

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

School	<u>STUDENT ENROLLMENT</u>		
	2014-15 CALPADS	9/1/2015	10/1/2015
Sheridan Elementary (K-5)	79	64	66
First Street Elementary (K-5)	465	463	465
Carlin C. Coppin Elementary (K-5)	389	387	394
Creekside Oaks Elementary (K-5)	613	602	607
Twelve Bridges Elementary (K-5)	645	632	632
Foskett Ranch Elementary (K-5)	465	470	471
Lincoln Crossing Elementary (K-5)	666	644	645
Glen Edwards Middle School (6-8)	795	871	866
Twelve Bridges Middle School (6-8)	804	775	773
Lincoln High School (9-12)	1,643	1,741	1,735
Phoenix High School (10-12)	74	78	77
TOTAL	6638	6,727	6,731

Pre-K/Special Ed

Foskett 15
 First Street/LIP 59

Parent Education

Continuing Educ. Classes 130

GLOBAL DISTRICT GOALS

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

**Western Placer Unified School District
Regular Meeting of the Board of Trustees**

October 6, 2015, 7:00 P.M.

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

AGENDA

2015-2016 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

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

6:00 P.M. START

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

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters 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 Board Room. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

6:05 P.M.

- 3. CLOSED SESSION** – WPUSD District Office – 4th Floor Overlook Room
 - 3.1 CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
 - ~Scott Leaman, Superintendent
 - ~Gabe Simon, Assistant Superintendent of Personnel Services
 - ~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
 - ~Kerry Callahan, Assistant Superintendent of Educational Services
 - 3.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477
 - 3.3 PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release
 - CL 15/16.1

7:00 P.M.

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

Regular Meeting of the Board of Trustees

October 6, 2015

Agenda

- 4.1 **Page 10 - CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Gabe Simon, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
~Kerry Callahan, Assistant Superintendent of Educational Services
- 4.2 **Page 11 - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
CAL200 et al. v. Apple Valley et al., S.F. County Superior Court Case No. CPF-15-514477
- 4.3 **Page 12 - PERSONNEL**
Public Employee Employment/Discipline/Dismissal/Release
• CL 15/16.1
5. **Page 14 - SPECIAL ORDER OF BUSINESS**
The Western Placer Education Foundation - Recognition Certificates
6. **Page 17-86 - CONSENT AGENDA**

NOTICE TO THE PUBLIC

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

- 6.1 Approval of Meeting Minutes for:
• September 1st & September 15, 2015 Regular Board of Trustee Meeting
- 6.2 Approval of Warrants
- 6.3 Certificated Personnel Report
- 6.4 Classified Personnel Report
- 6.5 Ratification of Contract with Placer County Office of Education and Western Placer Unified School District
- 6.6 Ratification of Agreement with Weatherproofing Technologies, Inc. and Western Placer Unified School District
- 6.7 Ratification of Contract with Coloma Outdoor Discovery School and Sheridan Elementary School
- 6.8 Ratification of Contract with Mid-Placer Public Schools for Transportation to Fort Bragg
- 6.9 Ratification of Agreement with UC CalFresh and Western Placer Unified School District
- 6.10 Memorandum of Understanding (MOU – California School Employees Associations (CSEA) and Western Placer Unified School District
- 6.11 Ratification of Contract with Project GLAD
- 6.12 Overnight Field Trips
- 6.13 Ratification of Agreement for Library/Media Professional Services
- 6.14 Ratification of Contract with Mobile Ed Productions, Inc. and Foscett Ranch Elementary School.

Roll call vote:

Regular Meeting of the Board of Trustees

October 6, 2015

Agenda

7. COMMUNICATION FROM THE PUBLIC

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8. REPORTS & COMMUNICATION

- 8.1 Lincoln High School Student Advisory – Harpreet Chumber
- 8.2 Western Placer Teacher’s Association – Tara McCroskey
- 8.3 Western Placer Classified Employee Association – Mike Kimbrough
- 8.4 Superintendent - Scott Leaman

9. ♦ACTION ♦DISCUSSION ♦INFORMATION

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

9.1 Information **Page 88 - REVIEW OF THE 2014-15 UNAUDITED ACTUALS -**

Kilpatrick (15-16 G & O Component I, II, III, V, IV)

- The 2014-15 Unaudited Actuals were presented and approved by the Board of Trustees on September 15, 2015. A more detailed review will be presented at this time for information purposes only.

9.2 Action **Page 94 - DISPOSAL OF SURPLUS VEHICLES AND MOWER AND APPROVAL OF CONSIGNMENT AGREEMENT WITH BAR NONE AUCTION - Kilpatrick**

(15-16 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 longer needed.

9.3 Discussion/ Action **Page 101 - CONSIDER APPROVING NEW JOB DESCRIPTION FOR MECHANIC – TRANSPORTATION DEPARTMENT – Simon**

(15-16 G & O Component I, II, III, V, IV)

- As a part of the ongoing review of job descriptions and is based on the needs of the school sites. The Assistant Superintendent of Personnel Services is requesting that the Board of Trustees approve a new job description for the “Mechanic” position which is necessary to meet the needs of the District. This job description would be a revision of the current “Mechanic” job description.

9.4 Information **Page 104 - PRESENTATION OF 2015 CAASPP DATA - Callahan**

(15-16 G & O Component I, II, III, V, IV)

- On September 9, 2015, the California Department of Education released student assessment data under the new California Assessment of Student Performance and Progress (CAASPP) System.

9.5 Information/ *Page 105 - SUNSHINE FOR NEGOTIATIONS REGARDING THE*

Discussion *COLLECTIVE BARGAINING AGREEMENT BETWEEN*
WESTERN PLACER UNIFIED SCHOOL DISTRICT AND THE
WESTERN PLACER TEACHER'S ASSOCIATION – Simon (15-16 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.

9.6 Information/ *Page 108 - INTERDISTRICT AGREEMENTS/RESIDENCY BASED*

Discussion *ON EMPLOYMENT REPORT – Leaman (15-16 G & O Component I, II, III,*
IV, V)

•An Interdistrict/Residency Based on Employment (RBOE) report will be presented to the Board. In addition to the attached report, it should be noted that there was a dramatic decrease in board appeals, but the overall number of interdistrict approvals held at about the same average as past years.

9.7 Action *Page 122 - ADOPTION OF REVISED/NEW POLICIES/*

REGULATIONS/ EXHIBITS – Leaman (15-16 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.

- AR 1220 Citizen Advisory Committees
- AR 4112.4/4212.4/4312.4 Health Examinations
- AR/E 4112.5/4212.5/4312.5 Criminal Record Check
- AR/E 4112.62/4212.62/4312.62 Maintenance of Criminal Offender Records
- AR 4117.4 Dismissal
- BP/AR 4118 Dismissal/Suspension/Disciplinary Action
- BP 4121 Temporary/Substitute Personnel
- AR 4261.1 Personal Illness/Injury Leave

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
- Measure A Update

10.2 BOARD MEMBER REPORTS/COMMENTS

Regular Meeting of the Board of Trustees

October 6, 2015

Agenda

11. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➤ **October 20, 2015 7:00 P.M.**, Regular Meeting of the Board of Trustees -- Lincoln Crossing Elementary School, Multi-Purpose Room

12. ADJOURNMENT

<p>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</p>

Posted: 100215

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

Western Placer Unified School District

CLOSED SESSION AGENDA

Place: **WPUSD District Office – 4th Floor, Overlook Room**

Date: **Tuesday, October 6, 2015**

Time: **6:05 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.

board\class

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Bargaining Groups:

WPTA & CSEA Negotiations

Agency Negotiators:

Scott Leaman, Superintendent

Gabe Simon, Assistant Superintendent
of Personnel Services

Audrey Kilpatrick, Assistant Superintendent
Business and Operations

Kerry Callahan, Assistant Superintendent of
Educational Services

AGENDA ITEM AREA:

Disclosure of action taken in
closed session

REQUESTED BY:

Scott Leaman
Superintendent

ENCLOSURES:

No

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

October 6, 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.

DISTRICT GLOBAL GOALS

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SUBJECT:

CONFERENCE WITH LEGAL COUNSEL –
EXISTING LITIGATION

AGENDA ITEM AREA:

Disclosure of Action Taken in
Closed Session

REQUESTED BY:

Scott Leaman, Superintendent
Kerry Callahan,
Assistant Superintendent of Educational Services

ENCLOSURES:

No

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

October 6, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

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

RECOMMENDATION:

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

**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:

Public Employee Discipline/Dismissal/Release

AGENDA ITEM AREA:

Closed Session

REQUESTED BY:

Gabe Simon, Ed.D.

Assistant Superintendent of Personnel Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

Restricted Funds

MEETING DATE:

October 6, 2015

ROLL CALL REQUIRED:

Yes (Closed Session)

BACKGROUND:

The Board of Trustees will disclose any action taken in closed session in regard to Employee # CL 15/16.1 Discipline/Dismissal/Release

RECOMMENDATION:

Administration recommends the Board of Trustees disclose action taken in closed session in regard to Employee #CL 15/16.1 Discipline/Dismissal/Release.

**SPECIAL
ORDER
OF
BUSINESS**

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Western Placer Education Foundation
• Recognition Certificates

AGENDA ITEM AREA:

Special Order of Business

REQUESTED BY:

Scott Leaman,
Superintendent

ENCLOSURES:

No

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

October 6, 2015

ROLL CALL REQUIRED:

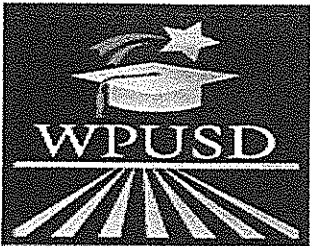
No

BACKGROUND:

The Western Placer Education Foundation will recognize staff for the commitment and dedication to the Outdoor Education Program, OLE property and the School Farm.

RECOMMENDATION:

Administration recommends the recognition



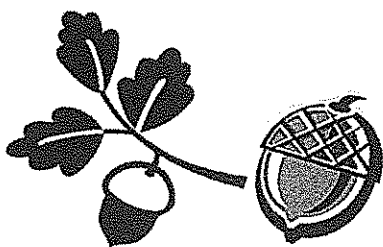
WESTERN PLACER UNIFIED SCHOOL DISTRICT

YOU ARE INVITED

PLEASE JOIN THE
BOARD OF TRUSTEES
FOR SPECIAL RECOGNITION

I would like to give you a special invitation to attend the next Board of Trustee Meeting on Tuesday, October 6, 2015, 7:00 p.m. in the District Office Building, located at 600 Sixth Street, (3rd Floor Conference Room) in Lincoln. You will be recognized by the Western Placer Education Foundation.

Scott Leaman, Superintendent



WESTERN PLACER
EDUCATION
FOUNDAToin

CONSENT

AGENDA

ITEMS

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Approval of Minutes:

- September 1 & 15, 2015 Regular Board of Trustee Meeting

AGENDA ITEM AREA:

CONSENT AGENDA

REQUESTED BY:

Scott Leaman,
Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

October 6, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

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

- September 1, 2015 Regular Board of Trustee Meeting
- September 15, 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

September 1, 2015, 7:00 P.M.

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

MINUTES

2015-2016 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
Kerry Callahan, Assistant Superintendent of Educational Services
Rosemary Knutson, Secretary to the Superintendent
Harpreet Chumber, LHS Student Representative
Carol Percy, Lincoln News Messenger

6:00 P.M. START

1. **CALL TO ORDER** – WPUSD District Office/City Hall Bldg. – 3rd Floor Conference Room
2. **COMMUNICATION FROM THE PUBLIC**

6:05 P.M.

3. **CLOSED SESSION** – WPUSD District Office – Overlook Room (4th Floor)
 - 3.1 **CONFERENCE WITH LABOR NEGOTIATOR**
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~VACANT, 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 **INTERDISTRICT ATTENDANCE APPEAL**

September 1, 2015

Minutes

- a. Interdistrict Request Appeal 15/16 – 56
- b. Interdistrict Request Appeal 15/16 – 59

7:00 P.M.

4. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE – District Office/City Hall Bldg. – 3rd Floor Conference 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

~VACANT, 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

No action was taken

4.3 INTERDISTRICT ATTENDANCE APPEAL

- a. Interdistrict Request Appeal 15/16 – 56

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

- b. Interdistrict Request Appeal 15/16 – 59

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

5. CONSENT AGENDA

- 5.1 Approval of Meeting Minutes for:
 - August 4th & August 18, 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 Contract with Center for Hearing Health for Hearing Screening Tests
- 5.6 Overnight Field Trip
- 5.7 Ratification of Contract with Starstruck Showcase and Twelve Bridges Elementary School

September 1, 2015

Minutes

- 5.8 Agreement for Internal Revenue Code Section 125 Services between Flex-Plan, Inc., and WPUSD and Updated WPUSD Flexible Spending Plan
Roll call vote:

Motion by Mr. Armitage to approve consent agenda, seconded by Mrs. Wyatt and passed by a 5-0 (Ayes: Long, Armitage, Wyatt, 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, Harpreet Chumber shared the following:
- LHS will be having a new student rally
 - Sports team updates
- 7.2 Western Placer Teacher's Association, Tara McCroskey invited the board, and district administration to a BBQ on September 15th, at LHS, before the board meeting.
- 7.3 Western Placer Classified Employee Association, Mike Kimbrough, had no report
- 7.4 Superintendent - Scott Leaman
- Our enrollment is holding steady at 6727 right now
 - Entered into agreements with WPTA, looking at abiding by ADA in class size, added kindergarten at COE, need to stay at average of 25. There are some hot spots, hope to get relief to them soon
 - Last two Friday's we had a couple of incidents happen, no water at CCC, and no electricity at COE and LHS in the early morning. All worked out well.
 - Working with Angie Brown on PR, more to follow

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

- 8.1 Action **DISPOSAL OF SURPLUS ITEMS** - Kilpatrick (15-16 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 longer needed. Administrative Regulation 3270 provides the process for selling surplus or obsolete property through a number of methods.

Motion Mr. Carras, seconded by Mr. Armitage, and passed by a 5-0 (Ayes: Armitage, Carras, Haley, Long, Wyatt No: None) vote to approve the disposal of surplus items listed.

- 8.2 Discussion/ Action **REVISED JOB DESCRIPTION FOR COUNSELOR ON SPECIAL ASSIGNMENT - PEER COACH BEHAVIOR** - Callahan (15-16 G & O Component I, II, III, V, IV)
- As a part of the ongoing review of job descriptions and the needs of the District by both the District and WPTA there exists a need to approve a revised job

September 1, 2015

Minutes

description for the Counselor on Special Assignment – Peer Coach Behavior to accommodate changes in funding for the position as well as duties needed of this position.

Kerry Callahan presented the revised job description for approval. Motion by Mr. Carras, seconded by Mr. Long, and passed by a 5-0 (Ayes: Long, Armitage, Wyatt, Carras, Haley No: None) vote to approve the revised job description for Counselor on Special Assignment – Peer Coach Behavior.

8.3 Information **EDUCATIONAL SERVICES UPDATE - Callahan** (15-16 G & O Component I, II, III, V, IV)

•Information regarding the Administrator Orientation (August 5, 2015) and District Day (August 14, 2015) will be shared. Additionally, an overview of the 2015-2016 priorities for Educational Services will be provided.

Kerry Callahan presented a power point on Educational Update, which included the following:

- Educational Services: Roles & Responsibilities
- 2015-2018 Focus
- 2015-2016 Projects
- Master Calendar
- District Day – August 14, 2015

This was information only.

8.4 Action **ADOPTION OF REVISED/NEW POLICIES/REGULATIONS/EXHIBITS – Leaman** (16-16 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 4020 - Drug and Alcohol Free Workplace
- BP 4030 – Nondiscrimination in Employment
- AR 4032 – Reasonable Accommodation
- BP 4111/4211/4311 – Recruitment and Selection
- E 4112.9/4212.9/4312.9 – Employee Notifications
- AR 4112.22 – Staff Teaching English Language Learners
- BP/AR 4112.42/4212.42/4312.42 – Drug and Alcohol Testing of Bus Drivers
- AR 4117.11/4317.11 – Preretirement Part-Time Employment
- AR 4117.14/4317.14 – Postretirement Employment
- BP 4119.21/4219.21/4319.21/E 4319.21 – Professional Standards
- BP 4119.41/4219.41/4319.41 – Employees with Infectious Disease
- AR 4121 – Temporary/Substitute Personnel
- BP 4140/4240/4340 – Bargaining Units
- AR 4154/4254/4354 – Health and Welfare Benefits
- BP/AR 4158/4258/4358 – Employee Security
- AR 4217.3 – Layoff/Rehire
- BP 4312.1 – Contracts

September 1, 2015

Minutes

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

9. BOARD OF TRUSTEES

9.1 FUTURE AGENDA ITEMS

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

- High School in the Twelve Bridges Area
- Lincoln Crossing Elementary South/Facilities Update
- Community Information Breakfast – Mr. Leaman spoke with Angie Brown, looking at breakfast, at Lincoln High School, possibly in February or April. Working on a proposal

9.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Carras talked about the Trustee Dinner, invites will be sent out soon.

