	600 6th Street, Suite 400
City:	Lincoln
State:	CA
Zip Code:	95648
Phone:	916-645-6390
Mobile Phone:	
Facsimile:	916 645-6363
Email Address:	scole@wpusd.k12.ca.us
Additional Contact Details Needed:	jclark@wpusd.k12.ca.us; adodge@wpusd.k12.ca.us

By providing your mobile # it ensures up to date trip information, requirements needed to complete your order, discounts and quality of service.

Quote ID: #383057

Type of Vehicle: 1 Mini 24 - Price Quoted: \$981.76

Alternative Vehicle: 1 Coach Bus 55 - Price Quoted: \$1,271.13

Action	Address	City	State	Zipcode	Depart Time	Date	Location / Notes
Pickup		Lincoln	CA (California)	95648	7:30 am	06-02-2015	
Dropoff		San Francisco	CA (California)	94111		06-02-2015	
Pickup		San Francisco	CA (California)	94111	2:00 pm	06-02-2015	
Dropoff		Lincoln	CA (California)	95648	4:10 pm	06-02-2015	

Client Signature:



Date:

3/13/15



Credit Card Authorization

U.S. Coachways, Inc. / U.S. Bus Charter & Limo

Tel: 877.550.6536 ext 278

* This is a complete price for the vehicle only it includes a minimal gratuity, tolls and fuel surcharge. Parking is extra. See Terms and Conditions for a complete list of USCoachways regulations and fees.

* Credit card authorization form must have card holders signature or reservation will not be processed.

Organization:	WPUSD: Coppin
Date of Charter:	6/2/15
Client Phone Number:	9166456390
All fields in this form must be filled out	
Vehicle Charter Cost	
Total Amount to be CHARGED:	<i>Must choose vehicle</i> <input type="checkbox"/> \$981.76 (1 Mini 24) <input type="checkbox"/> \$1,271.13 (1 Coach Bus 55)
Credit Card Information All Fields Must Be Filled Out	
Name on C.C:	
Credit Card Type:	
Expiration Date on Card:	
Cardholder Address:	
City:	
State:	
Zip Code:	
Credit Card Number:	
3-Digit Security Code:	
4-Digit AMEX Code:	
I, [REDACTED], authorize US Coachways, Inc / US Bus Charter & Limo to charge my credit card according to the Payment Schedule above and any additional overtime charges beyond the original services requested. I agree to all of the provisions of the agreement including pages 1 thru 5, including the cancellation policy, and the fuel surcharge policy.	

Cardholder's Signature:
(Please Sign and Fax back to US Coachways Inc)

Card Holder's Primary Contact #
All reservations are first come first serve.

Fax # 718-873-1092



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CONFIDENTIAL

TERMS AND CONDITIONS

To provide you with quality service you will be assigned your own project manager 48hrs after this reservation form is received. Email is the most efficient way to communicate with us before you are assigned a project manager. Please give 24 hrs for assistance. By signing this page regardless of whether service is actually provided, the customer ("Client"), his, her or its agents, heirs and assigns, agrees to accept these terms and conditions and to be bound by the same.

U.S. Coachways, Inc. Payment Policy

U.S. Coachways, Inc. requires a valid credit card to hold and secure your reservation. U.S. Coachways, Inc. requires card holders signature or reservation will not be processed. Your credit card will be charged for deposits and balances (deposit 30% due upon receipt of confirmation - full balance due 30 days prior to departure date) U.S. Coachways, Inc. accepts certified checks, business checks, personal checks and money orders. By providing U.S. Coachways, Inc. with your credit card/debit card U.S. Coachways, Inc. is not responsible for any overdrawn bank fees. All customers paying by check authorize U.S. Coachways, Inc. to authorize your credit card and the client agrees if check is not received within payment due date that U.S. Coachways, Inc. will charge your credit card for the full charter cost. If the reservation is made within 15 days of charter date a certified check must be received. No exceptions.

First Come First Serve

Charters are reserved on a first come, first serve basis U.S. Coachways, Inc. reserves the right to cancel this reservation if your requested vehicle is unavailable, has mechanical fault, if client is late on their payments. If your requested vehicle is unavailable you may approve U.S. Coachways, Inc. to continue to seek other alternative vehicles to accommodate your travel needs. Authorizing U.S. Coachways, Inc. to seek another vehicle may increase your charter cost rate, you may decide at that point if you would like to proceed with the new vehicle and new charter rate.

Sign Your Final Confirmation

Once this reservation form is processed U.S. Coachways, Inc. will send you a charter confirmation (process can take up to 72 hrs) that will include a charter number. Client agrees that if U.S. Coachways, Inc. does not receive your signed final confirmation within 48 hrs of receipt U.S. Coachways, Inc. is not responsible for errors such wrong pick up times, locations, and vehicles. No date is guaranteed until this office receives a signed confirmation.

Fuel Surcharge

If the national average for diesel fuel rises above \$4.00 per gallon an additional 10% surcharge will be added to this price. For every 25 cents fuel cost rise, an additional 2.5% will be added to this price.

Cancellation Policy

U.S. Coachways, Inc. must receive all cancellations in writing only. Cancellations are only valid if made by the person whose name appears on the contract. A \$100.00 clerical fee will be assessed on any cancellations, regardless of the time of cancellation. Cancellation Policy continues as follows: 30 to 14 days loss of deposit (15% of total charter cost), 13 to 8 days 30% loss, 7 days or less 75% loss. All cancellations also apply to clients that reserve vehicle less than 30 days of departure. Charter is subject to cancellation if payments are not made by due date. Client agrees that U.S. Coachways, Inc. must receive their cancellation in writing via fax (718-873-1092). Any charters over \$5000 cancelled more than 30 days before the trip will result in a \$250 administrative fee.

Overtime

Overtime time is available at the drivers and companies discretion. Overtime 24 to 56 pass - \$95 per half hr. Limo Buses & Exotic Limo's \$175 per half hr. Your cost is based on the services detailed in your final confirmation and is subject to change in accordance with the actual itinerary. For any specialty vehicles such as Maybach, & Rolls Royce Phantom the overtime rate is \$350.00 per half hour.

Contract Changes

Contract changes must be received in writing and must be approved by your project manager. All changes must be submitted to U.S. Coachways, Inc. at least seven (7) business days prior to Charter departure date. No change or modification of this confirmation shall be valid unless approved by U.S. Coachways, Inc. Changes may increase your charter rate. There is no charge for the first contract change. The 2nd change to your itinerary will result in a \$75 fee. Any additional changes will result in a \$150.00 fee per change.