Mrs. Wyatt talked about the CCC water issue, and expressed what a great job the city did. There will be a wellness meeting next week. The community recovery resources are looking at a family wellness forum in the fall.

Mr. Armitage shared LHS students are off and running, looking at the LCAP on updating computers at LHS

Mr. Long no report

Mr. Haley no report

Note: It was recommended the district look into implementing a goal:

Goal: That each classroom should have a Standard Plan of what is needed, also a structure to make it happen.

Mike Kimbrough recommended they also look at infrustrcture of the school

ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➤ **September 15, 2015 7:00 P.M.**, Regular Meeting of the Board of Trustees – City Hall, 3rd Floor Conference Room

11. ADJOURNMENT

There being no further business the meeting was adjourned at 7:54 p.m.

Brian Haley, President

Kris Wyatt, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the
Superintendent

Adopted:

Ayes:

Noes:

Absent:

<p>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</p>

Western Placer Unified School District
Regular Meeting of the Board of Trustees

September 15, 2015, 7:00 P.M.

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

MINUTES

2015-2016 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
Kerry Callahan, Assistant Superintendent of Educational Services
Audrey Kilpatrick, Assistant Superintendent of Business and Operations
Gabe Simon, Assistant Superintendent of Personnel Services
Rosemary Knutson, Secretary to the Superintendent
Harpreet Chumber, LHS Student Representative
Carol Percy, Lincoln News Messenger

6:30 P.M. START

1. **CALL TO ORDER** – WPUSD District Office/City Hall Bldg. – 3rd Floor Conference Room
2. **COMMUNICATION FROM THE PUBLIC**

6:35 P.M.

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

6:45 P.M.

4. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE – District Office/City Hall Bldg. 3rd Floor Conference 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

~Gabe Simon, Assistant Superintendent of Personnel Services

~Audrey Kilpatrick, Assistant Superintendent of Business and Operations

~Kerry Callahan, Assistant Superintendent of Educational Services

No action taken

4.2 PERSONNEL

Public Employee Employment/Discipline/Dismissal/Release

No action taken

5. CONSENT AGENDA

5.1 Certificated Personnel Report

5.2 Classified Personnel Report

5.3 Ratification of Agreement with Excel Photographers and Western Placer Unified School District

5.4 Ratification of Contract with Cyber High

5.5 Ratification of Agreement with Adobe Systems Incorporated and Western Placer Unified School District

5.6 Contract with SchoolWorks, Inc. for Geographical Information Systems (GIS) for the 2015/16 Fiscal Year

5.8 Approve Overnight Field Trips

Motion by Mr. Carras, seconded by Mrs. Wyatt, and passed by a 5-0 (Ayes: Long, Armitage, Wyatt, 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 – Harpreet Chumber reported the following:

- FFA had a blood drive
- September 17th is Back to School Night
- LHS plays Wheatland on Friday, September 18th at Wheatland
- LHS Drama Class received an award for being the Best Drama Class
- Gave a Sports update

Minutes

- 7.2 Western Placer Teacher's Association, Tara McCroskey thanked the Board of Trustees and Administration for dinner, enjoyed chatting with everyone. Tara shared knowing how hard the board works, and cares for the district.
- 7.3 Western Placer Classified Employee Association, Mike Kimbrough was not present
- 7.4 Superintendent, Scott Leaman reported the following:
- Attended the football game at Nevada Union
 - Welcomed Gabe Simon, he will fit well with our team.
 - Shared about the FPM Audit (Federal Program Monitoring) coming in, October 27th, which will include FSS GEMS, and which ever additional schools they choose.
 - The Facilities Bond Oversight Committee toured LHS
 - Talked about the "What makes us special" survey

8. PUBLIC HEARING

Public Hearing re Sufficient Instructional Materials

Education Code 60119 requires that the governing board of a school district hold an annual instructional materials public hearing to determine whether the district has sufficient standards aligned textbooks or instructional materials for student in each of its schools.

Kerry Callahan opened the Public hearing at 7:07 p.m.

Tara McCroskey shared there is a level of frustration regarding getting textbooks, we don't get them; there not available; materials didn't get purchased; and there is a shortage in large classes. The Elementary teachers are frustrated, the feeling is it's a global issue, especially with elementary teachers.

The Public Hearing was closed at 7:12 p.m.

9. ♦ACTION ♦DISCUSSION ♦INFORMATION

9.1 Action RESOLUTION NO.15/16.4 INSTRUCTIONAL MATERIALS -

Callahan (15-16 G & O Component I, II, III, IV, V)

•Educational Code 60119 requires that the governing board of a school district hold an annual instructional materials public hearing to determine whether the district has sufficient standards-aligned textbooks or instructional materials for students in each of its schools.

Roll call vote:

Motion by Mr. Armitage, seconded by Mr. Long, and passed by 5-0 (**Ayes:** *Armitage, Wyatt, Carras, Long, Haley* **No:** *None*) roll call vote to approve Resolution No. 15/16.4 Re: Instructional Materials.

9.2 Action DISPOSAL OF SURPLUS ITEMS - Kilpatrick (15-16 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 longer needed. Administrative Regulation 3270 provides the process for selling surplus or obsolete property through a number of methods.

Mr. Leaman presented the list of items to be surplus. Motion Mrs. Wyatt, seconded by Mr. Carras, and passed by a 5-0 (**Ayes:** *Armitage, Carras, Haley, Long, Wyatt* **No:** *None*) vote to approve disposal of surplus items.

9.3 Discussion/ **APPROVE RESOLUTION NO. 15/16.3 TO ADOPT THE 2014-16**
Action **WESTERN PLACER UNIFIED SCHOOL DISTRICT GANN LIMIT**

- Kilpatrick (*15-16 G & O Component I, II, III, V, IV*)

• Shortly after Proposition 13, the 1978 Jarvis-Gann amendment was enacted. Proposition 4, adopted in November 1979, and established a constitutional limit on the allowable growth in state and local government spending.

Roll call vote:

Motion by Mr. Long, seconded by Mr. Armitage, and passed by a 5-0 (**Ayes:** *Wyatt, Carras, Long, Armitage, Haley* **No:** *None*) roll call vote to approve Resolution No. 15/16.3 to adopt the 2014-16 Western Placer Unified School District Gann Limit.

9.4 Discussion/ **APPROVAL OF THE 2014-15 UNAUDITED ACTUALS - Kilpatrick**
Action (*15-16 G & O Component I, II, III, V, IV*)

• The 2014-15 Unaudited Actuals are included for the Board of Trustees, and an executive summary of significant items is included.

In Audrey Kilpatrick's absence, Mr. Leaman presented the 2014-15 Unaudited Actuals. 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 2014-15 Unaudited Actuals.

9.5 Discussion **2015-16 DISTRICT GOALS AND OBJECTIVES – Leaman** (*16-16 G & O Component I, II, III, IV, V*)

• An update on the 2014-15 school year goals and objectives will be presented to the Board at the next meeting. Administration is requesting a discussion concerning the interaction between this document and the Local Control Accountability Plan.

Mr. Leaman reviewed Goals and Objectives, which are centered on our district mission statement. Goals and Objectives will now be centered on the LCAP, which will cover most programmatic issues. Mr. Leaman will bring 15-16 goals and objectives to the next Board Meeting. He is working with Kerry Callahan to make sure goals and objectives are line up with the LCAP. There was some discussion about Public and Community involvement. Mr. Leaman will bring back a report on last years goals.

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

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

- BP/AR 4112.2 Certification
- BR/AR 442.21 Interns
- BP 4117.3 Personnel Reduction
- BP 4131.1 Beginning Teacher Support/Induction
- BP/AR 4139 Peer Assistance and Review
- BP 4158/4258/4358 – Employee Security
- BP 4315.1 Staff Evaluating Teachers

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

10. BOARD OF TRUSTEES

10.1 FUTURE AGENDA ITEMS

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

- High School in the Twelve Bridges Area
- Lincoln Crossing Elementary South/Facilities Update
- Community Information Breakfast
- Measure A Update

10.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Carras shared he attended the PCOE Community Breakfast

Mrs. Wyatt thanked Audrey for taking care of the AC problems at GEMS, she also attended a wellness group meeting, and working with Youth Development. Rocklin will be hosting the English version, and Lincoln the Spanish version, however a location is needed.

Mr. Haley also attended the PCOE Community Breakfast.

Mr. Armitage talked about bonds, and state wide incentives for school bonds, which will include K-12, Charter and Community Colleges,

Mr. Long also attended the PCOE breakfast, he also talked about test scores in Placer County

11. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s): -

- **October 6, 2015 7:00 P.M.**, Regular Meeting of the Board of Trustees – District Office/City Hall Bldg., 3rd Floor Conference Room
- **October 20, 2015 7:00 P.M.**, Regular Meeting of the Board of Trustees – Lincoln Crossing Elementary School, Multi-Purpose Room

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:43 p.m.

Brian Haley, President

Kris Wyatt, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the
Superintendent

Adopted:

Ayes:

Noes:

Absent:

<p>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</p>

**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:

October 6, 2015

ROLL CALL REQUIRED:

N/A

BACKGROUND:

The Board of Trustees will consider approval of warrants paid since the September 1, 2015 board meeting.

RECOMMENDATION:

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

Checks Dated 09/25/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85451747	09/25/2015	CITY OF LINCOLN / PG&E REIMB	01-5510		2,935.90
85451748	09/25/2015	PACIFIC GAS & ELECTRIC CO	01-5510		42,544.84
85451749	09/25/2015	"DANIELSEN COMPANY, THE"	13-4380	103.28	
			13-4710	2,926.92	
			Unpaid Sales Tax	4.50-	3,025.70
85451750	09/25/2015	BERNARD FOOD INDUSTRIES	13-4710		582.96
85451751	09/25/2015	CROWN DISTRIBUTING INC.	13-4380		537.67
85451752	09/25/2015	GOLD STAR FOODS, INC	13-4710		349.35
85451753	09/25/2015	GOLDEN STATE EQUIPMENT REPAIR	13-5600		1,384.44
85451754	09/25/2015	PIZZA GUYS	13-4710		2,015.83
85451755	09/25/2015	SARA LEE	13-4710		585.63
85451756	09/25/2015	TRINITY FRESH	13-4710		988.53
85451757	09/25/2015	BARBARA EASON	13-4710		60.00
85451758	09/25/2015	Shelly E. Adams	01-4300		240.36
85451759	09/25/2015	Leah M. Contaxis	01-4300		84.00
85451760	09/25/2015	Megan Curry	01-4300		38.22
85451761	09/25/2015	David T. Luci	01-5800		39.95
85451762	09/25/2015	Clinton J. Nelson	01-4300		61.20
85451763	09/25/2015	Angela C. Scarbrough	01-4300		65.90
85451764	09/25/2015	ACCREDITING COMMISSION	01-5800		2,020.00
85451765	09/25/2015	B&H PHOTO VIDEO	01-4300	286.07	
			01-4400	750.19	
			Unpaid Sales Tax	72.30-	963.96
85451766	09/25/2015	BSN SPORTS SPORTS SUPPLY GROUP	01-4300		105.19
85451767	09/25/2015	CANYON CREEK SOFTWARE	01-5800		254.00
85451768	09/25/2015	CATTA VERDERA COUNTRY CLUB	01-4300		185.06
85451769	09/25/2015	DAVID B. MURRAY/MOBILE TOOL	01-4300	16,661.27	
			01-4400	3,184.84	19,846.11
85451770	09/25/2015	DE LAGE LANDEN	01-5600		129.02
85451771	09/25/2015	DISCOVERY OFFICE SYSTEMS	01-4300	309.43	
			01-5600	605.04	914.47
85451772	09/25/2015	ESGI - EDUCATIONAL SOFTWARE FOR GUIDING INSTRUCTION	01-5800		149.00
85451773	09/25/2015	MJB WELDING SUPPLY, INC.	01-4300		259.50
85451774	09/25/2015	NASCO MODESTO	01-4300		1,131.33
85451775	09/25/2015	OFFICE DEPOT	01-4300		508.07
85451776	09/25/2015	PCOE - PLACER CO OFFICE OF ED	01-4300		78.75
85451777	09/25/2015	PLACER COUNTY WATER AGENCY	01-4300		314.64
85451778	09/25/2015	SCHOLASTIC TEACHING RESOURCES	01-4300		219.78
85451779	09/25/2015	SCHOOL SPECIALTY INC	01-4300		33.13
85451780	09/25/2015	SHI INTERNATIONAL CORP	01-4400		1,635.55
85451781	09/25/2015	SUPER 8 MOTEL	01-5800		205.95
85451782	09/25/2015	TEACHERS PAY TEACHERS	01-4300	199.91	
			Unpaid Sales Tax	13.96-	185.95
85451783	09/25/2015	UNIVERSITY OF OREGON EDUCATIONAL COMMUNITY SUPPORT	01-5800		800.00
85451784	09/25/2015	Lori J. Fury	01-5200		50.72

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 09/25/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85451785	09/25/2015	Vincent R. Hurtado	01-5200		382.17
85451786	09/25/2015	Scott M. Leaman	01-4300		67.16
85451787	09/25/2015	Jina S. Martelle	01-4300		1,216.67
85451788	09/25/2015	Jessica L. Rogers	01-5800		460.00
85451789	09/25/2015	ADD SOME CLASS	01-5800		170.00
85451790	09/25/2015	AIRGAS	01-4300		25.68
85451791	09/25/2015	AMERIPRIDE SERVICES INC	01-4300		1,069.42
85451792	09/25/2015	ANGELINA BROWN - DBA ANGEION CONSULTING	01-5800		2,500.00
85451793	09/25/2015	C & S TELECOMMUNICATIONS INC	01-5600	270.00	
			25-4300	129.00	
			25-5800	550.00	949.00
85451794	09/25/2015	CDW GOVERNMENT INC	01-4300	4,526.09	
			01-4400	11,316.68	15,842.77
85451795	09/25/2015	CITRUS HEIGHTS SAW & MOWER	01-4365		310.85
85451796	09/25/2015	CITY OF LINCOLN/NON UTILITY	01-5800		116,000.00
85451797	09/25/2015	CSTA CA SCIENCE TEACHERS ASSC	01-5200		1,452.00
85451798	09/25/2015	CSU CHICO RESEARCH FOUNDATION	01-5200		800.00
85451799	09/25/2015	CVPSG CENTRAL VALLEY PERSONNEL	01-5300		35.00
85451800	09/25/2015	DECKER EQUIPMENT	01-4300	29.99	
			Unpaid Sales Tax	1.19-	28.80
85451801	09/25/2015	DISCOUNT SCHOOL SUPPLY	01-4300		72.95
85451802	09/25/2015	DISCOVERY OFFICE SYSTEMS	01-5600		169.31
85451803	09/25/2015	EMERALD DATA SOLUTIONS INC	01-5800		4,000.00
85451804	09/25/2015	ESCAPE TECHNOLOGY INC.	01-5200		700.00
85451805	09/25/2015	GOLD COUNTRY MEDIA PUBLICATIONS	01-5800		142.00
85451806	09/25/2015	GOPHER SPORT	01-4300		131.81
85451807	09/25/2015	GRAINGER .	01-4300		351.28
85451808	09/25/2015	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		102.04
85451809	09/25/2015	HOLT OF CALIFORNIA	01-5600		2,408.55
85451810	09/25/2015	INSIGHT SYSTEMS EXCHANGE	01-4300		1,858.17
85451811	09/25/2015	INTEGRATED FIRE SYSTEMS INC	01-5600	264.56	
			01-5800	1,540.00	1,804.56
85451812	09/25/2015	JABBERGYM INC.	01-5800		1,520.00
85451813	09/25/2015	JOHN DEERE LANDSCAPES	01-4300		1,444.38
85451814	09/25/2015	KRONICK MOSKOVITZ TIEDEMANN	01-5810		88.00
85451815	09/25/2015	LOWE'S	01-4300		3,710.79
85451816	09/25/2015	LOZANO SMITH, LLP	01-5810	6,927.00	
			25-5810	2,420.25	9,347.25
85451817	09/25/2015	LPA INC.	01-6210	13,355.00	
			21-6210	65,892.08	
			25-6210	4,401.08	83,648.16
85451818	09/25/2015	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		1,169.28
85451819	09/25/2015	MEDICAB OF SACRAMENTO/SIERRA	01-5800		2,400.50
85451820	09/25/2015	MISSION UNIFORM SERVICE INC	01-4300	35.56	

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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Page 2 of 4

Checks Dated 09/25/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85451820	09/25/2015	MISSION UNIFORM SERVICE INC	01-5800	925.40	960.96
85451821	09/25/2015	NORMAC	01-4300		10,380.67
85451822	09/25/2015	ODYSSEY LEARNING CENTER, INC.	01-5800		18,165.77
85451823	09/25/2015	PCOE - PLACER CO OFFICE OF ED	01-5800		1,028.08
85451824	09/25/2015	PEARSON - PSYCHOLOGICAL CORP.	01-4300		2,350.14
85451825	09/25/2015	PITNEY BOWES CREDIT CORP ACCOUNT #16271873867	01-5600		1,996.00
85451826	09/25/2015	PLACER COUNTY SELPA	01-5800		4,068.42
85451827	09/25/2015	PLACER LEARNING CENTER	01-5800		550.00
85451828	09/25/2015	PLATT ELECTRIC SUPPLY, INC.	01-4300		227.72
85451829	09/25/2015	PRO-ED	01-4300	94.00	
			Unpaid Sales Tax	6.00-	88.00
85451830	09/25/2015	QUEST MEDIA & SUPPLIES INC	01-5800		13,500.00
85451831	09/25/2015	RAINFORTH GRAU ARCHITECTS	21-6210		37.50
85451832	09/25/2015	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		903.05
85451833	09/25/2015	ROY R. RADTKE - DBA APPROVED SAFE & LOCK	01-4300		345.71
85451834	09/25/2015	SAC VAL JANITORIAL SALES	01-4300	929.03	
			21-4300	673.28	1,602.31
85451835	09/25/2015	SAFARI MONTAGE	01-4100	9,826.08	
			01-5800	13,204.42	23,030.50
85451836	09/25/2015	SCHOOL DUDE.COM INC.	01-5800		5,985.60
85451837	09/25/2015	SCHOOL INNOVATION & ACHIEVEMENT	01-4300		1,616.63
85451838	09/25/2015	SCHOOL SPECIALTY INC	01-4300		161.82
85451839	09/25/2015	SCHOOL TECH SUPPLY	01-4300		66,262.89
85451840	09/25/2015	SHI INTERNATIONAL CORP	01-4400	1,480.69	
			01-5800	11,234.00	12,714.69
85451841	09/25/2015	SIERRA FOOTHILLS ACADEMY	01-5800		12,825.02
85451842	09/25/2015	SIERRA OFFICE SUPPLIES &	01-4300		144.54
85451843	09/25/2015	SIG EMPLOYEE BENEFITS TRUST	76-9554		645,108.95
85451844	09/25/2015	STATE OF CALIFORNIA - DOJ	01-5821		448.00
85451845	09/25/2015	TAG / AMS INC	01-5800		125.00
85451846	09/25/2015	ULINE	01-4300		188.09
85451847	09/25/2015	WALLACE-KUHL & ASSOCIATES	21-5800		6,762.95
85451848	09/25/2015	WARREN CONSULT ENGINEERS INC	21-5800	12,000.00	
			25-5800	2,500.00	14,500.00
85451849	09/25/2015	WESTERN PLACER WASTE	01-5540		120.24
85451850	09/25/2015	WESTERN PSYCHOLOGICAL SERVICES	01-4300		569.37
85451851	09/25/2015	ZEP SALES & SERVICE	01-4300		635.56
Total Number of Checks			105		1,189,313.39

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	92	439,401.64
13	Cafeteria Fund	9	9,534.61

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 09/25/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
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Fund Summary

Fund	Description	Check Count	Expensed Amount
21	Building Fund #1	5	85,365.81
25	Capital Facilities Fund	4	10,000.33
76	Payroll Fund	1	645,108.95
Total Number of Checks		105	1,189,411.34
Less Unpaid Sales Tax Liability			97.95-
Net (Check Amount)			<u>1,189,313.39</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 09/18/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85450552	09/18/2015	CITY OF LINCOLN	01-5540	5,298.66	
			01-5550	10,427.26	
			01-5570	35,056.35	50,782.27
85450553	09/18/2015	PACIFIC GAS & ELECTRIC CO	01-5510		98,905.93
85450554	09/18/2015	RECOLOGY FMRLY AUBURN	01-5540		334.13
		PLACER DISPOSAL			
85450555	09/18/2015	SPURR	01-5530		1,998.74
85450556	09/18/2015	"DANIELSEN COMPANY, THE"	13-4380	266.73	
			13-4710	3,907.19	
			Unpaid Sales Tax	2.04-	4,171.88
85450557	09/18/2015	CROWN DISTRIBUTING INC.	13-4380		908.58
85450558	09/18/2015	DISCOUNT SCHOOL SUPPLY	01-4300		501.21
85450559	09/18/2015	GOLD STAR FOODS, INC	13-4710		4,904.95
85450560	09/18/2015	GOLDEN STATE EQUIPMENT REPAIR	13-5600		689.88
85450561	09/18/2015	PIZZA GUYS	13-4710		2,083.86
85450562	09/18/2015	SARA LEE	13-4710		284.42
85450563	09/18/2015	SYSCO SACRAMENTO	13-4380	569.17	
			13-4710	84.10-	485.07
85450564	09/18/2015	TRINITY FRESH	13-4710		429.62
85450565	09/18/2015	DANIELLE WAINIO	73-5850		500.00
85450566	09/18/2015	MARGARITA RODRIGUEZ	13-4710		17.50
85450567	09/18/2015	TINA NAYLOR	13-4710		20.75
85450568	09/18/2015	Christy L. Aday	01-4300		6.39
85450569	09/18/2015	Misty M. Lacey Alarcon	01-4300		52.83
85450570	09/18/2015	Kristin N. Noriega	01-4300		93.89
85450571	09/18/2015	Angela C. Scarbrough	01-4300		55.66
85450572	09/18/2015	Coreena R. Whiteside	01-4300		83.01
85450573	09/18/2015	ACADEMIC PLANNERS PLUS	01-4300		891.71
85450574	09/18/2015	ACSA - PLACER CO. CHAPTER ATTN: PETER TOWNE	01-5200	420.00	
			01-5300	1,650.00	2,070.00
85450575	09/18/2015	ADD SOME CLASS	01-4300		110.32
85450576	09/18/2015	ADOBE SYSTEMS INC	01-5800		22,468.00
85450577	09/18/2015	AIRGAS	01-4300		72.17
85450578	09/18/2015	ATHLETICS UNLIMITED	01-4300		2,290.99
85450579	09/18/2015	B&H PHOTO VIDEO	01-4400	536.43	
			Unpaid Sales Tax	37.43-	499.00
85450580	09/18/2015	BALFOUR	01-4300		2,836.71
85450581	09/18/2015	BARBAKAM	01-4300		375.46
85450582	09/18/2015	BIO-RAD	01-4300		193.10
85450583	09/18/2015	CDW GOVERNMENT INC	01-4300	447.68	
			01-4400	840.39	1,288.07
85450584	09/18/2015	DEMCO MEDIA	01-4300		159.16
85450585	09/18/2015	DIRECT PRESS 2	01-4300		130.67
85450586	09/18/2015	DISCOVERY OFFICE SYSTEMS	01-4300		17.36
85450587	09/18/2015	EMEDCO	01-4300	261.82	
			Unpaid Sales Tax	16.25-	245.57

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Checks Dated 09/18/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85450588	09/18/2015	EMMANOUEL ROZAKIS - DBA E. ROZAKIS RESTORATION	01-5800		65,800.00
85450589	09/18/2015	FOR TEACHERS ONLY & PENCIL CORP.	DBA ATLAS PEN 01-4300		50.96
85450590	09/18/2015	FULL COMPASS SYSTEMS	01-4300	480.46	
			01-4400	1,338.57	
			Unpaid Sales Tax	119.03-	1,700.00
85450591	09/18/2015	GBC TECHNICAL SERVICE & BRANDS USA LLC	ACCO 01-5800	421.62	
			Unpaid Sales Tax	29.42-	392.20
85450592	09/18/2015	LAKESHORE LEARNING MATERIALS	01-4300		852.76
85450593	09/18/2015	LEARNING PLUS ASSOCIATES	01-5800		6,757.18
85450594	09/18/2015	MIKALAI KALMAN	01-5800		2,842.40
85450595	09/18/2015	NASCO MODESTO	01-4300		85.66
85450596	09/18/2015	NORTHERN SPEECH SERVICES, INC.	01-4300	216.10	
			Unpaid Sales Tax	14.41-	201.69
85450597	09/18/2015	OFFICE DEPOT	01-4300		2,265.60
85450598	09/18/2015	PACIFIC ENVIRONMENTAL	01-5800		4,360.00
85450599	09/18/2015	PITNEY BOWES CREDIT CORP #16271873867	ACCOUNT 01-5600		197.34
85450600	09/18/2015	PRO-ED	01-4300	82.20	
			Unpaid Sales Tax	5.25-	76.95
85450601	09/18/2015	RAY MORGAN CO. / CHICO	01-5600		1.88
85450602	09/18/2015	READ NATURALLY INC.	01-4300	162.15	
			Unpaid Sales Tax	10.35-	151.80
85450603	09/18/2015	REALLY GOOD STUFF	01-4300	805.30	
			Unpaid Sales Tax	49.69-	755.61
85450604	09/18/2015	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-9500		135.00
85450605	09/18/2015	S & S WORLDWIDE	01-4300		391.95
85450606	09/18/2015	SCHOLASTIC BOOK CLUBS	01-4200		69.00
85450607	09/18/2015	SCHOOL SPECIALTY INC	01-4300		917.12
85450608	09/18/2015	SUPER DUPER SCHOOL COMPANY	01-4300	420.88	
			Unpaid Sales Tax	29.37-	391.51
85450609	09/18/2015	TEACHER'S DISCOVERY	01-4300	12.47	
			Unpaid Sales Tax	.39-	12.08
85450610	09/18/2015	U.S. BANK NATIONAL ASSOCIATION U.S. BANCORP PURCHASING CARD	01-4300	2,500.87	
			01-5200	1,042.98	
			13-4300	72.54	
			13-4380	563.47	4,179.86
85450611	09/18/2015	UNIVERSITY OF OREGON COMMUNITY SUPPORT	EDUCATIONAL 01-4300		300.00
85450612	09/18/2015	WESTERN BLUE AN NWN COMPANY	01-4300	20,259.21	
			01-4400	1,565.00	21,824.21
85450613	09/18/2015	Isual Bautista	01-5800		300.00
Total Number of Checks				62	315,971.62

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Checks Dated 09/18/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
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Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	51	301,150.69
13	Cafeteria Fund	11	14,634.56
73	Foundation Trust	1	500.00
Total Number of Checks		62	316,285.25
Less Unpaid Sales Tax Liability			313.63-
Net (Check Amount)			315,971.62

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Checks Dated 09/16/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85449729	09/16/2015	DAWSON OIL COMPANY	01-4345	4,105.30	
			01-4350	2,122.52	6,227.82
85449730	09/16/2015	SHI INTERNATIONAL CORP	01-5800		33,361.00
Total Number of Checks				2	<u>39,588.82</u>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	2	39,588.82
	Total Number of Checks	2	39,588.82
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		<u>39,588.82</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 09/11/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85449125	09/11/2015	JIVE COMMUNICATIONS, INC.	01-5560		235.61
85449126	09/11/2015	PACIFIC GAS & ELECTRIC CO	01-5510		1,879.17
85449127	09/11/2015	WAVE BROADBAND - ROCKLIN	01-5560		13,082.80
85449128	09/11/2015	"DANIELSEN COMPANY, THE"	13-4380	62.13	
			13-4710	2,983.98	
			Unpaid Sales Tax	2.04-	3,044.07
85449129	09/11/2015	CROWN DISTRIBUTING INC.	13-4380		985.66
85449130	09/11/2015	D & P CREAMERY	13-4710		4,382.72
85449131	09/11/2015	GOLD STAR FOODS, INC	13-4710		3,693.35
85449132	09/11/2015	MISSION UNIFORM SERVICE INC	13-4300		363.93
85449133	09/11/2015	PIZZA GUYS	13-4710		1,503.83
85449134	09/11/2015	SARA LEE	13-4710		41.78
85449135	09/11/2015	TRINITY FRESH	13-4710		253.33
85449136	09/11/2015	CHERYL BUROKER-SMELSER	13-4710		48.75
85449137	09/11/2015	Amanda Y. Burch	01-5200		834.97
85449138	09/11/2015	Ramey Dern	01-5200		90.70
85449139	09/11/2015	Vincent R. Hurtado	01-5200		382.17
85449140	09/11/2015	Nancyann M. Rowell	01-5200		160.30
85449141	09/11/2015	Jennifer T. Sperber	01-5200		43.58
85449142	09/11/2015	Keyonna M. Williams	01-5200		226.17
85449143	09/11/2015	A-Z BUS SALES INC	01-4365		681.17
85449144	09/11/2015	ADVANCED INTEGRATED PEST	01-5800		2,506.00
85449145	09/11/2015	ALAN S BROOKS	21-5800	3,225.00	
			25-5800	1,762.50	4,987.50
85449146	09/11/2015	C & S TELECOMMUNICATIONS INC	01-4300	215.00	
			01-5600	110.00	
			21-4300	268.75	
			21-5800	605.00	1,198.75
85449147	09/11/2015	C.A.S.H. COALITION FOR	01-5300		484.00
85449148	09/11/2015	CAPITOL CLUTCH AND BRAKE INC	01-4365		22.31
85449149	09/11/2015	CAPITOL PUBLIC FINANCE GROUP	21-5800	2,400.00	
			25-5800	900.00	3,300.00
85449150	09/11/2015	CDW GOVERNMENT INC	01-4300	2,646.10	
			01-4400	2,061.94	
			21-4300	841.40	5,549.44
85449151	09/11/2015	CITRUS HEIGHTS SAW & MOWER	01-4365		107.87
85449152	09/11/2015	COOKS PORTABLE TOILETS	01-5600		25.00
85449153	09/11/2015	DAWSON OIL COMPANY	01-4345	4,284.56	
			01-4350	8,054.66	12,339.22
85449154	09/11/2015	DELTA EDUCATION INC	01-4100		278.72
85449155	09/11/2015	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		1,644.93
85449156	09/11/2015	ESS ENVIRONMENTAL	01-5800		3,265.50
85449157	09/11/2015	FOLLETT EDUCATIONAL SERVICES	01-4100		24,007.93
85449158	09/11/2015	FOLLETT SOFTWARE COMPANY	01-5800		10,000.00
85449159	09/11/2015	FUN AND FUNCTION	01-4300	530.00	
			Unpaid Sales Tax	32.99-	497.01