Company Policies

This company reserves the right to lease equipment from other companies to fulfill this agreement. On all Limousine and Party Bus Rentals a 15% Service Charge is included. Client is responsible to make and pay for any reservations for ferry service that buses may have to go on. Client is responsible to make any and all reservations that may be needed for buses in order for services to be provided. In the event that U.S. Coachways, Inc. for reasons of beyond it's control, is unable to perform under this contract, and unable to provide replacement transportation, which U.S. Coachways, Inc. shall select in it's own discretion, U.S. Coachways, Inc. liability shall be limited to a refund of any monies paid by the customer hereunder, without regards to incidental, consequential or special damages, whether foreseeable or not. Party bus seating capacity is measured thigh to thigh at an estimated 18-20 inches per seat. If a passenger is bigger or takes up more space then that then U.S. Coachways, Inc. cannot guarantee the actual seating capacity. U.S. Coachways, Inc. has the right to upgrade a vehicle at their own discretion without notice. If there is a problem with a charter in progress, client must contact U.S. Coachways, Inc. dispatch department at 800-359-5991 Press 4 and make them aware of the situation. If client does not contact our 24hr Dispatch department while problem is occurring U.S. Coachways, Inc. will not be held liable for any issues. This company shall not be liable for items left on the vehicle or loss of time to due to mechanical failure, inclement weather, or road conditions (road repair, accidents) or other acts which U.S. Coachways, Inc. has no control. If an event is cancelled due to inclement weather (only if the venue closes) U.S. Coachways Inc. has the right to charge the client up to a \$500.00 cancellation fee. If the client cancels because of inclement weather but venue is open U.S. Coachways Inc. reserve the right to charge 100% of charter cost. In the event that the vehicle supplied by U.S. Coachways, Inc. sustains mechanical, electrical or other problems to render it inoperable, U.S. Coachways Inc. shall, at its sole option and discretion provide another vehicle (color may vary), quality and cost to complete the Charter obligation and that such replacement vehicle will satisfy U.S. Coachways, Inc. responsibility under this agreement. There will be no refund if an alternate vehicle(s) is supplied. If a bus arrives at the scheduled pick up location and no passenger's board vehicle 1hr after scheduled pick up time U.S. Coachways, Inc. has the right to cancel services on the spot and is not obligated to go to the destination. Client will not be refunded. The alternate vehicle(s) will satisfy U.S. Coachways, Inc. responsibilities under this agreement. In the event that one or more electrical systems (such as Air Conditioning, Heat, Restroom, Radio, Television or Problems with Directions) shall malfunction, U.S. Coachways, Inc. sole liability in such an instance shall be limited to five percent (5%) of the Charter cost, regardless of the number of mechanical or electrical problems encountered. Should U.S. Coachways, Inc. be responsible for response time or time delay due to its own fault, (defined solely by a dispatch error on U.S. Coachways, Inc.' part, and not the customer) U.S. Coachways, Inc.'s sole liability in such an instance shall be the following: 1) For any Day Trip, the liability of US Coachways, Inc. shall be limited to five percent (5%) of the Charter cost for a specific vehicle for each 30 minute period in which that vehicle is late after the first 30minutes after pick up time, not to exceed twenty percent (20%) of the total Charter cost; 2) For any Over Night Trip, the liability of US Coachways, Inc. shall be limited to five percent (5%) of the total Charter cost for a specific vehicle divided by the number of days set forth under Client's fully executed final confirmation for each 30 minute period in which that vehicle is late after the first 30 minutes after pick up time, not to exceed twenty percent (20%) of the total Charter cost divided by the number of days set forth under Client's

fully executed final confirmation. Client understands and acknowledges that the trip type set forth in their final confirmation, incorporated herein by reference, shall be fully binding and the liability of US Coachways, Inc., as described under this Paragraph, shall be limited in accordance with same. U.S. Coachway's liability hereunder is limited to the amount stipulated in the confirmation and is not liable to client for any and all consequential damages, including, but not limited to, the costs of hiring substitute and/or additional transportation, spoiled catering, food and/or beverages, concert, theater, sports and/or other event tickets, admissions cost, reservations, plane or train tickets, and/or any and all other losses related to late pickup or no-show of requested transportation. Any and all credits issued by U.S. Coachways, Inc. expire within 1 year of credit date. We cannot guarantee the assignment of any requested drivers, vehicles or amenities. Any trip over 14 hours the driver must have 8 hours off duty. U.S. Coachways, Inc. shall not be liable for any incidental, consequential, or special damages, whether foreseeable or not, as a result of such delay. Any reasonable and unavoidable special fees or charges incurred will be in addition to all Charter rates as published. Security agreements are as follows: Any damages to the vehicle caused by the client or his/her guest will be charged at full cost (including down time) to the client. Any excessive interior clean-up required (i.e. spills, vomiting etc.) will be charged to the client at a minimum of two hundred dollars (\$200.00) per occurrence. All passengers are legally and financially responsible for any and all interior and exterior damages caused to the vehicle during the trip by the passengers. The undersigned also agrees that any charges that may arise may be charged to the credit card used for the reservation. American Coachways is a subsidiary of U.S. Coachways Inc. U.S. Coachways, Inc. requires a copy of the front and back of the credit card being used for payment and a copy of the driver's license of the card holder for charters \$3000 and more.

Service Charge

All charters include a 15% service charge which includes a minimal gratuity to the driver, tolls and fuel surcharge. An additional 5% administrative fee which is not included in your charter cost will be added to the total amount to be charged on your credit card authorization form, check or wire payments (this is not a credit card surcharge this is an administrative fee). This fee enables us to provide you with a dedicated Project Manager for your charter, 24hr Dispatch Service and 24hr Customer Service.

Alcohol Policy

It is the chartering party's responsibility to notify U.S. Coachways in advance that there will be food/or alcoholic & non-alcoholic beverages brought on board the coach and to find out what is acceptable. No smoking, drugs, sexual activity or illegal substances are allowed in the vehicle. No alcohol may be consumed by any persons unless all passengers are twenty-one (21) years of age. We reserve the right to refuse such service to any person who, in our judgment, is incapable of taking care of themselves or whose conduct violates these policies, is object able, or presents a hazard to other persons, chauffeur, or vehicle. Upon such determination, U.S. Coachways, Inc. shall be deemed to have completed its obligations to client under the Charter, and may terminate its service to client under Charter by dropping client off at the client's home, nearest police station, or any other point mutually agreed to by U.S. Coachways, Inc. and the client. No glass containers or kegs are allowed on the coach at any time. If during or after the transportation service, U.S. Coachways, Inc. is required to expend a greater than normal amount of time and material to clean the equipment properly due to the acts of the passengers, U.S. Coachways will charge the chartering party's credit card for additional costs to cover such time and materials. The cleaning of vomit will incur a \$250.00 service charge per occurrence. For spillage of alcoholic beverages a \$200.00 service charge will be incurred per occurrence. The cost of repairing damage to vehicle from acts of the members of the chartering party to interior and exterior shall be charged to chartering party and is payable as soon as such cost is determined.

Non-Disparagement Clause

The reputation of this company is of utmost importance to it. In consideration of entering into this contract, and as a condition of this contract, you agree not to publish, disseminate or distribute any information that is defamatory negative or adverse to this company, its activities or harmful to its reputation. If, in the opinion of this company, you violate this cause, you will given a 72 hour notice to retract or correct such information. If you fail to do so for any reason, you agree that you will be responsible for the fees in the sum of \$3,500.00 as well as additional legal fees and actual damages incurred by this company.

Refund Policy & Post Charter Concerns

Please contact customer service regarding customer refunds. Please call 800-359-5991 and press option 1. Your request for a refund must be submitted in writing. Please use your charter # as your reference #. In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then upon the expiration of such 60 day period, and upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by the American Arbitration Association ("AAA") in accordance with the provisions of its Commercial Arbitration Rules, and the Supplementary Procedures for Consumer-Related Disputes. The party filing the request for arbitration shall be solely responsible for the first \$500.00 in costs assessed for such Arbitration by the AAA. Any party who fails to follow this dispute resolution mechanism shall be liable for the reasonable attorney fees of the other party in defending this resolution. No waiver of any provision of this contract shall be valid unless in writing and signed by the person against whom it is sought to be enforced. The failure of any party at any time to insist upon strict performance of any condition, promise, agreement or understanding set forth in this Contract shall not be construed as a waiver or relinquishment of the right to insist upon strict performance at future time. All refunds will be reviewed by management. This Request for refunds must be given no later than 30 days after your trip. U.S. Coachways, Inc. appreciates your business and will work diligently to resolve any concerns you may have. Party agrees that this agreement was made and/or to be performed in the state of New York and, therefore, shall be governed by, and construed in accordance with, the laws of the state of New York. This contract may be executed in counterparts, each of which shall be deemed to be original but all of which together shall constitute one and the same agreement. The invalidity or unenforceability of any particular provision of this Agreement shall not affect any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted. The parties further agree that any and all disputes or claims arising out of or in connection with this agreement shall be resolved in the supreme court of the state of New York, Richmond county, or the federal district court, southern district of new York. Each of the parties consent to the jurisdiction in the foregoing courts. Any credits towards a future charter expire one year after original charter date.

Refunds on cancelled charters can take up to 45 days after date cancelled. Refunds are returned back to the form of payment method used to pay for charter.

Any questions email accounting@uscoachwaysinc.com and include your charter #.

☐ Please mark this checkbox if you plan to bring alcohol on board (no kegs or glass bottles, plastic bottles are allowed).

By signing this page you are agreeing to the terms and conditions on all pages.