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Checks Dated 09/11/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85449160	09/11/2015	GRAINGER .	01-4300		161.01
85449161	09/11/2015	HANDWRITING WITHOUT TEARS	01-4100		2,362.63
85449162	09/11/2015	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		1,925.53
85449163	09/11/2015	HEATHER TORRES	01-5800		1,000.00
85449164	09/11/2015	HOLT OF CALIFORNIA	01-4365		80.92
85449165	09/11/2015	KRISTINE N CORN DBA SIERRA PEDIATRIC THERAPY CLINIC	01-5800		901.31
85449166	09/11/2015	LAMINATION DEPOT	01-4300		80.25
85449167	09/11/2015	MCM ROOFING COMPANY INC	01-6200		136,035.84
85449168	09/11/2015	MEDICAB OF SACRAMENTO/SIERRA	01-5800		2,740.00
85449169	09/11/2015	MEDICAL BILLING TECHNOLOGIES	01-5800		337.35
85449170	09/11/2015	Navia Benefit Solutions	01-5800		154.00
85449171	09/11/2015	ODYSSEYWARE	01-5800		16,333.30
85449172	09/11/2015	OREGON LAMINATIONS COMPANY	01-4300	58.82	
			Unpaid Sales Tax	3.69-	55.13
85449173	09/11/2015	PLACER COUNTY AIR POLLUTION	01-5800		3,183.80
85449174	09/11/2015	PLACER LEARNING CENTER	01-5800		20,399.60
85449175	09/11/2015	PYRAMID EDUCATIONAL	01-5200		1,995.00
85449176	09/11/2015	QUENCH USA, INC	01-5800		80.63
85449177	09/11/2015	QUEST MEDIA & SUPPLIES INC	01-4300	1,756.02	
			01-5800	2,400.00	4,156.02
85449178	09/11/2015	RAY MORGAN CO. / CHICO	01-4300	138.68	
			01-5600	21.37	160.05
85449179	09/11/2015	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		850.64
85449180	09/11/2015	RIEBES AUTO PARTS	01-4365		1,157.11
85449181	09/11/2015	SAC VAL JANITORIAL SALES	21-4300		1,031.41
85449182	09/11/2015	SCHOLASTIC MAGAZINE	01-4300		2,021.73
85449183	09/11/2015	SCHOOL SPECIALTY INC	25-4300		27,227.71
85449184	09/11/2015	SHI INTERNATIONAL CORP	01-4300		21.50
85449185	09/11/2015	SIERRA OFFICE SUPPLIES &	01-4300	492.33	
			25-4300	199.04	691.37
85449186	09/11/2015	THEODORE C. HRONES DBA - METRO SUPPLY	01-4300		40.32
85449187	09/11/2015	UNIVERSAL SPECIALTIES, INC.	01-4300		670.18
85449188	09/11/2015	VALLEY POWER SYSTEM INC	01-4365	1,835.34	
			01-5600	1,000.00	2,835.34
85449189	09/11/2015	WESTERN BLUE AN NWN COMPANY	01-4300		1,901.13
85449190	09/11/2015	WILCO SUPPLY	01-4300		242.67
85449191	09/11/2015	Travis K. Hunt	01-4300		48.36
85449192	09/11/2015	Joshua J. O'Geen	01-4300		256.79
85449193	09/11/2015	Mary Lou Resendes	01-4300		43.80
85449194	09/11/2015	Pamela S. Soha	01-4300		155.62
85449195	09/11/2015	Kelli M. Willard	01-4300		106.38
85449196	09/11/2015	BIO CORPORATION	01-4300	59.02	
			Unpaid Sales Tax	4.12-	54.90
85449197	09/11/2015	BULBMAN - SACRAMENTO	01-4300		39.06

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Checks Dated 09/11/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85449198	09/11/2015	BURKETT'S OFFICE	01-4300		11,012.57
85449199	09/11/2015	CDW GOVERNMENT INC	01-4300	440.53	
			01-4400	2,705.31	3,145.84
85449200	09/11/2015	CITY OF ROSEVILLE MAIDU INTERPRETIVE CENTER	01-5800		567.00
85449201	09/11/2015	CREATIVE NOTEBOOK SOLUTIONS	01-4300	76.60	
			Unpaid Sales Tax	5.35-	71.25
85449202	09/11/2015	DISCOVERY OFFICE SYSTEMS	01-4300		260.99
85449203	09/11/2015	EAGLE SOFTWARE DBA AERIES SOFTWARE INC.	01-5200		300.00
85449204	09/11/2015	EASTBAY / FOOTLOCKER.COM	01-4300		3,398.16
85449205	09/11/2015	LAKESHORE LEARNING MATERIALS	01-4300		171.36
85449206	09/11/2015	QUENCH USA, INC	01-4300		399.90
85449207	09/11/2015	RAY MORGAN CO. / CHICO	01-4300	87.63	
			01-5600	133.94	221.57
85449208	09/11/2015	REI RECREATIONAL EQUIPMENT INC	01-4300		289.28
85449209	09/11/2015	SCHOOL SPECIALTY INC	01-4300		61.19
85449210	09/11/2015	SIERRA OFFICE SUPPLIES &	01-4300		115.49
85449211	09/11/2015	SIERRA SAFETY COMPANY INC	01-4300		40.31
85449212	09/11/2015	STAPLES ADVANTAGE	01-4100	17.42	
			01-4300	8,318.65	8,336.07
85449213	09/11/2015	Guadalupe Leonides	01-4300		500.00
Total Number of Checks				89	362,577.61

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	76	309,845.53
13	Cafeteria Fund	9	14,319.46
21	Building Fund #1	5	8,371.56
25	Capital Facilities Fund	4	30,089.25
Total Number of Checks		89	362,625.80
Less Unpaid Sales Tax Liability			48.19-
Net (Check Amount)			362,577.61

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Checks Dated 09/04/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85447994	09/04/2015	PACIFIC GAS & ELECTRIC CO	01-5510		12,905.74
85447995	09/04/2015	Abigail C. Castillo	01-5200		170.20
85447996	09/04/2015	"DANIELSEN COMPANY, THE"	13-4380	97.18	
			13-4710	3,518.87	3,616.05
85447997	09/04/2015	CROWN DISTRIBUTING INC.	13-4380		723.74
85447998	09/04/2015	GOLD STAR FOODS, INC	13-4710		10,782.73
85447999	09/04/2015	PIZZA GUYS	13-4710		2,020.23
85448000	09/04/2015	SARA LEE	13-4710		507.99
85448001	09/04/2015	TRINITY FRESH	13-4710		278.81
85448002	09/04/2015	BARBARA EASON	13-4710		60.00
85448003	09/04/2015	ROY PERRON	25-8681		5,148.00
85448004	09/04/2015	TAYLOR CULBERTSON	73-5850		100.00
85448005	09/04/2015	Amanda Y. Burch	01-5200		56.93
85448006	09/04/2015	Sara J. Hodgen	01-5200		16.10
85448007	09/04/2015	Katelynn A. Myers	01-5200		22.54
85448008	09/04/2015	Jessica L. Rogers	01-5200		137.42
85448009	09/04/2015	Keyonna M. Williams	01-5200		16.68
85448010	09/04/2015	BOYLE FUTURE TECHNOLOGY	01-4365	73.18	
			01-5600	74.99	148.17
85448011	09/04/2015	BROWER MECHANICAL INC	01-5600		389.00
85448012	09/04/2015	C & S TELECOMMUNICATIONS INC	01-4300	602.00	
			01-5600	220.00	822.00
85448013	09/04/2015	CAMBIUM EDUCATION INC SOPRIS VOYAGER	01-4100	571.85	
			Unpaid Sales Tax	39.90-	531.95
85448014	09/04/2015	COOKS PORTABLE TOILETS	01-5600		464.00
85448015	09/04/2015	CRAM-A-LOT JV MANUFACTURING, INC.	01-4300		38.94
85448016	09/04/2015	EMMANOUEL ROZAKIS - DBA E. ROZAKIS RESTORATION	01-5600		8,845.00
85448017	09/04/2015	GRAINGER .	01-4300		489.75
85448018	09/04/2015	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		202.09
85448019	09/04/2015	HOLT OF CALIFORNIA	01-5600		1,275.55
85448020	09/04/2015	JOHN DEERE LANDSCAPES	01-4300		186.60
85448021	09/04/2015	LEONARD GAROFALO - DBA DIVERSIFIED COMPUTER SRVS	01-4300		750.00
85448022	09/04/2015	LOZANO SMITH LLP	01-5200		405.00
85448023	09/04/2015	MAYER-JOHNSON LLC	01-4300	438.93	
			Unpaid Sales Tax	29.93-	409.00
85448024	09/04/2015	PEARSON - PSYCHOLOGICAL CORP.	01-4300		2,708.52
85448025	09/04/2015	PLATT ELECTRIC SUPPLY, INC.	01-4300		333.08
85448026	09/04/2015	RIVERSIDE PUBLISHING COMPANY HOUGHTON MIFFLIN HARCOURT	01-4300		3,286.32
85448027	09/04/2015	ROY R. RADTKE - DBA APPROVED SAFE & LOCK	01-4300	600.04	
			01-5600	273.26	
			21-4300	1,193.69	

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Checks Dated 09/04/2015						
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount	
85448027	09/04/2015	ROY R. RADTKE - DBA APPROVED SAFE & LOCK	21-4400	2,704.69		
			21-5800	487.00	5,258.68	
85448028	09/04/2015	SAFETY-KLEEN SYSTEMS INC	01-5800		2,632.62	
85448029	09/04/2015	SAN DIEGO CO OFFICE OF ED NORTH INLAND SELPA	01-4300		457.60	
85448030	09/04/2015	SCHOOL NURSE SUPPLY INC.	01-4300		213.06	
85448031	09/04/2015	SCHOOL SPECIALTY - FACILITIES	01-5800	8,572.30		
			01-6200	9,125.60	17,697.90	
85448032	09/04/2015	SERVPRO OF AUBURN/ROCKLIN	01-5460		2,000.00	
85448033	09/04/2015	UNIVERSAL SPECIALTIES, INC.	01-4300		217.10	
85448034	09/04/2015	WEST COAST ENVIRONMENTAL	01-5800		4,500.00	
85448035	09/04/2015	WESTERN BLUE AN NWN COMPANY	01-4300		250.27	
85448036	09/04/2015	ZEP SALES & SERVICE	01-4300		213.13	
85448037	09/04/2015	Daniel T. Alcorn	01-4300		58.43	
85448038	09/04/2015	Jay N. Berns	01-4300		136.77	
85448039	09/04/2015	Brittany L. Proctor	01-4300		99.71	
85448040	09/04/2015	Pamela S. Soha	01-4300		167.95	
85448041	09/04/2015	ADVENTURE TO FITNESS, LLC	01-4300		99.00	
85448042	09/04/2015	AMERICAN LEGACY PUBLISHING	01-4300		170.17	
85448043	09/04/2015	AVID CENTER	01-5200		699.00	
85448044	09/04/2015	B&H PHOTO VIDEO	01-4300	412.00		
			Unpaid Sales Tax	28.75-	383.25	
85448045	09/04/2015	CALTRONICS BUSINESS SYSTEMS	01-5600		91.80	
85448046	09/04/2015	CDW GOVERNMENT INC	01-4300		13,605.10	
85448047	09/04/2015	DISCOUNT SCHOOL SUPPLY	01-4300		210.14	
85448048	09/04/2015	DISCOVERY OFFICE SYSTEMS	01-4300		.36	
85448049	09/04/2015	EAGLE SOFTWARE DBA AERIES SOFTWARE INC.	01-5200		300.00	
85448050	09/04/2015	EDUCATORS PUBLISHING SERVICE	01-4300		285.70	
85448051	09/04/2015	HEINEMANN	01-4200		1,374.78	
85448052	09/04/2015	JAN MOORE DBA JM PUBLISHING	01-5200		275.00	
85448053	09/04/2015	LAKESHORE LEARNING MATERIALS	01-4300		779.53	
85448054	09/04/2015	LEARNING PLUS ASSOCIATES	01-4300		668.95	
85448055	09/04/2015	OFFICE DEPOT	01-4300		672.73	
85448056	09/04/2015	PC & MacExchange	01-4400		1,342.68	
85448057	09/04/2015	REALLY GOOD STUFF	01-4300	179.66		
			Unpaid Sales Tax	11.09-	168.57	
85448058	09/04/2015	RENAISSANCE LEARNING INC.	01-4300	8,771.00		
			01-5800	7,310.50	16,081.50	
85448059	09/04/2015	RICHARDS INSTITUTE OF EDUCATION & RESEARCH	01-5200		320.00	
85448060	09/04/2015	SAFEWAY INC	01-4300		85.09	
85448061	09/04/2015	SCHOOL SPECIALTY INC	01-4300		846.80	
85448062	09/04/2015	SUPERIOR REGION CATA	01-5200		480.00	
85448063	09/04/2015	WOODWIND & BRASSWIND	01-4300	261.33		
			01-4400	1,226.05	1,487.38	

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Checks Dated 09/04/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
Total Number of Checks			70		<u>132,178.88</u>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	61	104,665.62
13	Cafeteria Fund	7	17,989.55
21	Building Fund #1	1	4,385.38
25	Capital Facilities Fund	1	5,148.00
73	Foundation Trust	1	100.00
Total Number of Checks		70	132,288.55
Less Unpaid Sales Tax Liability			109.67-
Net (Check Amount)			<u>132,178.88</u>

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Checks Dated 09/02/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85447160	09/02/2015	247SECURITY INC.	01-4400		18,790.00
85447161	09/02/2015	BRCO CONSTRUCTION, INC.	21-6270	265,333.20	
			25-6270	288,150.05	553,483.25
85447162	09/02/2015	CAPITOL PLYWOOD INC.	01-4300		2,256.80
85447163	09/02/2015	DELTA EDUCATION INC	01-4100		5,698.47
85447164	09/02/2015	DISCOVERY OFFICE SYSTEMS	01-5600		52.12
85447165	09/02/2015	GEARY PACIFIC SUPPLY	01-4300		700.62
85447166	09/02/2015	HORIZON	01-4300		685.73
85447167	09/02/2015	IMPACT CONSTRUCTION SRVS INC	21-6270	13,356.14	
			25-6270	10,852.89	24,209.03
85447168	09/02/2015	J & J SCREEN & GLASS	01-5600		125.00
85447169	09/02/2015	NORMAC	01-4300		505.16
85447170	09/02/2015	SAC VAL JANITORIAL SALES	21-4300		67.73
85447171	09/02/2015	SHI INTERNATIONAL CORP	01-5800		2,335.34
85447172	09/02/2015	SIERRA OFFICE SUPPLIES &	01-4300		255.51
85447173	09/02/2015	UNIVERSAL SPECIALTIES, INC.	01-4300		232.85
85447174	09/02/2015	WORKS INTERNATIONAL INC - DBA PUBLIC SCHOOL WORKS	01-5800		11,848.00
Total Number of Checks				15	<u><u>621,245.61</u></u>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	12	43,485.60
21	Building Fund #1	3	278,757.07
25	Capital Facilities Fund	2	299,002.94
Total Number of Checks		15	621,245.61
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			<u><u>621,245.61</u></u>

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Checks Dated 08/28/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85446805	08/28/2015	"DANIELSEN COMPANY, THE"	13-4380	265.48	
			13-4710	4,797.47	
			Unpaid Sales Tax	1.95-	5,061.00
85446806	08/28/2015	CROWN DISTRIBUTING INC.	13-4380		1,142.36
85446807	08/28/2015	GOLDEN STATE EQUIPMENT REPAIR	13-5600		1,705.44
85446808	08/28/2015	PIZZA GUYS	13-4710		1,880.45
85446809	08/28/2015	SARA LEE	13-4710		713.82
85446810	08/28/2015	SIERRA OFFICE SUPPLIES &	13-4300		59.50
85446811	08/28/2015	TRINITY FRESH	13-4710		244.68
85446812	08/28/2015	KARLEE DORNBUSH	73-5850		500.00
85446813	08/28/2015	PERRON CONSTRUCTION	25-8681		940.00
85446814	08/28/2015	PACIFIC GAS & ELECTRIC CO	01-5510		23,600.78
85446815	08/28/2015	VERIZON WIRELESS	01-5560	1,308.25	
			13-5560	56.37	
			21-5560	108.32	1,472.94
85446816	08/28/2015	Jessica J. Armistead	01-5200		75.70
85446817	08/28/2015	R. Jason Burns	01-4300		136.77
85446818	08/28/2015	Jamie-Marie F. Cruice	01-4300		116.72
85446819	08/28/2015	Patricia A. Lee	01-5200		86.40
85446820	08/28/2015	Brandon D. Lopez	01-4300		265.55
85446821	08/28/2015	Rene McGrath	01-4300		358.55
85446822	08/28/2015	Ernesto P. Sanchez	01-4300		23.62
85446823	08/28/2015	Donna L. Tofft	01-4300		29.34
85446824	08/28/2015	ACCREDITING COMMISSION	01-5800		870.00
85446825	08/28/2015	ALPEN SPRUCE SOFTWARE, INC.	01-4300		804.00
85446826	08/28/2015	APPLE INC.	01-4400		2,589.63
85446827	08/28/2015	BUCKET FILLERS, INC.	01-4300	141.59	
			Unpaid Sales Tax	8.96-	132.63
85446828	08/28/2015	CARLEX	01-4300	41.92	
			Unpaid Sales Tax	2.37-	39.55
85446829	08/28/2015	CARROT-TOP INDUSTRIES	01-4300	84.79	
			Unpaid Sales Tax	5.14-	79.65
85446830	08/28/2015	CDW GOVERNMENT INC	01-4300		1,235.22
85446831	08/28/2015	CURRICULUM ASSOCIATES INC.	01-4200		239.29
85446832	08/28/2015	DE LAGE LANDEN	01-5600		107.63
85446833	08/28/2015	DEMCO MEDIA	01-4300		181.57
85446834	08/28/2015	DISCOVERY OFFICE SYSTEMS	01-4300	20.47	
			01-5600	83.96	104.43
85446835	08/28/2015	ESGI - EDUCATIONAL SOFTWARE FOR GUIDING INSTRUCTION	01-5800		745.00
85446836	08/28/2015	HEADSETS DIRECT	01-4300	273.45	
			Unpaid Sales Tax	18.32-	255.13
85446837	08/28/2015	JUNIOR LIBRARY GUILD	01-4200		594.00
85446838	08/28/2015	OFFICE DEPOT	01-4300		3,423.51
85446839	08/28/2015	ORIENTAL TRADING COMPANY INC	01-4300	243.30	
			Unpaid Sales Tax	14.82-	228.48
85446840	08/28/2015	PAPER DIRECT INC	01-4300	48.38	
			Unpaid Sales Tax	2.40-	45.98