- ☐ I AGREE TO RECEIVE MESSAGES AND NOTIFICATIONS BY TEXT IN REGARDS TO THIS CHARTER
☐ I AGREE TO RECEIVE MESSAGES AND NOTIFICATIONS BY EMAIL IN REGARDS TO THIS CHARTER

Client Signature2:



Date:

3/15/18



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/12/2014

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 Palermo Insurance Agency 45 Page ave Staten Island New York 10309	CONTACT NAME: Daniel Sullivan PHONE (A/C, No, Ext): Phone: (718) 966-8500 ext. 12 FAX (A/C, No): Fax: (718) 966-4189 E-MAIL ADDRESS: DPalermoAgency@gmail.com
INSURED US Bus Charter & Limo DBA US Coachways, Inc. 100 Saint Marys Avenue Suite 2B Staten Island NY 10305	INSURER(S) AFFORDING COVERAGE INSURER A: Illinois Union Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:****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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional Liability		G240 11999 007	11/09/2014	11/09/2015	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COM/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION**

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

Ruslan Palermo

**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:

Ratification of the Appointment of
Member to the Measure "A" Citizens'
Oversight Committee

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Mike Adell
Director of Facilities

ENCLOSURES:

Yes

DEPARTMENT:

Facilities

FINANCIAL INPUT/SOURCE:

Future Measure A Funds

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

Yes

BACKGROUND:

On March 17, 2015, the Board approved Resolution 14/15.21 pursuant to the requirements of Education Code Section 15278, et seq., appointing members to the Measure "A" Citizens' Oversight Committee ("Committee") to inform the public concerning the expenditures of the bond revenues as an accountability measure for the voters and taxpayers of the District.

The District received applications to fill seven committee positions representing four of the five required represented categories with only the Bona fide taxpayers' organization category to fill. District staff continued its due diligence to seek a member to fill the taxpayers' organization category position and forwards the application for ratification of the appointment to the Committee.

RECOMMENDATION:

Staff recommends that the Board of Trustees ratify the appointment of the member to the Measure "A" Citizens Oversight Committee.

**Western Placer Unified School District
Measure A – General Obligation Bond
Citizens' Bond Oversight Committee**

Application Form

Name:	Ed Rowen
Date of Application:	3/26/15
Mailing Address:	
Phone Number(s):	
Fax Number:	
E-mail address:	

Deadline for Application Submission: February 20, 2015

Return application to:

Michael Adell
Attn: Measure A – CBOC
Western Placer Unified School District
600 Sixth Street, Suite 400
Lincoln CA 95648

Or FAX to (916) 646-6366

Section 1: Select the public interest category in which you are active and wish to represent:

- ☐ Business organization representing the business community located within the district
- ☐ Senior citizens' organization
- ☒ Bona fide taxpayers' organization
- ☐ Parent or guardian of student currently enrolled in the District
- ☐ Parent-teacher organization such as Parent Teacher Association or school site council (must *also* be a parent or guardian of student currently enrolled in the District)
- ☐ Member of the community at-large
- ☐ I have reviewed and can function under the Bylaws for the Citizens' Bond Oversight Committee adopted by the District Board of Trustees.

5.8.1

Name: Ed Rowen

Section 2: Please complete the following:

Statement of reason for serving on the Citizens' Bond Oversight Committee:

I would like to serve
the community and build
an educational foundation
to help Lincoln.

Statement of expected contributions, if appointed:

I would look into the
best ways to buy educational
resources and do my
homework to ask the best
questions.

Statement of qualifications/related experience:

I am currently the
vice president of the Placer
County Taxpayers Association
and I was chair on the
Santa Clara Citizens Advisory
Committee for 6 years.

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Ratification of Contract – California Highway Patrol
Lincoln High School Student Activity

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of Business
Services and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund – School Site Donations

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is for service with the California Highway Patrol for a school activity with Lincoln High School students and staff in May 2015. The services will be funded with school site donation funds.

RECOMMENDATION:

Administration recommends that the Board ratify the contract proposal agreement between California Highway Patrol and Western Placer Unified School District.

SHORT FORM CONTRACT

(If agreements up to \$9,999.99)

STD. 210 (Revised 6/2003)

CONTRACT NUMBER

14C061148

REGISTRATION NUMBER

AM. NO.

FEDERAL TAXPAYER ID. NUMBER

94-1599904

Invoice must show contract number, itemized expenses, service dates, vendor name, address and phone number.
SUBMIT INVOICE IN TRIPLICATE TO:

California Highway Patrol
Research and Planning Section
P. O. Box 942898
Sacramento, CA 94298-0001

FOR STATE USE ONLY

STD. 204 ☒ N/A ☐ ON FILE ☐ ATTACHED ☐ CERTIFIED SMALL BUSINESS
CCCs ☒ N/A ☐ ON FILE ☐ ATTACHED ☐ CERTIFICATE NUMBER
☐ DVBE % ☒ N/A ☐ GFE
☐ Late reason
☐ Public Works Contractor's License
☒ Exempt from bidding SCM 5.80 B.3.b

1. The parties to this agreement are:

STATE AGENCY'S NAME, hereafter called the State.

California Highway Patrol

CONTRACTOR'S NAME, hereafter called the Contractor.

Lincoln High School

2. The agreement term is from 2/1/2015 or upon approval, whichever is later, to 6/30/2015

3. The maximum amount payable is \$ 9,999.99 pursuant to the following charges:

Wages/Labor \$ Parts/Supplies \$ Taxes \$ Other \$ (Attach list if applicable.)

4. Payment Terms (Note: All payments are in arrears.) ☒ ONE TIME PAYMENT (Lump sum) ☐ MONTHLY ☐ QUARTERLY☒ ITEMIZED INVOICE ☒ OTHER Contractor will invoice using the Agency Contract Claim for Reimbursement, Exhibit B

5. The Contractor agrees to furnish all labor, equipment and materials necessary to perform the services described herein and agrees to comply with the terms and conditions identified below which are made a part hereof by this reference. (Outline in exact detail it is to be done, where it is to be done and include work specifications, if applicable.)

☒ ADDITIONAL PAGES ATTACHED

a. Contractor agrees to implement the program as outlined in Exhibit A, Program Specifications.

b. The proposed dates of the program are May , 2015.

c. CHP reserves the right to cancel this agreement with thirty (30) days prior written notice.

EXHIBITS (Items checked in this box are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.)

☒ GTC*SF 610 ☐ GIA* *If not attached, view at www.dgs.ca.gov/contracts/.☒ Other Exhibits (List) Exhibit A - Program Specifications, Exhibit B - Reimbursement Claim

In Witness Whereof, this agreement has been executed by the parties identified below:

STATE OF CALIFORNIA

AGENCY NAME

California Highway Patrol

BY (Authorized Signature)

PRINTED NAME AND TITLE OF PERSON SIGNING

Jacquelyn Ngo, Procurement Manager

ADDRESS

P.O. Box 942898, Sacramento, CA 94298-0001

FUND TITLE

MV Acct State Trans

ITEM

2720-001-0044

CONTRACTOR

CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)

Lincoln High School

BY (Authorized Signature)

PRINTED NAME AND TITLE OF PERSON SIGNING

Carrie Carlson, Director of Business

ADDRESS

790 J Street
Lincoln, CA 95648

FISCAL YEAR

14/15

CHAPTER

25

STATUTE

2014

OBJECT CODE

3061-215-70579

SIGNATURE OF ACCOUNTING OFFICER

DATE SIGNED

12/30/14

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

pmc 12/29/14

5.9.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Memorandum of Understanding (MOU –
Science Theater Art Recreation (STAR) and
Western Placer Unified School District

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Facilities Use Funds Revenue

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The enclosed MOU with STAR and Western Placer Unified School District is for the 2015-2016 school year. The programs to be provided will be for District school age students before school, after school, and summer programs as well as preschool programs on District facilities. The District has partnered for a number of years with STAR for the services included in the MOU. The programs will be held at Carlin Coppin Elementary, Creekside Oaks Elementary, Foskett Ranch Elementary, Lincoln Crossing Elementary and Twelve Bridges Elementary schools. All facilities use agreements and other documentation have been prepared and submitted by STAR to the District. STAR will be invoiced for the appropriate facilities use fees to using WPUSD facilities.

RECOMMENDATION:

Administration recommends that the Board ratify the MOU with STAR and Western Placer Unified School District for the 2015-2016 school year.

MEMORANDUM OF UNDERSTANDING

Between STAR Science Theater Art Recreation and Western Placer Unified School District
2015-16

The following Memorandum of Understanding (MOU) sets forth the terms and conditions for a partnership between Western Placer Unified School District (WPUSD) and Science Theater Art Recreation (STAR) and begins on July 1, 2015 and ends on June 30, 2016. This MOU may be extended for one additional year term if so requested by both parties. The goal of this partnership is to improve the academic performance of WPUSD students and meet the diverse needs of WPUSD teachers, students, and their families.

The Students and Families

- 1 The students in STAR school age program will come from WPUSD only, while WPUSD students will get priority in the Preschool program; enrollment will be opened to all children of preschool age. Enrollment for both programs can include, at the discretion of the Director and/or the School Board, students who will be eventually enrolled by the school.
- 2 WPUSD and STAR reserve the right to restrict any student from attending the STAR program for behavioral disruptions after reasonable attempts by WPUSD or STAR to provide necessary, positive behavioral supports to that student have failed to curb the behavioral disruptions. WPUSD and STAR may restrict any student from attending the STAR program without reasonable attempts to curb the behavior of the student if the safety of the child or other children is at risk. Neither WPUSD nor STAR have the right to override the decision of the other party to restrict student access to the program.
- 3 All students who use the program must complete enrollment process prior to accessing the program. The STAR enrollment process is done online at www.starsacramento.org. WPUSD or STAR staff members enrolling dependents must complete enrollment forms as well. WPUSD students will attend based upon the STAR tuition rates listed online.
- 4 WPUSD students who are unable to afford tuition for STAR Galaxy (before and after school program) due to hardship may be eligible for a partial scholarship, if available, as determined by STAR.
- 5 STAR will maintain emergency contact information for all students and may contact those on the list for the purpose of ensuring the well-being of students.

Academic Program

- 6 WPUSD teachers will inform parents of children that are underperforming academically that the school is partnering with STAR and inform parents that STAR's mission is to help children academically. WPUSD staff and teachers will inform parents of STAR's availability as an option for all students but especially for those students who are in need of additional academic support.
- 7 STAR will consult with WPUSD teachers regarding individual student work, needs and upcoming assignments. WPUSD teachers will be made available at the discretion of the WPUSD site Principal for the purpose of communicating the strengths and needs of students.
- 8 STAR will align curriculum with California State Standards and/or California Common Core State Standards (CCSS) for appropriate grade levels. STAR Homework Club will address curriculum and assignments from district teachers.
- 9 STAR will seek input from WPUSD teachers on program success and possible modifications. WPUSD agrees that its teachers will work with STAR teachers to promote this collaboration.
- 10 STAR may collect data, if available and if parents have authorized access to academic records and progress, on homework completion and classroom performance of students enrolled in STAR before and after joining the program.
- 11 STAR Preschool will conduct an annual survey of parents to assess satisfaction and report survey results to WPUSD site principal.

- 12 STAR and WPUSD will include mutual links on their respective web sites for the purpose of educating families and other educational institutions about each organization and their programs.
 - 13 STAR will notify the WPUSD site Principal of any incident that requires emergency medical assistance, legal liability, police intervention, or maintenance by the district for safety purposes.
 - 14 WPUSD will assist in STAR's outreach to the WPUSD parent community so as to ensure that families are well educated about the program. WPUSD agrees to refer STAR to its families at sites at which there are STAR programs by:
 - a Allowing STAR to include information in folders that are sent out to parents.
 - b Adding information about STAR and related materials periodically to mailings to its families.
 - c Keeping informational material about STAR in a highly visible place near the schools' entrances and in the school office.
 - d In schools where email is a form of communication the school may provide the parent email list to STAR or may provide the means for STAR to communicate with the WPUSD parent community by email for the sole purpose of keeping parents informed and reminded of the STAR program.
- 1 Parents will all be given the option to "opt out" of receiving STAR correspondence via email.

Other

- 15 WPUSD will provide STAR school age and STAR Preschool access to designated STAR classrooms on each school site to facilitate the program one hour before and after program start and end times whenever possible, to ensure the space is cleaned and re-set for the following day's use. WPUSD will be responsible for routine maintenance of the facility as requested through the WPUSD work order process. STAR will be responsible for any damage to the facility as a result of negligence by STAR employees.
- 16 STAR is located on the following district campuses and offers care during the hours listed:
 - Carlin C. Coppin Elementary School- Galaxy Program: 11:15a.m.-6:30p.m.
 - Creskide Oaks Elementary School- Galaxy Program: 6:30a.m.-6:30p.m.
 - Foskett Ranch Elementary School- Galaxy Program: 6:30a.m.-6:30p.m.
 - Foskett Ranch Elementary School – PreSchool Program: 8:00a.m. -3:00p.m.
 - Lincoln Crossing Elementary School- Galaxy Program: 6:30a.m. - 6:30p.m.
 - Twelve Bridges Elementary School- Galaxy Program: 6:30a.m. – 6:30p.m.

If there is a lack of enrollment for any one portion of the STAR program at any campus, STAR will dissolve that portion of the program with a 60 day notice to WPUSD and affected families. If there is a need for additional care at a specific campus that is not currently being offered, STAR will make every effort to accommodate the needs of that campus.
- 17 STAR agrees to pay facilities fees based on the Board approved fees schedule for preferential long-term users. WPUSD agrees to provide STAR with 90 days' notice for any fee increase. The current fee schedule is available on the WPUSD website. STAR Preschool agrees to reserve two enrollment spaces for WPUSD Special Education preschool inclusion, to be shared amongst such children that have general education inclusion in their Individual Education Plans in exchange for free rent for one STAR Preschool classroom.
- 18 Dates of occupancy for STAR programs during the school year, academic holidays, and summer months, as well as dates of non-occupancy due to cleaning schedules, will be noted on the Facilities Use forms, and will be completed once WPUSD school calendar is established each year for the following July 1 – June 30 school year.
- 19 Families of WPUSD Special Education preschool inclusion students who participate in the STAR Preschool program will need to complete STAR's online process that is required by the STAR Preschool Program. This process includes a required \$100 registration fee to be paid online at the time of enrollment. STAR will reimburse this fee by check by mail. WPUSD will provide an aide to assist with the initial transition of inclusion students into the STAR Preschool Program, with the aide service fading out over time to facilitate the child's independence, as agreed upon by WPUSD and STAR personnel as appropriate for each inclusion child.