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Checks Dated 08/28/2015					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85446841	08/28/2015	PRINT TO MAIL	01-4300		574.35
85446842	08/28/2015	PURCHASE POWER	01-4300		99.51
85446843	08/28/2015	RAY MORGAN CO. / CHICO	01-5600		48.72
85446844	08/28/2015	REALLY GOOD STUFF	01-4300	98.17	
			Unpaid Sales Tax	6.09-	92.08
85446845	08/28/2015	RISO PRODUCTS OF SAC INC	01-4300		1,495.88
85446846	08/28/2015	SCHOLASTIC MAGAZINE	01-4300		65.84
85446847	08/28/2015	SIERRA SAFETY COMPANY INC	01-4300		148.86
85446848	08/28/2015	STAPLES ADVANTAGE	01-4300		2,455.04
85446849	08/28/2015	TEACHER CREATED RESOURCES	01-4300	38.21	
			Unpaid Sales Tax	2.25-	35.96
85446850	08/28/2015	U.S. BANK NATIONAL ASSOCIATIONU.S. BANCORP PURCHASING CARD	01-4300	331.97	
			01-4400	9,789.99	
			01-5200	452.00	10,573.96
85446851	08/28/2015	U.S. SCHOOL SUPPLY	01-4300	2,362.09	
			Unpaid Sales Tax	156.19-	2,205.90
85446852	08/28/2015	WOODWIND & BRASSWIND	01-4300	858.96	
			01-4400	286.18	1,145.14
85446853	08/28/2015	Kylee McCauley	01-5800		500.00
85446854	08/28/2015	Brooke A. Crosthwaite	01-4300	37.63	
			01-5200	9.08	46.71
85446855	08/28/2015	Scott M. Leaman	01-4300		97.87
85446856	08/28/2015	ANGELINA BROWN - DBA ANGEION CONSULTING	01-5800		3,750.00
85446857	08/28/2015	AWARDS BY KAY	01-4300		109.12
85446858	08/28/2015	CITY OF LINCOLN/NON UTILITY	01-5500		11,990.90
85446859	08/28/2015	COOKS PORTABLE TOILETS	01-5800		186.00
85446860	08/28/2015	CRYSTAL BLUE PLUMBING HEATING & AIR	01-5800		99.00
85446861	08/28/2015	DELL	01-4400		1,702.06
85446862	08/28/2015	DISCOVERY OFFICE SYSTEMS	01-5600		91.99
85446863	08/28/2015	ECONOMIC & PLANNING SYS. INC.	49-5800	753.75	
			49-9500	5,446.25	6,200.00
85446864	08/28/2015	EXPANDING EXPRESSION	01-4300	23.65	
			Unpaid Sales Tax	1.65-	22.00
85446865	08/28/2015	HANDWRITING WITHOUT TEARS	01-4100		9,885.40
85446866	08/28/2015	HOLIDAY INN - CHICO	01-5200		396.00
85446867	08/28/2015	INSTITUTE FOR BRAIN POTENTIAL	01-5200		79.00
85446868	08/28/2015	K12 MANAGEMENT INC	01-5800		927.00
85446869	08/28/2015	LAURA KENNY DBA - REAL FOOD CATERING	01-4300		3,200.00
85446870	08/28/2015	LOZANO SMITH, LLP	01-5810	2,600.45	
			21-5810	106.00	
			25-5810	927.50	3,633.95
85446871	08/28/2015	LPA INC.	01-6210		4,470.00
85446872	08/28/2015	N2Y	01-4300		1,645.00

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Checks Dated 08/28/2015

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85446873	08/28/2015	PEARSON ASSESSMENTS DEPARTMENT	ORDERING 01-4300		893.25
85446874	08/28/2015	PJ'S MAIL & PARCEL SERVICE	01-4300	19.60	
			21-5800	26.91	46.51
85446875	08/28/2015	PURCHASE POWER	01-4300		4,040.00
85446876	08/28/2015	QUEST MEDIA & SUPPLIES INC	01-5800		12,000.00
85446877	08/28/2015	RAINFORTH GRAU ARCHITECTS	21-6210		206.25
85446878	08/28/2015	SAN JOAQUIN CO OFFICE OF EDUC	01-5800		963.75
85446879	08/28/2015	SCHOOL SPECIALTY INC	25-4300		24,628.88
85446880	08/28/2015	SIERRA OFFICE SUPPLIES &	01-4300		118.15
85446881	08/28/2015	SIG EMPLOYEE BENEFITS TRUST	76-9554		640,902.30
85446882	08/28/2015	THE FRUITGUYS	01-4300		192.50
85446883	08/28/2015	WORKABILITY REGION 4, INC. CENTER	01-5200		300.00
		HIGH SCHOOL - S.PACHECO			
Total Number of Checks				79	802,354.15

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	66	117,162.56
13	Cafeteria Fund	8	10,865.57
21	Building Fund #1	4	447.48
25	Capital Facilities Fund	3	26,496.38
49	Mello Roos Capital Projects	1	6,200.00
73	Foundation Trust	1	500.00
76	Payroll Fund	1	640,902.30
Total Number of Checks		79	802,574.29
Less Unpaid Sales Tax Liability			220.14-
Net (Check Amount)			802,354.15

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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:

Gabe Simon *GS*
Assistant Superintendent of Personnel Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

Categorical/General

MEETING DATE:

October 6, 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

October 6, 2015

CERTIFICATED/MANAGEMENT

NEW HIRES:

1. **Name:** Helene Miller-Valerga
 Position: SDC Teacher
 FTE: 1.0
 Effective Date: September 14, 2015
 Site: Twelve Bridges Middle School

2. **Name:** Justine McElvain
 Position: Temporary Kindergarten Teacher
 FTE: 1.0
 Effective Date: September 16, 2015
 Site: Creekside Oaks Elementary School

REQUEST FOR LEAVE OF ABSENCE:

1. **Name:** Lori Fury
 Position: Teacher on Special Assignment-Math
 FTE: 1.0
 Effective Date: January 4, 2016
 Site: District Office

2. **Name:** Kate Hill
 Position: 5th Grade Teacher
 FTE: 1.0
 Effective Date: December 3, 2015
 Site: Lincoln Crossing Elementary School

3. **Name:** Felicitas Gonzalez
 Position: Spanish Teacher
 FTE: 1.0
 Effective Date: December 7, 2015
 Site: Lincoln High School

4. **Name:** Jenna Nohel
 Position: 5th Grade Teacher
 FTE: 1.0
 Effective Date: March 29, 2016
 Site: Creekside Oaks Elementary School

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

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

DISTRICT GLOBAL GOALS

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
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:

Gabriel Simon 
Assistant Superintendent of Personnel Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General Fund/Categorical

MEETING DATE:

October 6, 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**

October 6, 2015

CLASSIFIED/MANAGEMENT

NEW HIRES:

- | | |
|--|--|
| 1. Name: Tiffany Brown
Position: Campus/Café Supervisor
Salary: CSEA, Range 13, Step A
Hours: 1.5 Hours/Day
Days: 10 Months/Year | Effective: 9/28/15
Site: Foscett Ranch Elementary
Replacement |
| 2. Name: Shohreh Lazemizadeh
Position: Paraprofessional Aide
Salary: CSEA, Range 17, Step B
Hours: 3.75 Hours/Day
Days: 10 Months/Year | Effective: 9/24/15
Site: Twelve Bridges Elementary |
| 3. Name: Ann Norby
Position: Intervention Services Provider
Salary: CSEA, Range 20, Step D
Hours: 3 Hours/4 days a week
Days: 10 Months/Year | Effective: 9/28/15
Site: Creekside Oaks Elementary |
| 4. Name: Kathrine O'Toole
Position: Campus/Café Supervisor
Salary: CSEA, Range 13, Step A
Hours: 1.75 Hours/Day
Days: 10 Months/Year | Effective: 9/14/15
Site: Foscett Ranch Elementary
Replacement |
| 5. Name: April Porter
Position: Paraprofessional Aide
Salary: CSEA, Range 17, Step C
Hours: 5.66 Hours/Day
Days: 10 Months/Year | Effective: 9/14/15
Site: Foscett Ranch Elementary |
| 6. Name: Teddy Powell
Position: Campus/Café Supervisor
Salary: CSEA, Range 13, Step A
Hours: 2 Hours/Day
Days: 10 Months/Year | Effective: 9/22/15
Site: Lincoln Crossing Elementary
Replacement |
| 7. Name: Rebecca Ruiz
Position: Campus/Café Supervisor
Salary: CSEA, Range 13, Step A
Hours: .34 Hours/Day
Days: 10 Months/Year | Effective: 9/17/15
Site: Foscett Ranch Elementary
Replacement |
| 8. Name: Barbara Wang
Position: Campus/Café Supervisor
Salary: CSEA, Range 20, Step A
Hours: 3 Hours/Day
Days: 10 Months/Year | Effective: 9/24/15
Site: First Street School
Replacement |

ADDITIONAL POSITION

- | | |
|---|---|
| 1. Name: Michelle Callahan
Position: Instructional Aide
Salary: CSEA, Range 15, Step A
Hours: 2 Hours/Day
Days: 10 Months/Year | Effective: 9/16/15
Site: Lincoln Crossing Elementary
Replacement |
| 2. Name: Lori Snyder
Position: Instructional Aide
Salary: CSEA, Range 15, Step C
Hours: 1 Hours/Day
Days: 10 Months/Year | Effective: 9/21/15
Site: Lincoln Crossing Elementary
Replacement |

TRANSFER/PROMOTION

- | | |
|---|---|
| 1. Name: Debra Downs
Position: Intervention Services Provider
Salary: CSEA, Range 20, Step B
Hours: 3 Hours/4 days a week
Days: 10 Months/Year | Effective: 9/16/15
Site: Creekside Oaks Elementary
Replacement |
|---|---|

RESIGNATIONS:

- | | |
|--|--|
| 1. Name: Sherrie Dillman
Position: Campus/Café Supervisor
Site: Foskett Ranch Elementary
Hours: 1.5 Hours/Day
Effective: 9/23/15 | |
| 2. Name: Debra Downs
Position: Intervention Services Provider
Site: Creekside Oaks Elementary
Hours: .66 Hours/Day
Effective: 9/17/15 | |

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 Placer County
Office of Education and Western Placer
Unified School District

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of
Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Administration General Fund

MEETING DATE:

October 6th, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is for services with PCOE and Western Placer Unified School District for the PCOE Technology Services. The services include internet access, internet filtering, antivirus software, basic financial services for Escape, and basic student services for AERIES. The cost of these services is \$14,416.74 and will be paid with the Administration General Fund.

RECOMMENDATION:

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

**AGREEMENT BETWEEN THE PLACER COUNTY SUPERINTENDENT OF SCHOOLS
AND THE GOVERNING BOARD OF THE WESTERN PLACER UNIFIED SCHOOL DISTRICT
FOR TECHNOLOGY AND/OR INFORMATION SERVICES**

This agreement is made and entered into by and between the Placer County Superintendent of Schools and the Governing Board of the Western Placer Unified School District (referred to herein as "District") for **Technology and/or Information Services** as provided by the Placer County Superintendent of Schools.

The County Superintendent agrees to furnish to the District during the 2015-2016 school year the **Technology and/or Information Services** as indicated in the Estimated Cost table herein.

TECHNOLOGY SERVICES:

INTERNET ACCESS

The Placer County Office of Education (PCOE) will provide Internet access to the District at the committed information rate allowed by the District's telecommunications connection to PCOE. The District shall pay the full cost of telecommunications from the District to PCOE.

INTERNET CONTENT FILTERING

PCOE will provide an Internet content filtering capability to assist the District in complying with the Children's Internet Protection Act. PCOE will provide training to a designated District representative for filter administration. The District shall be responsible for establishing and administering the level of content filtering for the District. To amortize the significant hardware and software cost incurred to establish the content filtering capability, the District agrees to contract with PCOE for this service for a minimum of three years, beginning with fiscal year 2013/14 through 2015/16.

ANTIVIRUS SOFTWARE

PCOE has volume purchased licenses for antivirus software to protect client computer workstations. PCOE will provide the software and upgrades to the District. The District will be responsible for installing the software and subsequent updates on client machines. The District will reimburse PCOE \$2.81 per license per year.

ESCAPE FINANCIAL INFORMATION SERVICES:

BASIC FINANCIAL SERVICES

AERIES STUDENT INFORMATION SERVICES:

BASIC STUDENT SERVICES

SELECTED STUDENT SERVICES (ADDITIONAL FEE APPLIES)

- Report Cards – Non-Stock
- Report Cards – Mailers

LABOR RATES FOR FISCAL YEAR 2015/2016:

Web Developer \$70 per hour ~ Network Specialist \$75 per hour ~ PC Technician \$60 per hour

Placer County Office of Education
Technology and/or
Information Services Costs
July 1, 2015 - June 30, 2016

Revised:09-10-15

WESTERN PLACER UNIFIED SCHOOL DISTRICT			
PCOE Technology Services			
	Client	Cost Per	Estimated
	Machines	Client	Annual Cost
Internet Content Filtering			
Client License	0	\$1.77	\$ -
Apppliance License Fee	0	\$300.00	\$ -
Antivirus Software (renewal)	0	\$ 4.30	\$ -
New E-Mail Accounts Set Up	0	\$ 20.00	\$ -
Total E-Mail Accounts	0	\$ 25.00	\$ -
SUB-TOTAL			\$ -

Income Account 01.0000.0.8699.051.8630.0000.000.45

WESTERN PLACER UNIFIED SCHOOL DISTRICT			
Escape Financial Information Services			
	ADA	Cost Per	Estimated
Services provided:			Annual Cost
Based on P2 reporting and is estimated at	6385.25	\$2.26	\$14,416.74
SUB-TOTAL			\$14,416.74

Income Account 01.0013.0.8699.037.8630.0000.000.45

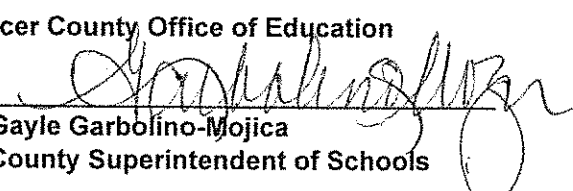
WESTERN PLACER UNIFIED SCHOOL DISTRICT			
Aeries, CALPADS, CSIS - Student Information Services			
			Estimated
Services provided:			Annual Cost
Basic student services			
Report cards, Progress Reports (Non-Stock)			
SUB-TOTAL			\$ -

Income Account 01.0012.0.8699.051.8629.0000.000.45

Total Estimated Contract:	\$ 14,416.74
----------------------------------	---------------------

In Witness Whereof, this 21 day of September, 2015:

Placer County Office of Education

By 
Gayle Garbolino-Mojica
County Superintendent of Schools

By 
Western Placer Unified School District

Placer County Office of Education
Technology and/or
Information Services Costs
July 1, 2015 - June 30, 2016

Revised:09-10-15

WESTERN PLACER UNIFIED SCHOOL DISTRICT			
PCOE Technology Services			
	Client	Cost Per	Estimated
	Machines	Client	Annual Cost
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WESTERN PLACER UNIFIED SCHOOL DISTRICT			
Aeries, CALPADS, CSIS - Student Information Services			
			Estimated
Services provided:			Annual Cost
Basic student services			
Report cards, Progress Reports (Non-Stock)			
SUB-TOTAL			\$ -


Income Account 01.0012.0.8699.051.8629.0000.000.45

Total Estimated Contract:	\$ 14,416.74
----------------------------------	---------------------

In Witness Whereof, this 21 day of September, 2015:

Placer County Office of Education

By


Gayle Garbolino-Mojica
County Superintendent of Schools

By


Western Placer Unified School District

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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


SUBJECT:

Ratification of Agreement with
Weatherproofing Technologies, Inc.
and Western Placer Unified School District

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of
Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Routine Repair & Maintenance

MEETING DATE:

October 6th, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached agreement is for services with Weatherproofing Technologies, Inc. (WTI) and Western Placer Unified School District. The services include cleaning and priming roof areas, installing Tremco Seam Sealer, and reinforcing previous repairs. The cost of these services is \$7,890.00 and will be paid with routine repair and Maintenance funds.

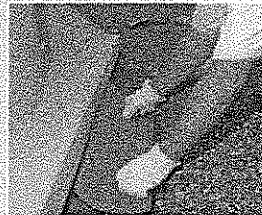
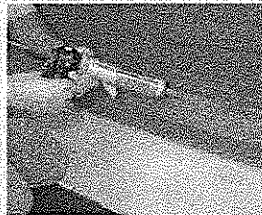
RECOMMENDATION:

Administration recommends that the Board ratify the contract agreement between Weatherproofing Technologies, Inc. and Western Placer Unified School District.

WTI General Services Proposal

Proposal Prepared for:

Curtis Stizzo
Western Placer Unified School District
600 6th Street, Suite 400
Lincoln, CA 95648



A Subsidiary of Tremco Incorporated
3735 Green Road, Beachwood, OH 44122 • www.tremcoroofing.com

An **RPM** Company

3/28/14

WTI General Services Proposal

Re: Project Name/Address: Carlin Coppin School - Repairs to Pods 1-3
Customer (the "Customer"): Western Placer USD

Thank you for allowing Weatherproofing Technologies, Inc. ("WTI") to provide you with a proposal for work at the above-referenced location.

CONTRACT PRICE:

\$ 7,890.00 (plus applicable tax) ☐ Labor Only ☒ Time and Materials NTE ☐ Lump Sum

SCOPE OF WORK (THE "WORK"):

1. Clean and prime roof areas where the existing TPO membrane has failed. These areas are located at the perimeters of all the pods.
2. Install Tremco Seam Sealer urethane coating.
3. Reinforce Seam Sealer with polyester membrane where the roof has split and is completely open.
4. Reinforce perimeter of previous repairs with Seam Sealer and polyester.
5. Clean and remove all project related debris.

Unless all Work hereunder is to be performed within thirty (30) days, WTI shall submit an invoice to the Customer at the end of each calendar month for the amount due for the portion of the Work completed during that month. If all Work is to be performed within thirty (30) days, no invoice shall be submitted until all Work has been completed. Customer shall pay WTI in full within thirty (30) days after receipt of each invoice.



PAGE 1

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An **RPM** Company

3/28/14

WTI General Services Proposal

TERMS AND CONDITIONS:

This Proposal is an offer by WTI to provide the Scope of Work set forth above to the Customer on the terms and conditions set forth herein and in WTI's standard terms and conditions (a copy of which may be obtained at <http://www.tremcoroofing.com/files/share/terms/TandCWTI.pdf>), which are hereby incorporated by reference (together, the "Terms and Conditions"). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI. Please confirm your acceptance either by return e-mail to the representative identified below or by having an authorized representative of Customer sign in the space provided below. Upon receipt of acceptance, WTI will process your order and promptly begin the Scope of Work. We appreciate your business and look forward to working with you at your facility.

Sincerely,

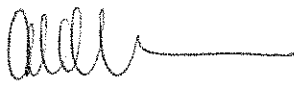
WEATHERPROOFING TECHNOLOGIES, INC.

By: Don Metzger
Title: Field Advisor
Phone: 916-244-2755
E-mail: dmetzger@tremcoinc.com

AUTHORIZATION AND ACCEPTANCE:

Authorization is hereby given to WTI to proceed with the Work.

Customer: Western Placer Unified School District

By: 
P.O. number (if required):
Print name: Audrey Kelpatnick
Title: Asst Supt of Business Svs and Operations
Date: 9/24/15



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An  Company

PAGE 2

3/28/14

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

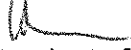
SUBJECT:

Ratification of Contract with Coloma
Outdoor Discovery School and
Sheridan Elementary School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of
Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Donations/Fundraising/PTC

MEETING DATE:

October 6th, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is for services with Coloma Outdoor Discovery School and Sheridan Elementary School for an outdoor educational program from March 29, 2016 to March 31, 2016. The services include a 3-day stay for 30 students and 8 adults at Coloma Outdoor Discovery School. The cost of these services is \$2,970 and will be paid with Donations, Fundraising, and PTC funds.

RECOMMENDATION:

Administration recommends that the Board ratify the contract agreement between Coloma Outdoor Discovery School and Sheridan Elementary School.



SERVICE AGREEMENT

3-Day Gold Rush

This agreement, by and between **Sheridan Elementary** and Coloma Outdoor Discovery School, is for the purpose of providing an outdoor education program at the outdoor school campus in Coloma, California for the period of **3/29/2016 10:30 AM to 3/31/2016 12:00 PM**.

SERVICES

It is hereby agreed by the parties that the following services will be performed by Coloma Outdoor Discovery School:

Outdoor Discovery School Staff:

Provide one Outdoor School Director and Naturalists during the period listed above.

Supplies:

Provide instructional materials and supplies as required for implementation of the program.

Room and Board for students, chaperones, and classroom teachers.

Insurance:

Coloma Outdoor Discovery School maintains a \$2,000,000 liability insurance policy. If your school requires proof of insurance or more information, please contact CODS at: (530) 621-2298

It is hereby agreed by the parties that the following services will be performed by **Sheridan Elementary**:

Transportation:

Round-trip transportation for participating students and chaperones between the school and the program site.

Chaperones:

Interview and select candidates to serve as chaperones (2 chaperones for every 16 students).

PAYMENT SCHEDULE

Please review the payment schedule listed below. One teacher per classroom is allowed at no additional cost (see policies and procedures for additional details). Refunds, minus a 20% administrative fee, will only be given for students who fall ill within three days prior to the arrival date. The illness must be verified by the classroom teacher and reported to CODS in order to receive such refund.

Adjustments to the number students as listed must occur within 60 days prior to your arrival. After 60 days, the number of students can decrease within twenty percent (20%) of the number listed with no penalty. Otherwise, your school will be charged per student for all reductions that exceed 20%. Final reservation numbers should be confirmed 30 days prior to your trip date. You will be billed for all confirmed participants within 14 days of your arrival. If more students than estimated attend the trip, an invoice will be sent for the difference owed.

An invoice will be sent under separate cover.

# of Student Learning Groups Allotted: (Based on # of students below—may change if student # goes up or down)		3	Amount per person	Total
Number of Students:	30		\$200	\$6000
Number of Adults:	8		\$75	\$600
			Total Amount Due:	\$6600

Ten percent (10%) of the total amount is due as a deposit within 30 days of receipt of this Agreement. Forty-five percent (45%) is due as the second payment 60 days prior to arrival date. Final payment of forty-five percent (45%) is due 30 days prior to arrival. CODS accepts payment in the form of check or money order.

A deposit in the sum of:

\$645

will be paid by **9/21/2015**.

This deposit is non-refundable.

The second payment of:

\$2970

payable no later than **1/29/2016**

The balance of:

\$2970

payable no later than **2/29/2016**

Please remit all payments to:

Attn. Marielle Faieta
Coloma Outdoor Discovery School
5050 Gloryview Dr.
Placerville, CA 95667

Coloma Outdoor Discovery School
PO Box 484
Coloma, CA 95613-0484
(530) 621-2298
FAX (530) 621-3572

Sheridan Elementary
Attn: John Kovach
4730 H Street
Sheridan, CA 95681
(530) 633-9565

By:


Marielle Faieta

By:



Asst Supt of Business Svs and Operations

Title: Executive Director

Title:

August 21, 2015

Date:

9/21/15

Please retain one copy of this Agreement for your records. The other copy must be signed and returned to CODS within 30 days of receipt. By signing this Agreement, you are responsible to abide by additional terms and conditions outlined in the Policies and Procedures. A copy of CODS Policies and Procedures is included with this Service Agreement.

**SCHOOL RESERVATIONS ARE TENTATIVE UNTIL
DEPOSIT AND SIGNED AGREEMENT ARE RECEIVED.**

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 with Mid-Placer
Public Schools for Transportation to Fort Bragg

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of Business
Services and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Parent Donations/Fundraising

MEETING DATE:

October 6th, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is for transportation services with Mid-Placer Public Schools for students and teachers of Foskett Ranch Elementary School for a 3-day field trip to the Fort Bragg, CA from October 6th, 2015 to October 9th, 2015. The services will be funded with Parent Donations and Fundraising.

RECOMMENDATION:

Administration recommends that the Board ratify the contract proposal agreement between Mid-Placer Public School and Western Placer Unified School District.

Contract for Transportation

THIS AGREEMENT made and entered into this 9/9/2015, by and between FOSKETT RANCH ELEMENTARY SCHOOL, hereinafter referred to as "FOSKETT", and MID-PLACER PUBLIC SCHOOLS, hereinafter referred to as "AGENCY."

WITNESSETH:

The FOSKETT and the AGENCY, for the consideration hereinafter named, mutually agree as follows:

1. Scope of Agreement: The AGENCY shall furnish, operate, and maintain one or more school buses for the transportation of spectators and other persons at such times and places specified in attachment A.
2. Term of Agreement: The term of the Agreement shall be for the date of: Multi-Day Trip. Dates: 10/06/2015-10/09/2015. It may be renewed thereafter as provided by law.
3. Permits and Licenses: The AGENCY, its employees, and its agents, shall secure and maintain valid permits and licenses that are required by law for the execution of this contract.
4. Insurance: The AGENCY shall maintain insurance through the Schools Insurance Group. Such insurance shall have a minimum combined single limit as specified by S.I.G. Workers' Compensation Insurance shall be maintained as required by law as will protect the AGENCY from claims by its employees which may arise from operations under the Agreement.
5. Hold Harmless: The AGENCY shall hold harmless and indemnify the FOSKETT its Governing Board, its Officers and Employees from every claim or demand which may be made by reason of:
 - (a) Any injury to person or property sustained by the AGENCY or by any person, firm, or corporation, employed directly or indirectly upon or in connection with performance under the Agreement, caused by the sole negligence of the AGENCY.
 - (b) Any injury to person or property sustained by any person, firm or corporation, caused solely by the negligent act or omission of the AGENCY, its agents or employees.
6. Independent Contractor: While engaged in carrying out and complying with the terms and conditions of the Agreement the AGENCY is an independent contractor, and not an officer, agent, or employee of the FOSKETT.
7. Termination of Contract: Cancellation must be done in writing and received by the Agency no later than 14 calendar days before the first day of the term of the Agreement stated in paragraph 2.
8. Force Majeure: The AGENCY shall be excused from performance hereunder during the time

and to the extent that it is prevented from performing in the customary manner by act of God, fire, strike, loss of transportation facilities, lockout, or commandeering of materials, products, plants, or facilities by the Government.

9. Cancellation of Transportation: Decisions as to the impassibility of roads and subsequent cancellation of transportation in such situations shall be made at the sole discretion of the Agency.

The FOSKETT shall notify the AGENCY of any cancelled shuttle service not less than two (2) hours prior to the first scheduled pickup per trip. If the FOSKETT fails to give the AGENCY two (2) hours notification, the FOSKETT shall pay the driver(s) actual time or minimum call out time, whichever is greater.

10. Payment Terms: Payment for services shall be due within 30 days of receipt of invoice.

11. Equipment Requirements: All buses supplied under this Agreement shall be approved school buses, as defined by applicable statutory or administrative codes.

12. Subcontracting: Nothing in this Agreement prevents the AGENCY from subcontracting the services under this Agreement.

13. Number of Buses: IN CONSIDERATION of the performance on the part of the AGENCY of the terms of this Agreement, the FOSKETT agrees to pay the AGENCY the following sums for transportation services for:

a. Transportation From Foscett Ranch Elementary School: 1561 Joiner Pkwy, Lincoln CA 95648 on 10/06/2015-10/09/2015 to Fort Bragg, CA and return. Bus will be used for transportation to destinations in Fort Bragg area. Rates per bus are:

3 HOUR MINIMUM PER BUS

\$105.00 for the first 3 hours, calculated from yard, 3 hours minimum

\$35.00 per hour, every hour thereafter

\$1.9 per mile

Time charges commence and terminate at the bus yard.

14. Integration Clause: This Agreement incorporates the entire understanding between the parties, recites the sole considerations for the promises exchanged herein, and fully supersedes any and all prior Agreements or understandings, written or oral or implied, between the parties pertaining to the subject matter hereof. In reaching this Agreement, no party has relied upon any representation or promise except those expressly set forth herein. This Agreement cannot be modified by the parties except in a writing that is signed by both parties and that expressly states that it intends to modify this Agreement.

15. Governing Law: This Agreement shall be governed by the laws of the State of California. Any action arising out of this Agreement shall be brought in Placer County or the federal court with

jurisdiction over Placer County.

16. Severability: Should any provision of this Agreement be declared or be determined by any court of competent jurisdiction to be illegal, invalid, or unenforceable, the legality, validity, and enforceability of the remaining parts, terms, or provisions shall not be affected thereby, and said illegal, unenforceable, or invalid part, term, or provision shall be deemed not to be a part of this Agreement.

17. Authority: Martin Ward represents that he has authority to enter this Agreement on behalf of the AGENCY. Audrey Kilpatrick represents that he/she has authority to enter this Agreement on behalf of the FOSKETT.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 9/9/2015.

Mid-Placer Public Schools


Date: 9/9/15

By: 

Martin Ward
13121 Bill Francis Dr.
Auburn, CA 95603

FOSKETT RANCH ELEMENTARY SCHOOL

Date: 9/10/15

By:  Director of Business

Audrey Kilpatrick
1561 Joiner Pkwy
Lincoln, CA 95648

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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


SUBJECT:

Ratification of Agreement with UC
CalFresh and Western Placer
Unified School District

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of
Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

No Cost

MEETING DATE:

October 6th, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached agreement is for services with UC CalFresh and Western Placer Unified School District for the Nutrition Education Program. The services include research-based nutrition education training and materials for teachers who wish to participate. There is no cost for these services. It is a free resource for participating teachers.

RECOMMENDATION:

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

UNIVERSITY of CALIFORNIA

cal fresh Nutrition Education

UCCE Cal Fresh Nutrition Education Program Western Placer Unified School District Participation Agreement FFY 16 (October 1, 2015- September 30, 2018)

Program Description: UC CalFresh Nutrition Education Program is a statewide nutrition education program for individuals and families eligible for, or receiving, CalFresh (Food Stamp) benefits. The program is administered by the United States Department of Agriculture (USDA) through an interagency agreement with the California Department of Social Services (CDSS) and the University of California. County Cooperative Extension Offices administer the program for eligible families and individuals in participating counties.

Goal: The goal of the CalFresh Nutrition Education Program is to “improve the likelihood that persons eligible for the Supplemental Nutrition Assistance Program (SNAP) will make healthy food choices within a limited budget, and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans and MyPlate.”

Purpose of agreement: This agreement is intended to ensure excellence in programming, quality and consistency in performance in all sites, and compliance with USDA policies, procedures, mandates and University of California requirements.