- 20 Due to California Social Services restrictions, WPUSD will not plan activities in STAR Galaxy or Preschool designated STAR classrooms on each school site one hour before and after program start and end times. WPUSD will not plan activities in the STAR Nova space during time designated for the STAR NOVA classes without identifying a temporary alternative well in advance of any schedule or location change.
- 21 STAR will leave classrooms and all site space utilized by STAR in clean and neat condition at the end of each day's program. All STAR supplies and equipment will be safely and properly stored away at the end of each day by STAR staff. STAR agrees to ensure that the classrooms that are allocated for the program are left in the same condition or in better condition than they were left in prior to the beginning of daily programming.
- 22 A representative of STAR will be given access and keys to the building and building alarm procedures for space used during "off hours" to facilitate any STAR related work that must be completed.
- 23 All STAR staff are qualified by the requirements of California Social Services regulations for Preschool teachers and school age teachers.
- 24 STAR and WPUSD agree that neither party will interview or hire teachers or assistants that are currently employed by either STAR or WPUSD without first consulting with the other party.
- 25 STAR will provide WPUSD with a certificate of insurance with endorsement naming Western Placer Unified School District as an additional insured to cover \$1,000,000 of general liability insurance.
- 26 STAR reserves the exclusive right to determine the investment made in the WPUSD facility for the purpose of after school programming; however, the intention of STAR is to procure materials, furniture, and equipment and to create space for an after-school enrichment area and/or activity and study rooms that meets the needs of the STAR after school program.
- 27 All STAR employees will be required to undergo background checks to include livescans and tuberculosis tests to ensure that they are eligible to work with the children that will be in their care. This is a function that will be the responsibility of STAR to facilitate and maintain. Records of background checks will be made available to WPUSD administration upon request.
- 28 STAR will be responsible for all accounting functions associated with this program including determining the FTE of scholarship and non-scholarship students, billing students and collecting fees from students or their parents/guardians. WPUSD teachers and staff will not assist in collecting unpaid fees.
- 29 During the time that is covered by this agreement, WPUSD agrees not to bring into any school site which currently offers the STAR program another after-school program that would compete with any part of STAR to provide a balanced after school program. District programs that are offered by WPUSD are exempt from this restriction.
- 30 STAR will hold a Summer Camp program on one district assigned campus and will require additional classrooms, which will be requested through WPUSD facility request forms. Summer camp will begin the first Monday following the last day of school and STAR will vacate the district assigned campus a minimum of two weeks prior to the start of school, allowing WPUSD custodial staff time to prepare the classrooms used by STAR for the school year. The last two weeks of STAR summer camp will be held amongst the remaining STAR campuses.
- 31 STAR staff will be able to set-up in assigned Summer Camp classrooms the Friday before the start of summer Camp at 3:15 pm.
- 32 STAR staff will not use tape on WPUSD campus doors or carpet. STAR will only use magnetic clips for posting information on the doors.
- 33 STAR will not use spray sunscreen in the classrooms or multipurpose room in order to help preserve the maintenance of the WPUSD campuses.
- 34 During Summer Camp WPUSD custodial staff are responsible for:
 - Unlock all STAR classrooms, bathrooms and gym by 6:30 am daily. Lock all STAR classrooms, bathrooms and gym and setting school alarm after 6:30 pm daily.
 - Clean and maintain student and staff restrooms daily.
 - Mopped Gym floor daily either before 6:30 am or after 5:30pm.
 - Vacuum and mop STAR classrooms every other day.

- 35 STAR shall indemnify and hold WPUSD harmless from and against any judgment, loss, damage, liability, cost and expense incurred in connection with or arising from any claim, suit, action or proceeding against STAR and/or WPUSD to the extent the basis of such claim is (i) the willful or negligent act or omission of STAR in connection with this agreement or (ii) that a third party has been or may be injured or damaged in any way by any material breach by STAR of its duties, representations, or warranties under this agreement. WPSUD will be held responsible for any district negligence.
- 36 This is the entire agreement and any changes to this agreement must be in writing and approved by both STAR and WPUSD.
- 37 This agreement can be terminated by either party with 90 days' written notice.
- 38 This agreement shall be construed and enforced pursuant to the laws of the State of California. Any disputes arising out of this Agreement shall be brought in the courts of the State of California.

MEMORANDUM OF UNDERSTANDING

Between WPUSD & STAR Inc.

WPUSD

NAME: Andregalpatrick
POSITION: Asst Supt of Business Svs and Operations


SIGNATURE

DATE: 3/24/15

STAR

NAME: Sasha Mendenhall
POSITION: Regional Administrator


SIGNATURE

DATE: 3/24/15

-----End-----

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

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

SUBJECT:

Ratification of Contract – Camp Alta
Rental of Facilities for School Activity Meeting

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of Business
Services and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund – School Site Donations

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is for rental of facilities at Camp Alta for a school activity meeting with Lincoln High School students and staff in May 2015. The services will be funded with school site donation funds.

RECOMMENDATION:

Administration recommends that the Board ratify the contract proposal agreement between Camp Alta and Western Placer Unified School District.

CAMP ALTA FACILITY CONTRACT

Retreat ID: 766

794 ALTA POWERHOUSE ROAD PO BOX 628 ALTA, CA 95701 (530) 389-8710

FAX (530) 389-2511 www.campalta.org info@campalta.org

Arrival Date:

Arrival Time:

Contract#: 15-026

Departure Date:

Day Use

Filing Date: 12/5/2014

Group Name: Lincoln High School

Contact Person: Amanda Retallack

Phone Number: (916) 645-6360

Address: 790 J Street, Lincoln CA 95648

Cell Number:

Fax Number:

Email Address: mretallack@hotmail.com

Phone: (916) 645-6360

Nights: 1 Total Meals: 2 Estimated # of People: 15 to 30

Address:

Type of Event: Youth

Buildings Used: Ponderosa Lodge

First Meal: Dinner Last Meal: Breakfast

First Meal Day: Last Meal Day:

GUARANTEE AND

The guaranteed minimum number of participants is: 15

The per person charge for your visit to Camp Alta is: \$50.00 Notes:

The Guaranteed Minimum Fee to Camp Alta is: \$750.00

A deposit of \$200.00 is required. Please include this deposit amount with the signed contract. Deposit Check #:

This deposit is nonrefundable and may either be applied to the final payment or rolled over to reserve another date at Camp Alta.

Please note: Final payment is due upon the group's arrival at Camp Alta.

NOTE: Retreat date is canceled if deposit and signed contract are not received 12/19/2014

CANCELLATIONS

There is no penalty for cancellations submitted in writing ninety (90) days prior to the scheduled beginning date. However, the deposit remains NON refundable. If cancellation occurs within ninety (90) days of the scheduled beginning date, then the group agrees to pay Camp Alta the Guaranteed Minimum Fee above.

NOTE: the group may attend with fewer than the guaranteed minimum number of participants, yet agrees to pay the guaranteed minimum payment.

GOVERNING GUIDELINES

1. Group agrees to formally screen all counselors and adults according to church policies.
2. Group agrees to pay Camp Alta for any damage to property by group or member.
3. Group agrees to transport sick or injured campers to and from the Dr's or hospital.
4. Group agrees to assist in cleaning buildings and grounds of trash before departure.
5. Group agrees to report any accident, illness, or first aid treatment to camp office and understands that camp insurance is secondary to personal or group insurance and only covers injuries occurring on the camp property.
6. Group agrees to send Camp Alta a proposed schedule at least fourteen (14) days prior to arriving.
7. There will be no use of alcoholic beverages or non prescription drugs, no immodest apparel and no unbecoming language.
8. Pets are NOT allowed.
9. Smoking is allowed in designated areas only (Fire danger is often extremely high).
10. No amplified noise is allowed outside the buildings. Quiet hours are from 10:00 pm to 8:00 am (during these hours only conversation level noise is allowed).
11. Sleeping is bunk style and linens and sleeping bags are not provided.
12. Camper/Counselor ratio is to be advised by the guest group coordinator.
13. Camp Alta is not responsible for personal injury to guests.
14. We hereby indemnify and agree to hold Camp Alta free and harmless from any and all losses, damages, claims, demands, liability, causes of action or judgments of any nature caused in any way by us. The guest group bears responsibility for providing adequate insurance coverage for their group. This shall come in the form of a certificate of insurance.
15. We (guest group) concur with Camp Alta's basic Statement of Beliefs and agree that any program content will uphold and not detract from these principles of faith.


Authorized Signature

Date 3/27/15

5.11.1

INFORMATION

DISCUSSION

ACTION

ITEMS

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

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

DISTRICT GLOBAL GOALS

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


SUBJECT:

Consider Approving New Job Description for
Grant Funded- Facilities Support Clerk
as part of the CCPT Grant.

AGENDA ITEM AREA:

Discussion/Action

REQUESTED BY:

Ryan Davis 
Assistant Superintendent of
Personnel Services

ENCLOSURES:

New Job Description for:
Grant Funded- Facilities Support Clerk

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

Grant Funded

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

As a part of the ongoing review of job descriptions and the needs of the school sites and the District by both the District and CSEA there exists a need to approve a new job description for the "Facilities Support Clerk - Grant Funded" position which is necessary to meet the very specific needs of implementing the California Career Pathways Trust (CCPT) Grant. The District administration worked with CSEA and the CCPT Committee to bring forward the enclosed job description.

RECOMMENDATION:

Approve the new job description for the Facilities Support Clerk- Grant Funded position.