Specifically, we Western Placer Unified School District commit to each of the points listed below for the period of October 1, 2015 – September 30, 2018:

- We agree to support the goal of the UC CalFresh Nutrition Education Program Placer and Nevada Counties to “improve the likelihood that persons eligible for the Supplemental Nutrition Assistance Program (SNAP) will make healthy food choices within a limited budget, and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans and MyPlate.”
- Actively implement the UC CalFresh Nutrition Education program within Western Placer Unified School District at eligible and targeted sites based on FRPM percentages. A list of eligible schools where nutrition education programs will be delivered will be provided to the state office. Please list all participating schools
- Ensure Western Placer Unified School District teacher extenders complete and turn in approved documentation using the Nutrition Activity Reporting Form (NARF), for extending staff delivering UC CalFresh activities to meet State reporting requirements.
- Teach nutrition education and reinforce the beneficial nutrition aspects of gardening for a projected total of 15 Hours per year of “Extended nutrition education”. Deliver nutrition related subject matter promoting healthy living and active lifestyles reaching approximately 475 children and approximately 950 Parents within Western Placer Unified School District rough 5 sessions on behalf of UCCE staff/UC CalFresh during the term of this agreement in classrooms, afterschool programs and various sites.
- Designate a staff member (e.g. principal, lead teacher) to be the contact person and work with the UCCE UC CalFresh Staff.

UNIVERSITY of CALIFORNIA

cal fresh Nutrition Education

- Allow Western Placer Unified School District teacher extenders to be trained on all aspects of delivering the UC CalFresh program including but not limited to: curricula, delivery, evaluative reporting requirements, time record keeping and fiscal documentation ensuring federal compliance.
- Support the CalFresh Nutrition Education Program activities by providing facilities, equipment, and potentially supplies needed to deliver the activities.

UCCE shall commit to the following Activities:

- Train Western Placer Unified School District teacher extenders on all aspects of delivering the UC CalFresh Nutrition Education Program including but not limited to: curricula, delivery, evaluative reporting requirements, reporting documentation ensuring compliance with all program guidance.
- Provide nutrition education and nutrition related subject matter to promote healthy living and active lifestyles to Western Placer Unified School District teacher extenders including but not limited to the following curriculum:

<input type="checkbox"/> Cooking Matters	<input checked="" type="checkbox"/> Good for Me and You	<input type="checkbox"/> Money Talks - Hunger Attack
<input type="checkbox"/> Eat and Play Together!	<input checked="" type="checkbox"/> Happy Healthy Me	<input checked="" type="checkbox"/> My Amazing Body
<input type="checkbox"/> EAT FIT / WALK FIT	<input type="checkbox"/> Healthalicious	<input checked="" type="checkbox"/> Nutrition to Grow On
<input checked="" type="checkbox"/> Eat Smart Be Active	<input type="checkbox"/> Healthy Choices Healthy Me	<input checked="" type="checkbox"/> Plan, Shop, Save, Cook
<input type="checkbox"/> Eat Smart Live Strong	<input type="checkbox"/> Healthy, Happy, Families	<input type="checkbox"/> Power Play!
<input checked="" type="checkbox"/> Farm To Fork	<input checked="" type="checkbox"/> It's My Choice...Eat Right! Be	<input checked="" type="checkbox"/> Shaping up my Choices
<input type="checkbox"/> Farm to School	<input type="checkbox"/> Jump Start Teens	<input checked="" type="checkbox"/> Other <u>Shaping Healthy Choices</u>
<input type="checkbox"/> Fresh from the Garden	<input type="checkbox"/> Learn at Home	<input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> GO GLOW GROW	<input checked="" type="checkbox"/> Making Every Dollar Count	


- Provide guidance / oversight to Western Placer Unified School District teachers extending UC CalFresh nutrition education to Western Placer Unified School District students/parent to ensure programmatic soundness of delivery.
- Ensure Western Placer Unified School District teacher extenders complete and turn in approved documentation for extending staff delivering UC CalFresh activities to meet State reporting requirements.
- Coordinate the linkage between classroom nutrition education and the beneficial nutrition aspects of gardening using UC CalFresh approved curriculum including Nutrition to Grow, Farm to Fork and Twigs curriculum.
- Promote edible garden project at various school sites as part of in-classroom nutrition education and taste testing activities.
- Organize nutrition education and food demonstrations in partnership with other organizations and farmer markets as well as volunteers to work into their nutrition education programs on the beneficial nutrition aspects of gardening.
- Evaluate the effectiveness of UC CalFresh.
- Participate when possible in school family night activities promoting nutrition education and physical activity education that include a nutrition messages.

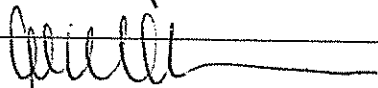
UCCE CalFresh and Western Placer Unified School District has indicated understanding of this agreement by their signatures below:

UCCE Placer and Nevada County Director

Date

UNIVERSITY of CALIFORNIA

cal  fresh Nutrition Education



9/2/15

Authorized official of Western Placer Unified School District

Date

Title: Superintendent

Asst Supt of Business Svs and Operations

2015-2018 Participation Agreement

Eligible Schools within Western Placer Unified School District

- First Street Elementary
- Phoenix Continuation High School
- Sheridan Elementary
- Glen Edwards Middle School
- CC Coppin State Preschool
- Sheridan State Preschool

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:

Memorandum of Understanding (MOU –
California School Employees Associations (CSEA)
and Western Placer Unified School District

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Gabriel Simon
Assistant Superintendent of
Personnel Services



ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

October 6th, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The enclosed MOU with CSEA and Western Placer Unified School District is for the 2015-16 school year. WPUUSD and CSEA have signed a Memorandum of Understanding regarding reimbursement to certain employees for the tax burden created by providing District uniforms to employees. This MOU reflects the modifications to the original agreement on December 19, 2012.

RECOMMENDATION:

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

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

June 26, 2015

INTRODUCTION

On several dates, the representatives of Western Placer Unified School District ("District") and the California School Employees Association Chapter # 741 ("CSEA") have met and negotiated with regard to the need for reimbursing certain employees for the tax burden created by the providing of uniforms to employees. Since the time of the original Agreement on December 19, 2012 a need for modifications to this Agreement has occurred and the modifications are reflected in this updated Agreement below. In the interest of promoting harmonious labor relations between the parties and to avoid uncertainty and inconvenience, CSEA and the District, agree as follows:

1. For the Classified employees whose position with the District requires that they wear a District uniform (Currently: Maintenance, Grounds and Custodial Staff), the employees will be provided with a uniform or uniforms by the District on an as needed basis as requested by the employee and as determined by the District. These uniforms (pants and shirts) will continue to be purchased by the District on behalf of the Maintenance, Grounds and Custodial staff. The amount per employee will most likely vary from employee to employee due to the differing nature of the work.
2. According to the Internal Revenue Service (IRS) said uniforms are seen as taxable income to the employee. To offset this increase in tax burden for the employee the District will compensate the employees receiving a uniform based on the formula below in 2(a) as provided by the IRS. For purposes of determining a stipend to pay to each employee to cover the tax implications for the value of the clothing purchased, a 30% tax rate will be assumed for each employee. The stipend will be calculated as follows (the example calculation assumes the value of clothing to be \$200):

$$\text{a. stipend} = \left\{ \frac{\text{value of clothing}}{(1.0 - .30)} \right\} - \text{value of clothing} = \frac{\$200}{.70} - \$200 = \$285.71 - \$200 = \$85.71$$

The Stipend Amount in this example would = \$85.71. The employees W-2 would reflect \$200 other compensation, \$85.71 wages. This same formula would apply to each employee receiving a uniform with a stipend amount differing based on the value of the clothing received.


3. This agreement establishes no past practice or precedent between the parties and shall not alter the terms of the current Collective Bargaining Agreement except as expressly stated above.
4. In the event any term of this MOU shall, to any extent, be found to be invalid or unenforceable, the remainder of this MOU shall remain valid and enforceable.
5. This MOU shall be governed by and controlled in accordance with the laws of the State of California.

6. This updated MOU shall become effective upon the signature of the undersigned representatives of the California School Employees Association Chapter # 741 and the Western Placer Unified School District and shall supersede the prior Agreement dated December 19, 2012.

Dated: 6/26/15

Dated: 26 June 2015

For the District:


Ryan Davis, Assistant Superintendent of
Personnel Services

For CSEA:


Mike Kimbrough, Chapter President

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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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 Project GLAD

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Kerry Callahan *KC*
Assistant Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

LCFF Supplemental

MEETING DATE:

October 6, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is with Project GLAD for refresher professional development for teachers in WPUSD who previously participated in guided language acquisition design (GLAD) model training. Supporting English learners is a priority in our district and Goal #2 of our LCAP. Approximately 50 teachers within WPUSD will receive this refresher training and be better equipped to support our English learners.

RECOMMENDATION:

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

Project GLAD Training Service Contract

District: Western Placer

Two Day Refresher: Jan. 20th, 21st and Feb 2nd, 3rd, 2016

Description: Participants will receive intense training in the Guided Language Acquisition Design model. Participants attending all 6 days of the training will fulfill both elements 1 & 2 of the GLAD training model. Element 1 is the Two-day Input theory/research, and Element 2 is the Four-Day classroom demonstration. **All teachers attending the demonstration lessons must have previously completed the Two-Day Theory. Trainers reserve the right to enforce this rule and will ask teachers to not participate if they have not been trained in the Two-Day. No part of the Two Day in-service or the Classroom demonstration may be recorded or videotaped.**

- A. **Two-day Input Topics to Include:** Theory/Research, integrated balanced literacy approach, second language acquisition, brain research, cultural sensitivity and respect, classroom implications and applications, the GLAD model, curriculum and strategies, sample unit and processing, and California State Standards/Common Core State Standards. The district will provide a room with tables and chairs for the participants, an overhead projector or document camera and screen and a room with tackable surfaces for charts. **If conditions are not met as specified above or in the materials section of this contract, the trainers reserve the right to cancel the training at any time and will bill the district for full compensation.**
- B. **Classroom Demonstration Description:** The observation of a demonstration session occurs in a single classroom for consecutive mornings for 4 days. The unit has been written by certified key trainers and will be presented by them as well. Two certified key trainers will conduct the training but if for any reason, there is one trainer absent due to illness, the trainer will administer the training by herself at the full contractual rate. Trainer A presents the GLAD strategies with the group of specified children. This group of children must include English Learners and cannot be fewer than 12 students and no more than 34 students. The students must be the same group of children all four days. Trainer B coaches the participating teachers who are observing in the back of the room. Trainer B will explain what is being done, why it's being done and process questions that arise throughout the morning. **The GLAD trainers reserve the right to remove students who are disruptive during the demonstration for the duration of the remaining training.** Afternoons are spent on feedback and collaboration such as initial planning with the trainers for the participants' upcoming units and year plans using state standards and common core state standards. The district will need to provide a place where teachers and trainers can collaborate in the afternoons. **If conditions are not met as specified above or in the materials section of this contract, the trainers reserve the right to cancel the training at any time and will bill the district for full compensation. *Seeing successful strategies with students is the most effective method of promoting change.***
- C. **Refresher Description** Participants will participate in a 2 day Project GLAD refresher and ELD day. Trainers will present GLAD focal strategies aligned with Common Core Standards and ELD frames. Teachers will have an hour to two hours of planning time. Emphasis on 21st Century Skills aligned with Common Core Standards, New ELD Standards and Next Generation Science Standards will also be addressed.
- D. **Materials: 2-Day:** District agrees to provide each participant with a training binder for the Two-Day Input Workshop. A separate order form will be sent and the district is responsible for getting the binders for the paying participants. The District understands and acknowledges that the trainers have a proprietary interest in the materials provided. The District agrees to act in a manner to protect the trainers' proprietary interest in these materials. The key trainers will provide all other training materials. Upon request districts/schools are also asked to submit assessment data, which includes STAR results and or anecdotal records to the Key Trainers.
Refresher: A document camera will need to be provided by the district/school. District/School will also provide materials for planning including chart paper, sentence strips and markers.
- E. **Trainers:** The trainers will be:
- **Kathryn Wyffels**, email: katewyffels@yahoo.com, address: 6828 Gibson Canyon Road, Vacaville, CA 95688, phone: 707 688 8666
 - **Jocelyn Mitchelmore**, email: jmitchelmor@comcast.net, address: 1314 Cromwell Court, El Dorado Hills, CA 95752, phone: 916 230 6980

- **Kelli Richardson**, email: kcrich90@earthlink.net address: 4411 Morse Court, Napa, CA 94558 phone: 707 227 7442
In the event that a trainer is not able to attend a session, a substitute will be provided; the absent trainer will bill for the work and pay the substitute. If a substitute is not available and one trainer provides services, the absent trainer will bill and pay the attending trainer for her services.

Cost and Payment:

Refresher: No more than 40 teachers in each refresher. If the number goes over 40, each additional participant will be charged \$250.00.

Total Cost: \$6000.00 Per refresher

Estimated Total Contract cost: \$12,000

Checks made payable to: Jocelyn Mitchelmore, Kate Wyffels, and Kelli Richardson.

- F. **Non-payment:** If payment is not received within 60 days, interest will be charged at a rate of 10% per annum until paid in full. In addition, if the matter is sent to a collection agency, it is agreed that the district will pay any and all collection costs and reasonable attorney's fees.
- G. **Cancellation Policy:** Notice of any cancellations **must be given in writing 30 days** prior to the first scheduled workshop. After that time, the district will still be charged the full amount.
- H. **Entire Agreement:** This contract contains the entire agreement of the parties. There are no warranties expressed or implied other than as set forth herein.

Name: Kerry Callahan Title: Asst. Supt.
School/District: Western Placer Phone: (916) 645-6350
Address: 600 14th St., Suite 400 Lincoln, CA 95648
Authorized Signature: [Signature] Date: 9/29/15

GLAD key trainer signature: Kathryn Wyffels Date: September 28th, 2015

GLAD key trainer signature: Jocelyn Mitchelmore Date: September 28th, 2015

GLAD key trainer signature: Kelli Richardson Date: September 28th, 2015

We must receive your confirmation before participants will be allowed to attend the workshops or classroom demonstrations. Please print and fill out the information below. Return the entire form by mail to Jocelyn Mitchelmore at 1314 Cromwell Court, El Dorado Hills, CA 95762 or fax to 916 670 1364.

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Overnight Field Trips

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Kerry Callahan 
Assistant Superintendent

ENCLOSURES:

No

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

Student Fees/School Funds

MEETING DATE:

October 6, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

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

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

Students will not be excluded due to inability to pay.

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

FIELD TRIP:	5 th Grade PPPC Fort Bragg Trip
SCHOOL(S):	Creekside Oaks Elementary School
BRIEF DESCRIPTION: <i>(citing educational purpose)</i>	The field trip will provide hands-on study of plants and animals in their actual biomes and habitats. It will extend students' understanding of weather, water cycles, tides, and how these factors affect organisms within the habitats. Field study of tide pools, sand dunes, estuaries, coastal headland, redwoods, and pygmy forest will also occur.
DATES:	May 16-20, 2016
LOCATION(S):	Fort Bragg, CA
LODGING/ACCOMMODATIONS:	Pacific Environmental Education Center, MacKerricher State Park
PERSON(S) COORDINATING:	Margi Avery, Greg Turner, Jenna Nohel
STUDENTS PARTICIPATING:	Approximately 80 students

FIELD TRIP:	National Honor Society College Visits
SCHOOL(S):	Lincoln High School
BRIEF DESCRIPTION: <i>(citing educational purpose)</i>	National Honor Society students will going to bay area schools (Stanford, Santa Clara, San Jose State, UC Santa Cruz, Ca State Monterrey, San Francisco State, Berkeley and Saint Mary's) to observe educational options.
DATES:	October 9-11, 2015
LOCATION(S):	See description above
LODGING ACCOMMODATIONS:	Hotels
PERSON(S) COORDINATING:	Marilou Edwards
STUDENTS PARTICIPATING:	Approximately 20 students

RECOMMENDATION:

Approve the aforementioned Overnight Field Trip requests.

**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:

Ratification of Agreement for Professional Services

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Gabriel Simon
Asst. Superintendent of 
Personnel Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

General

MEETING DATE:

October 6, 2015

ROLL CALL REQUIRED:

BACKGROUND:

The Board of Trustees will consider taking action to ratify the agreement for short-term employment with Nancy Rowell, for Library/Media Consultant Services.

RECOMMENDATION:

Administration recommends the Board of Trustees take action to ratify the agreement for short-term employment with Nancy Rowell.