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	FACILITIES SUPPORT CLERK - GRANT FUNDED
Department:	Administrative Office
Reports to:	Director of Facilities, Assistant Superintendent – Business and Operations

SUMMARY:

Under the supervision of the Director of Facilities, provides assistance and performs variety of clerical and related functions in the areas of facilities planning activities related to new school construction, renovation or modernization of existing schools, relocatable classrooms and other support activities. The position assists in the planning, coordination, and monitoring of school district construction projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Performs general duties in support of the facilities department including requests for information, answering questions, and providing first-level solutions to problems.
- * Assist with project coordination and reporting; to include grant application and reporting requirements.
- * Assist with OPSC, CDE, and DSA applications and submittals; process required forms for eligibility, funding, and continue to monitor projects through the process and closeout audits..
- * Monitor project budgets within appropriate funds; verify expenditures per budget and contract; process invoices and payables; maintain up-to-date financial statements by project within fund; monitor cash flow; verify income and authorize expenditures in accordance with established limitations.
- * Performs routine office support duties including copying materials, distributing mail, and filing
- * Types, edits, and proofs correspondence, reports, and other documents, may compose correspondence according to general instructions.
- * Communicates information from supervisor to others as required.
- * Operate a wide variety of office equipment including personal computers and peripherals, electric typewriter, 10-key calculator, and copier.
- * Prepare notices, public information documents, and other information items, including resolutions, agenda items and documentation required for Board action.
- * Respond to technical questions and provide information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies.
- * Initiates and answers telephone calls; makes appointments; composes correspondence; types from straight copy or draft letters, reports, bulletins, and memorandums, including material of a confidential nature; maintains files, compiles and prepares reports, and perform general clerical duties.
- * Supports District Safety Committee and all committees related to facilities.
- * Attend a variety of meetings as assigned.
- * Perform related duties as assigned.

QUALIFICATIONS:

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

8.1.1

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); prior work experience with a school district or county office of education working with school facilities preferred. Any combination of training and experience at a level to demonstrate the ability to perform the duties and responsibilities as described is qualifying.

OTHER SKILLS and ABILITIES:

Write and speak effectively; establish and maintain effective working relations with all district personnel, public and private agencies; analyze situations and develop appropriate recommendations for action; initiate, plan and carry work through to completion without close supervision; operate computers; and willing to work additional hours periodically and travel locally. Operate various office machines and equipment including computers. Establish and maintain effective working relationships with those contacted in the course of work. Communicate effectively and tactfully in both oral and written form.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is variable.

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

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

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF 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:

Consider Approving Revised Job Description for
Child Nutrition Clerk Position.

AGENDA ITEM AREA:

Discussion/Action

REQUESTED BY:

Ryan Davis
Assistant Superintendent of
Personnel Services



ENCLOSURES:

Revised Job Description for:
Child Nutrition Clerk

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

Food Services Fund

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

As a part of the ongoing review of job descriptions and the needs of the District by both the District and CSEA there exists a need to approve a revised job description for the Child Nutrition Clerk position to accommodate some of the essential job duties and requirements that are required and needed by the Food Services Department. The revised Child Nutrition Clerk position has some significant changes from the current position description to accommodate some of the specific and changing needs of the Food Services Department. The District administration worked with the Food Services Department and CSEA to bring forward the enclosed job description and the description has been approved by CSEA. The revised position will be reclassified and placed at Range 23 (up from Range 20 currently) on the Classified Salary Schedule and the position is funded through the Food Services program.

RECOMMENDATION:

Approve the revised job description for the Child Nutrition Clerk position.

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	CHILD NUTRITION CLERK
Department:	Food Service
Reports To:	Director, Food Services

SUMMARY:

The Child Nutrition Clerk shall perform responsible accounting support functions in the preparation, maintenance, and processing of food service financial or statistical records or reports; to provide support for a variety of Food Service Department functions; to serve as a resource person for assigned accounting support areas; and to do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Responsible for working with a centralized food service accountability software package.
- * Oversees and trains district cafeteria cashiers in the proper use of computer software and uniform collection and reporting systems.
- * Organizes and coordinates cashier activities and operations throughout the district, **to include verifying daily cashier deposits.**
- * Serves as a resource person for District personnel and others regarding food service accounting and statistical records.
- * Receives and processes free/reduced meal applications, checking for completeness and accuracy and determining eligibility within established guidelines. **Also perform Direct Certification process for eligible applicants.**
- * Maintains office supply inventory and equipment maintenance log for the Food Service Department.
- * Posts information, distributes, and maintains a variety of lists and records related to food service programs.
- * **Accurately** composes correspondence, notices, and memos as assigned.
- * Prepares routine forms and reports.
- * **Tracks absences' of food service staff and ensures absence forms are turned in on time.**
- * **Assists Food Services Director in scheduling staff or substitutes as needed.**
- * Performs a variety of office support functions, including word processing, filing and answering the telephone for the food service office.
- * Assist the Food Service Director to ensure overall department compliance with state and federal mandates relating to matters of the Child Nutrition Program.
- * **Assists in updating department homepage.**
- * **Assists with coordinating and organizing catering events.**
- * Participate in a variety of food service operations and functions as needed, to include functional area meetings and/or conferences when deemed necessary.
- * **May provide back-up coverage for Food Services department positions when required where substitutes are not available.**
- * **Other related duties as assigned.**

QUALIFICATIONS:

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

EDUCATION and/or EXPERIENCE:

High School graduate or equivalent and three years accounting/book keeping experience. Background in Food Service operations preferred.

OTHER SKILLS and ABILITIES:

Personal Computer and spreadsheet experience. (Technical skills to program/repair telecommunications and voice mail equipment preferred.) Ability to communicate clearly and concisely, both orally, and in writing. Knowledge of office methods and procedures, record keeping practices and procedures

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before children, staff, and vendor representatives. Bilingual speaking of Spanish and English preferred.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and volume. Ability to apply concepts of basic math.

REASONING ABILITY:

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

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Valid California Driver's License.

PHYSICAL DEMANDS:

Frequently sit, stand and walk for extended periods; physical ability to lift and carry objects weighing up to 25 pounds without assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of cash registers, computers, calculators, adding machines, office equipment, and copiers.

WORK ENVIRONMENT:

Work is normally performed in an office environment; some work may be performed in an environment with constant noise, regular contact with staff and students.

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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Common Core & CAASPP

AGENDA ITEM AREA:

Information

REQUESTED BY:

Kerry Callahan

ENCLOSURES:

No – Presentation at Meeting

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

None

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

State testing will begin at Twelve Bridges Middle School on April 8, 2015 with the other schools testing shortly thereafter. Teachers and administrators have been working very hard to ensure students are ready to take the various assessments under the new CAASPP system. Educational Services will present an overview of the work being done to further support the transition to Common Core and to prepare schools and students for the upcoming assessments.

RECOMMENDATION:

Information only.

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:

Board Docs LT - On-line Board Agenda Program

AGENDA ITEM AREA:

Information/Discussion

REQUESTED BY:

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

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

Over the last two months an interest has been raised by the board to look into a "paperless" board agenda system that would eliminate the large volume of paper included in the board packets and reduce the time involved by staff in preparing and compiling the board packet.

We reviewed various on-line agenda programs and also researched the on-line agenda systems that were currently being used by some Placer school districts. Through that research we found one company that may serve the needs of our district.

BoardDocs LT is a paperless service, which allows organizations to significantly improve the way they create and manage board packets, access information and conduct meetings. It is a cloud based board document management system. Board Docs is a turn-key, state-of-the-art solution specifically designed for public governance. Staff attended a webinar on Board Docs and found it to be very organized and easy to use. The system would free up at least one day of compiling and copying the board packet. The BoardDoc LT overview and proposal is included in this board item for review.

There would be on-going and one-time costs incurred and a labor cost savings if the District were to move to this system as detailed below:

One Time Costs:

- | | |
|---|----------------|
| • Board Docs LTY Start-up Fee | \$1,000 |
| • Cost of 10 iPads (with cover/keypad) | \$6,254 |
| (5 board members, 3 Administration and 2 Union) | |
| Total One-Time Costs | <u>\$7,254</u> |

On-Going Costs:

- | | |
|--|----------------|
| • Annual Recurring Fee (Maintenance, Support and Training) | <u>\$3,000</u> |
|--|----------------|

8.4

Savings Realized:

- Annual cost to produce and compile Board packets
 - Including labor, paper cost and copier cost \$5,500

While there are some one-time costs involved in this transition there could be a savings to the district by eliminating the labor involved in compiling and copying the board packet since it would be on-line and accessible through logins and to the public via the district website.

RECOMMENDATION:

Staff requests that the Board of Trustees review the presented information and provide input and direction.



BoardDocs LT Formal Proposal

Executive Overview

Introduction

BoardDocs LT is the ideal entry level, cloud-based, board document management system. Developed specifically for governing bodies of smaller organizations, BoardDocs LT provides a means of immediately publishing and revising agenda items and supporting documents via the Internet. This service provides organizations with a simple way to eliminate printed documentation while maintaining a searchable legal repository for all documents.

BoardDocs also improves governance by making documents readily available to board members, designated staff and the public in a professional, easy-to-access format. The administration maintains total control over who sees what information and when. Governance stakeholders have immediate and ubiquitous access to their data via most Internet-connected devices. No third-party apps are required because BoardDocs is platform independent and looks, feels and functions the same across all devices.

Unlike email, general-purpose cloud services such as Google Docs, and PDF quick-fixes, BoardDocs is a turn-key, state-of-the-art solution, specifically designed for public governance. For example, the system “knows” not to allow communication between board members, is compliant with open records requirements, provides granular levels of security and contains many other community-defined features. With BoardDocs, there’s no need to incur the cost of purchasing and supporting a thick client infrastructure; the organization need only provide Internet-connected devices to access the service.

Document Submission, Creation and Publishing

Document Submission Options

BoardDocs LT is an easy-to-use solution designed for organizations that have simple document workflow requirements. Simply designate a single person, or as many individuals as needed, as “document publishers” to gather electronic versions of meeting documents and enter them into the system. Document publishers can receive agenda item information and supporting documents via email or network share and create the agenda items using BoardDocs’ document publisher software.

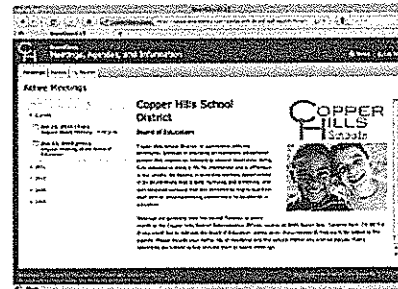
This method often gives the document publishers ultimate control over all facets of the agenda item creation process. With BoardDocs, the people that create the data are the ones who manage it. And, since BoardDocs services provide centralized storage of data, stakeholders can always be confident that there is only one valid copy of agenda information to be viewed or managed. There is no confusion regarding whether or not the information being viewed is current, because everyone is looking at the same documents.

Organizations that require more comprehensive document workflow options should consider those available in BoardDocs Pro.

BoardDocs Features and Benefits

Easy to Use

BoardDocs is currently being utilized by tens of thousands of users nationwide. This powerful solution provides a single Web app where stakeholders can quickly access current meetings and review archived meetings in an intuitive manner. Once a meeting is selected, agendas are fully expanded in a clear, concise format. Simply click on the agenda item and it will be fully displayed. Stakeholders can display the entire packet and then scroll down to review specific information.



Emerald Data Solutions has conducted a tremendous amount of research and taken recommendations from thousands of stakeholders to assure that every board member can use the service. We provide each of them with on-site training, user-friendly documentation, video tutorials, electronic manuals and online help. Plus, if a board member needs additional assistance, they can count on 24-hour, toll-free technical support at no additional charge.

Meeting Video

Meeting video allows stakeholders go well beyond documents and actually see what happened for each agenda item in a meeting. This feature simplifies the task of associating and managing meeting video by providing easy-to-use tools that automate the process involved with delivering video over the Web. Users can easily associate their video with each meeting and tag individual agenda items to any part of the video, all while displaying them through the organization's existing BoardDocs interface.

Stakeholders can then use BoardDocs' powerful search tools to find any agenda item within a meeting. Once the item is found, the stakeholder is presented with the highest fidelity experience of what actually happened during the meeting, with the agenda item, background information and video from one simple interface.

Advanced Web Application Technology

BoardDocs' advanced Web technology provides an extremely rich user experience by delivering custom interfaces across multiple platforms without the need to install custom software or special end-user configurations. Recognizing the power of the individual to customize their own Web experience, BoardDocs technology moves document management away from the IT department and toward the individual that actually creates and manages the packet.



BoardDocs LT Formal Proposal

In the end, this technology helps governing bodies operate more effectively by eliminating paper and streamlining board packet processes. Organizations save money, time and increase transparency for their stakeholders. With BoardDocs, organizations of all sizes can significantly improve the way they create and manage board packets, access information and conduct meetings.

Client Requirements

BoardDocs users can get to information from most contemporary Web browsers, virtually anywhere, on just about any Internet-connected device. There are no thick client applications or plugins to install, update or maintain. The organization is only responsible for supplying any client hardware and network infrastructure necessary to connect to BoardDocs services via the Internet.

Dedicated Database

BoardDocs uses a dedicated database instance for each client. By using separate databases, access control lists and code for each client, Emerald Data Solutions can assure that no other BoardDocs subscriber will have unauthorized access to your organization's private data. This also prevents data corruption from spreading throughout the system.

Hosting and Technology Partners

Our hosting environment is supported by technology partners who are regarded as the best-in-class providers of their services. Application services are provided by clusters of Sun servers from Oracle, behind four F5 enterprise load-balancers that are connected to redundant, high-speed network connections. These clusters are hosted at two SSAE 16/SOC1 audited (formally SAS 70) dedicated hosting centers; one near Denver, CO and the other in Sterling, VA. Both feature emergency backup environmental systems for continuous, 7 x 24 operation. At each site, data is kept on dual, fully-redundant fiber arrays with redundant connections to all servers and independent copies of the data are kept and stored on dual Raid 5+1 configured arrays at each site, so hardware failure is extremely unlikely. Additionally, each weeknight all production data is copied to a NAS-attached array. This backup is kept for 1 week, except for Friday's backup, which is stored for 3 additional weeks.

Storage

BoardDocs provides document archives and instant access for at least 20 years of information. If after 20 years the amount of information does not exceed 20 GB, additional data will be stored until the limit is reached. Data exceeding the 20-year limit will be archived on optical media and provided to the organization.



BoardDocs LT Formal Proposal

Search and MetaSearch

BoardDocs provides the ability to perform searches against the full text of any document in the system – including attachments. The document publisher determines what documents or parts of documents users can access. Through MetaSearch, BoardDocs also provides the capability to perform searches of public agenda items and policies from other organizations using the BoardDocs service. Using this exclusive feature, administrators and board members can research policies and procurement on a national basis.

Custom Interface

BoardDocs supports the branding of public and private interface with the subscriber's information. Organization logo support is provided for the site and all printed documents. At any time, the subscriber can further modify their public and private interface with custom verbiage and designated documents. The public areas of BoardDocs are designed to tie into the organization's Web site and include a link back to it.

BoardDocs features several ways for subscribers to access data in the BoardDocs outside of the standard interface, including RSS and XML access to all public data. Using XML and RSS, dynamic information can be integrated into existing Web sites or custom queries can be made from most popular third-party reporting tools. Custom interfaces to BoardDocs data can also be created.

Ownership of Data, Backups, Object and Source Code

While BoardDocs maintains the data on behalf of each subscriber, we believe that the organization should have an up-to-date, local copy of all data. The customer retains all ownership of content posted to the database and has exclusive control of who can access the data and when. Designated publishers control access to the system.

Technical Support

Emerald Data Solutions provides 7 x 24, US-based, no-charge technical support for all document publishers, authenticated users and even the public for the life of the agreement. The technical support is available via toll-free phone number with a guaranteed response time of two hours with a 24-hour resolution.

User Accounts

Authorized users will have an individual user ID and password. Initially, passwords and user names will only be shared with the designated document publisher. After the implementation, changes to user names and passwords can be managed by designated publishers using BoardDocs People Manager.



BoardDocs LT Formal Proposal

Maintenance and Updates

Emerald Data Solutions provides ongoing maintenance, including minor fixes and updates to the software for the term of the agreement. Updates and fixes are automatically applied daily, as necessary, without user intervention. Emerald Data Solutions is continually responding to the needs of our subscribers and partners by improving our service and adding new features. This process is on-going and has taken BoardDocs from a simple paperless meeting solution to a comprehensive eGovernance solution.

Emerald Data Solutions will inform the customer and provide version upgrades as they become available at no additional charge. All version upgrades will be scheduled in advance and performed only after approval by the organization. Since BoardDocs is 100% Web-based, there is no need to manage client software or install updates on workstations.

Training and Implementation

We have found that video or Web training is not sufficient to assure complete success. As a result, every implementation of BoardDocs is performed on-site.

Emerald Data Solutions will assign a dedicated Implementation Specialist and Technical Analyst to assist in the implementation of the solution. The Implementation Specialist will conduct on-site training sessions based on our proven curriculum. Each attendee will receive documentation, customized for the subject matter of their training session. Additionally, the organization's IT staff will receive a comprehensive IT Implementation Guide.

The training sessions will be scheduled on the same day and will consist of the following:

Document Publisher – This session is to be attended by the designated document publisher(s). The instructor will lead a 3 – 4 hour session where the attendee(s) will publish an entire meeting and learn how to load and manage the data and how the data is presented by BoardDocs LT.

Board Members – Each board member will attend a one-hour instructor-led session where they will learn how to access the information from any Internet-enabled location and how to participate in a meeting using BoardDocs LT.

Other than a \$1,000, one-time start-up to cover travel costs, there is no charge for initial training and implementation. Emerald Data Solutions will provide subsequent visits for training, on-site support or attendance of meetings at the organization's request at no additional charge. For subsequent visits, the Company will submit travel expenses, including airfare, ground transportation and hotel for reimbursement. The BoardDocs



BoardDocs LT Formal Proposal

Web site also features documentation and video tutorials if any user would like a quick refresher on how to use the system. Emerald Data Solutions maintains support and training staff in six states, so help is never far away.

Still Need Some Paper?

If some of your organization's stakeholders still want to use paper, BoardDocs LT provides an easy way to print individual agenda items, a customized agenda or even the entire packet. Organizations can easily customize all reports by adding logos, headers, footers and formatted text to their printed documents.

BoardDocs Plus

Need a Solution for Multiple Governing Bodies?

BoardDocs Plus is a new service enhancement enables organizations with multiple public governing bodies to provide a separate, distinct and comprehensive suite of BoardDocs services to each group via one subscription.

BoardDocs LT can support unlimited types of meetings for different committees; however, adding Plus, each governing body can have separate confidential meetings, separate document managers and separate administrative access. With BoardDocs Plus, BoardDocs services can provide agenda item-level security so only authenticated users in each group can access meetings, agenda items or even parts of an agenda item.

Upgrade Opportunities

Want Even More? Upgrade to BoardDocs Pro

BoardDocs is the only service that provides a simple and affordable solution, along with an easy upgrade path to the most powerful eGovernance service available, BoardDocs Pro. Your organization can get comfortable with the paperless process by starting with BoardDocs LT, and then upgrade to the full power of BoardDocs Pro at any time, at no additional charge. Training costs are absorbed by BoardDocs and only out-of-pocket travel expenses for the trainer are billed to the subscriber.

About Emerald Data Solutions

Emerald Data Solutions is 100% employee-owned and has been providing technology solutions to public and private organizations since 1989. Our past clients have included the State of Georgia, BellSouth, Turner Broadcasting and hundreds of local governments. Currently, Emerald Data Solutions is exclusively dedicated to the development and delivery of BoardDocs eGovernance services. BoardDocs was initially developed in 2000 for Marietta City Schools, and since the national introduction of BoardDocs in 2002, over 850 organizations have chosen BoardDocs as their paperless governance solution.

Features and Pricing Summary

The BoardDocs LT service includes the following features:

- BoardDocs Paperless eAgenda Solution
- Access to BoardDocs MetaSearch
- Advanced Publishing Interface
- Customized Printing of Agendas, Agenda Items and Meeting Packets
- Searchable Meeting Video that associates video with specific agenda items
- Integrated Audio Player – listen to meetings indexed by agenda item
- Social Sharing via Twitter, Facebook and email
- Search Functionality for Consolidated Searches on Any Content
- Create and Save Draft Meetings
- Create and Publish Administrative and Executive level Content
- User-Customizable Interface
- Attach Virtually Any Type of Document to Agenda Items
- Granular Ability to Withhold Sensitive Information from the Public
- Support for Web-based Policy Solutions
- 100% Web-based for access from Windows, Macintosh, Linux and iPad
- 7 x 24, Secure, Power-redundant Hosting, with daily backups
- XML Capabilities to dynamically drive BoardDocs data into your organization's Web site
- Redundant High-speed Internet Access
- Secure Document Database Technology
- Up to 20 Years of History with Archiving of Data beyond 20 Years
- User and Security Administration via People Manager
- No Charge, User-friendly On-site Training
- 7 x 24, Toll-free, US-based End-user Technical Support
- Access to All Software Enhancements, Including Version Updates and Fixes for the Term of the Agreement



BoardDocs LT Formal Proposal

Subscriber Pricing

COST SUMMARY	
BoardDocs LT Electronic Board Document Management System – One-time start-up fee	\$1,000
BoardDocs LT Electronic Board Document Management System – Recurring Cost: (Includes maintenance/support, installation, training, implementation, updates, upgrades and customization)	\$3,000 per year

In some states, BoardDocs LT service fees are invoiced by a designated billing agent. Services are invoiced at the beginning of each annual term. The delivery of BoardDocs services is exclusively defined by the BoardDocs End user Agreement (EUA).



BoardDocs LT Formal Proposal

Company Contact Information

Corporate Office, Payment and Legal Notices:

Emerald Data Solutions, Inc.
519 Johnson Ferry Rd. NE
Suite A100
Marietta, GA 30068

Other Information:

Federal Tax ID: 80-0003127
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**WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET**

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

SUBJECT:

Discussion of Board Policy 5131.2 (Bullying)

AGENDA ITEM AREA:

Discussion

REQUESTED BY:

Scott Leaman, Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

District office

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

April 7, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

With the increased focus on bullying, the Board is being asked to discuss Board Policy 5132.2 and the attached definition of bullying from the California Department of Education.

RECOMMENDATION:

Discuss the topic.

8.5

BULLYING

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137 - Positive School Climate)

(cf. 6164.2 - Guidance/Counseling Services)

BULLYING (continued)

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 6163.4 - Student Use of Technology)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

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

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

BULLYING (continued)

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Legal Reference: (see next page)

BULLYING (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
32282 Comprehensive safety plan
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
48900-48925 Suspension or expulsion
48985 Translation of notices

PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor
647.7 Use of camera or other instrument to invade person's privacy; punishment
653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094
Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

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

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Bullying is exposing a person to abusive actions repeatedly over time. Being aware of children's teasing and acknowledging injured feelings are always important. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.

Bullying is a form of violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or emotional (spreading rumors, manipulating social relationships, extorting, or intimidating). Bullying can occur face-to-face or in the online world.

Bullying is also one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined.

An "electronic act" is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

What do bullies do?

Bullying actions may be direct or indirect.

Direct bullying or identifiable bullying actions may include:

Hitting, tripping, shoving, pinching, and excessive tickling

Verbal threats, name calling, racial slurs, and insults

Demanding money, property, or some service to be performed

Stabbing, choking, burning, and shooting

Indirect bullying may be more difficult to detect and may include:

Rejecting, excluding, or isolating target(s)

Humiliating target(s) in front of friends

Manipulating friends and relationships

Sending hurtful or threatening e-mail or writing notes

Blackmailing, terrorizing, or posing dangerous dares

Developing a Web site devoted to taunting, ranking, or degrading a target and inviting others to join in posting humiliating notes or messages.

Education Code 48900

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