Western Placer Unified School District Agreement For Short-Term Employee

This agreement made and entered on the 21st day of September, 2015, by and between the Western Placer Unified School District, hereinafter referred to as "DISTRICT", and Nancy Rowell (certificated employee), hereinafter referred to as "EMPLOYEE".

WITNESSETH

WHEREAS, the DISTRICT has the need for a Library/Media Consultant.

WHEREAS, the EMPLOYEE is qualified to perform services.

NOW, THEREFORE, in consideration of the mutual promises and agreements herein contained, IT IS AGREED by and between the parties hereto as follows:

1. SCOPE OF WORK

DISTRICT hereby hires EMPLOYEE as a Library/Media Consultant. Such Services shall include, but are not limited to:

- Evaluate and manage library collections;
- Provide staff development in implementation of effective library practices;
- Assist sites in assessing library practices, program, and resources and developing plans for improvement where needed.

2. TERM

EMPLOYEE shall provide the above services on a regular basis when school is in session or as needed from July 1, 2015 to June 30, 2016.

3. COMPENSATION

DISTRICT shall pay EMPLOYEE a rate of \$85.00 per hour. Total hours not to exceed 175 hours with a total payment not to exceed \$15,000.00, including cost of mileage. Mileage between Employee's house and District Office will be paid at approved rate per mile. EMPLOYEE shall submit monthly time sheets by the 26th of the month and payment will be made by the 10th of the following month. It is understood that the customary regular deductions will be made from the payments including income tax and Medicare. Time spent traveling between Employee's house and District does not count towards the hours (up to 175 hours) for which Employee shall receive payment as described above.

4. FUNDING

It is understood and agreed to by and between all parties hereto that funding for this Short-term EMPLOYEE is provided through 01-0000-0-1200-00-1110-2421-050-00-000-00.

5. RECORDS

EMPLOYEE shall maintain a daily calendar-making notation on timesheet as to services performed.

6. NON-ASSIGNABILITY

This agreement and the rights and duties hereunder shall not be assigned in whole
Or in part without the written consent of the DISTRICT.

7. CANCELLATION

This agreement may be canceled by DISTRICT or EMPLOYEE at any time after giving
written notice. Such notice shall be personally served or given by United States mail. In the
event of cancellation, EMPLOYEE shall be paid for all services performed up to the date of
cancellation.

IN WITNESS THEREOF, this agreement has been executed on the day, month, and year
first above written.



WESTERN PLACER UNIFIED SCHOOL DISTRICT

DATE: 9/21/15



Nancy Rowell, "SHORT-TERM EMPLOYEE"

DATE: 9/21/15

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:

Ratification of Contract with
Mobile Ed Productions, Inc. and
Foskett Ranch Elementary School

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of
Business and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Parent Teacher Organization

MEETING DATE:

October 6th, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contract is for services with Mobile Ed Productions, Inc. and Sheridan Elementary School for entertainment on Thursday, March 10th, 2016. The services include an educational program called "Our Solar System". The cost of these services is \$995.00 and will be paid with Parent Teacher Organizations funds.

RECOMMENDATION:

Administration recommends that the Board ratify the contract agreement between Mobile Ed Productions, Inc. and Foskett Ranch Elementary School.

Contract # 118013

Program: OUR SOLAR SYSTEM

Date: THURSDAY, MARCH 10, 2016

Time: All Day 8:25 AM Start

Billing Address:

Kelly Castillo
Foskett Ranch Elementary School
1561 Joiner Parkway
Lincoln CA 95648

Program to be held at:

Foskett Ranch Elementary School
1561 Joiner Parkway
Lincoln CA 95648
Attention: Kelly Castillo

Sign and Return this Contract Agreement and Deposit to our office by: **Wednesday, October 21, 2015**

Write Contract # 118013 On Your Check.

Payments Received		
Amount	Date Received	Notes

Program Cost: \$995.00

Deposit Due: \$497.50



School Contact Information: (Make any necessary changes or corrections)

Client: Kelly Castillo

Title: Principal

School Phone: 916-434-5255

Alternate:

Title:

Alternate Phone:

District: Western Placer

Performance Requirements: Initial each of the following conditions and responsibilities:

- ☐ Performer will arrive approximately 15-30 minutes prior to the performance time.
- ☐ Custodial assistance to load & unload may be needed. Performance area to be clear of clutter.
- ☐ Recording of the performance is prohibited without prior written permission.
- ☐ Adult Supervision for each program is required.
- ☐ The Dome cannot be set up outside.
- ☐ Performance area must have a 15 foot ceiling and a 36 foot diameter to accommodate the Dome.
- ☐ Maximum of 5 programs per day. Additional programs will have an additional charge.
- ☐ Maximum of 70-90 students per session.
- ☐ Lunch and breaks required.
- ☐ One electrical outlet.

Special Performer Instructions:

- Final payment due 30 days after performance date. Please do not pay the performer directly.
- Mail checks payable to: Mobile Ed Productions - 26018 W. Seven Mile - Redford, MI 48240 - Fed. ID #38-2463141
- Cancellations 0-30 days prior to performance date will have a cancellation charge.

Cindy Kruczynski

Cindy Kruczynski

For Mobile Ed Productions, Inc.
cindyk@mobileedproductions.com

Audrey Kipatnick

Authorized Representative for Foskett Ranch Elementary School
kcastillo@wpusd.k12.ca.us

Asst Supt of Business Sys and Operations

INFORMATION

DISCUSSION

ACTION

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

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

SUBJECT:

Review of the 2014-15 Unaudited Actuals

AGENDA ITEM AREA:

Information Only

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent, Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

None

MEETING DATE:

October 6, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

The 2014-15 Unaudited Actuals were presented and approved by the Board of Trustees on September 15, 2015. A more detailed review will be presented at this time for information purposes only.

General Fund

Actual General Fund expenditures exceeded revenues by \$716,000, leaving an ending fund balance of \$8,058,525. Unrestricted Fund Balance increased \$1,572,743 and Restricted Fund Balance decreased \$856,551. While the total combined Ending Fund Balance is \$2,747,310 higher than the estimated actuals budget presented in June 2015 with the 2014-15 Adopted Budget approval, it is important to review the line item changes as the variances are among both Unrestricted and Restricted programs and also include unspent program funds that will carry over and be spent in 2015-16.

Actual Restricted revenues were less than estimated by \$440,000 primarily due to deferral of State and Federal revenues, which carry over into 2015-16 (-\$615k), increased final LCFF funding (\$25k), increased Special Education local property taxes (\$100k) and increased RDA facilities funds received in June 2015 (\$60k). Additionally, CCPT funds of \$1.8 million went unspent (carried over to 2015-16), while restricted revenues of \$1.3 million were recorded to recognize the contribution by the State of California on behalf of the District's STRS employees.

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

Actual Unrestricted revenues were more than estimated by \$510,000 due to increased final LCFF funding (\$190k), state lottery revenues came in higher than budgeted (\$40k), increased local reimbursements (\$86k), increased facilities use revenues (\$15K), increase interest income received (\$25k) and increases in co-curricular programs revenues received at year-end (\$50k).

Combined expenditures and other outgo were \$2,661,212 less than the estimated actual budget with a significant amount of unspent funds in restricted State and Local categorical programs.

Restricted expenditures were \$1,385,000 less than the estimated actual budget. These unspent Restricted Federal, State and Local categorical program balances will be carried over into the 2014-15 school year and budgeted to be spent.

Unrestricted expenditures were \$1,305,000 less than budgeted due to year end salary negotiated settlement payments (\$260k), unspent unrestricted centralized services and school site funds (Textbook Funds, ASES, Supplemental Funds, Lottery, Deferred Maintenance and Co-Curricular Site program funds (-\$1.565m).

2014-15 Budget to Actual Comparison

Each year our actual activity varies from our budgeted projections. The significant differences between the District's 2014-15 Estimated Actuals Budget, as of the 2015-16 Budget Adoption, and the final 2014-15 Unaudited Actuals are noted on the following page:

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

	Estimated Actuals 2014-15 Combined	Unaudited Actuals 2014-15 Combined	Unaudited Actuals vs. Estimated Actuals
Revenue			
LCFF Funding	44,658,737	44,848,447	189,710
Federal Revenue	3,040,587	2,946,387	(94,200)
State Revenue	4,769,446	4,281,748	(487,698)
Local Revenue	3,833,982	4,298,058	464,076
Total Revenue	56,302,752	56,374,640	71,888
Expenditures			
Certificated Salaries	25,643,223	26,022,099	378,876
Classified Salaries	7,267,449	7,336,340	68,891
Benefits	11,038,615	12,318,799	1,280,184
Books and Supplies	4,575,424	2,854,860	(1,720,564)
Other Services & Oper. Exp	5,176,697	4,832,366	(344,331)
Capital Outlay	2,882,534	530,428	(2,352,106)
Other Outgo 7xxx	1,818,925	1,843,287	24,362
Transfer of Indirect 73xx	(121,617)	(118,141)	3,476
Total Expenditures	58,281,250	55,620,038	(2,661,212)
Deficit/Surplus	(1,978,498)	754,602	2,733,100
Transfers In	-	2,000	2,000
Transfers out	(52,620)	(40,410)	12,210
Contributions to Restricted	-	-	-
Net increase (decrease) in Fund Balance	(2,031,118)	716,192	2,747,310
Beginning Balance	7,342,333	7,342,333	-
Audit Adj			
Prior Period Adjustment (Restatements)			
Ending Fund Balance	5,311,215	8,058,525	2,747,310
<u>Components of Ending Fund Balance</u>			
<u>Nonspendable:</u>			
Reserve - Revolving Fund	5,000	5,000	-
Reserve - Prepaid Expenditures	-	563,471	563,471
<u>Restricted:</u>			
Reserve - Designated Programs	288,197	958,725	670,528
<u>Unassigned/Unappropriated:</u>			
Reserve - Economic Uncertainty @ 3%	1,750,016	1,669,813	(80,203)
Reserve - Deferred Maintenance Reserve	881,571	1,368,162	486,591
Reserve - Salary Settlement 14/15			
Retroactive Pay - All Employees	433,721	-	(433,721)
Reserve - Unrestricted Program & Site Carryover	-	1,023,037	1,023,037
Reserve - Charter Technical Assistance	93,646	77,350	(16,296)
Reserve - GAP Funding Contingency - Subsequent Budget Year	1,559,064	1,559,064	0
Reserve - Unassigned Economic Uncertainty surplus/(deficit)	300,000	833,903	533,902
Total Ending Fund Balance	5,311,215	8,058,525	2,747,310

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

Major Changes to Ending Fund Balance since Estimated Actuals 2014-15 Unaudited Actuals

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Budgeted 2014-15 Deficit Spending at Estimated Actuals	(\$493,464)	(\$1,537,654)	(\$2,031,118)
Revenues			
LCFF ¹	\$165,000	\$25,000	\$190,000
Federal Revenues ²	\$0	(\$95,000)	(\$95,000)
State Revenues ³	\$30,000	(\$520,000)	(\$490,000)
Local Revenues ⁴	<u>\$315,000</u>	<u>\$150,000</u>	<u>\$465,000</u>
Total Change in Revenues	\$510,000	(\$440,000)	\$70,000
Expenditures			
Certificated Salaries ⁵	\$280,000	\$100,000	\$380,000
Classified Salaries ⁶	\$15,000	\$55,000	\$70,000
Employee Benefits ⁷	(\$35,000)	\$1,315,000	\$1,280,000
Books & Supplies ⁸	(\$1,050,000)	(\$675,000)	(\$1,725,000)
Services & Other Operating Exp. ⁹	(\$115,000)	(\$230,000)	(\$345,000)
Capital Outlay ¹⁰	<u>(\$400,000)</u>	<u>(\$1,950,000)</u>	<u>(\$2,350,000)</u>
Total Change in Expenditures	(\$1,305,000)	(\$1,385,000)	(\$2,690,000)
Other:			
Contributions to Restricted Programs ¹¹	\$200,000	(\$200,000)	\$0
Interfund Transfers In	\$2,000	\$0	\$2,000
Interfund Transfers Out	(\$10,000)	\$0	(\$10,000)
Other Outgo (billback & transfers out)	(\$15,000)	\$40,000	\$25,000
Indirect Costs ¹²	(\$25,000)	\$25,000	\$0
Miscellaneous	<u>(\$792)</u>	<u>\$1,103</u>	<u>\$311</u>
Change in FB from Estimated to Actuals	\$2,066,208	\$681,103	\$2,747,311
Actual Excess of Revenues over Expenditures Unaudited Actuals	<u><u>\$1,572,744</u></u>	<u><u>(\$856,551)</u></u>	<u><u>\$716,193</u></u>

Notes

¹ Increase in gap funding from 29.15% to 30.16%; increase in special education property taxes.

² The District did not earn as much in federal revenues as awarded (primarily Title I). Unearned funds will carry over to 2015-16.

³ Unrestricted: State Lottery \$40k higher than projected (NOTE: We use School Services projections in calculating Estimated Actuals); Restricted: \$1.8 million in unspent CCPT funds. Unspent funds carry over to 2015-16. Most of this is for facilities, which are in the process of being updated now. Increase of \$1.3 million to reflect State contribution to employee STRS. This is offset by a corresponding increase in employee benefits expenditures.

⁴ Unrestricted: Co-curricular revenues \$50k above budget; \$20k received from LHS ASB for reimbursement of AP exam costs; receipt of funds from UC Davis for teacher on loan \$66,500; interest revenues \$25k above budget; facility use revenues \$15k over budget; Restricted: Special Education local property tax revenues \$100k higher than projected; \$60k in RDA facilities funds (received in June)

⁵ Unrestricted salaries increased \$290k due to payment of salary increase as agreed in negotiations settlements (this was reserved in fund balance at estimated actuals); Restricted: increased \$50k due to salary settlements, an additional \$20k in Title I extra time paid to teachers, and another additional \$20 in ERMH extra time paid to teachers

⁶ Unrestricted: \$69k increase due to salary settlements, \$45k decrease due to funding transfer of bilingual aides from Supplemental to EIA; Restricted: \$45k increase due to funding transfer of bilingual aides from Supplemental to EIA, \$34k increase due to salary settlements; classified substitute costs were \$10k less than budget

⁷ Unrestricted: PERS and H&W costs, including retiree H&W, slightly less than budget; Restricted: \$15k increase due to payment of salary increase in accordance with salary settlement, Increase of \$1.3 million to reflect State contribution to employee STRS. This is offset by a corresponding increase in restricted state revenues.

⁸ Unrestricted: Funds that carry over to 2015-16: \$150k in textbooks, \$154k in co-curricular, \$395k in Supplemental; \$100k in unrestricted lottery, \$103k in unrestricted ASES funds. Additionally, \$125k in unspent site and department budgets (including \$50k in technology that was budgeted in object 4400 and spent from object 6400); Restricted: \$645k recognized at Estimated Actuals as restricted fund balance or additional unspent categorical funds that carry over to 15-16.

⁹ Unrestricted: \$45k in unspent deferred maintenance costs, unspent site and department budgets; Restricted: Special Ed Nonpublic Schools & Agencies, and unspent legal budgets: \$130k under budget; unspent restricted funds that will carry over to 15-16: \$134k.

¹⁰ Unrestricted: \$442k in unspent deferred maintenance costs, \$45k in tech costs budgeted in object 4400 and spent from object 6400; Restricted: \$1.8 million in unspent CCPT funds, \$126k in unspent RDA facilities funds, all to carry over to 15-16.

¹¹ Increases in Special Ed revenues plus reduction in Special Ed expenditures, net of salary increases.

¹² Routine Repair & Maintenance program indirect costs not budgeted, netted against reduction of indirect costs for unspent funds.

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

Contributions to Restricted Programs

Restricted contributions are general funds used to support necessary categorical programs. While these are necessary, it is important to review the contributions to restricted programs every year. The following table outlines the contributions for 2014-15:

Contributions to Restricted Programs 2014-15 Unaudited Actuals and 2014-15 Estimated Actuals

<u>Program</u>	<u>Resource</u>		<u>2014-15 Actuals</u>	<u>2014-15 Estimate</u>	<u>Change</u>	<u>Comments</u>
Special Ed-Basic Grant (PL94-142)	3310	*	\$973,764	\$973,300	\$464	
Spec Ed Pre-School	3315	*	\$52,263	\$53,235	(\$972)	
Spec Ed Pre-School	3320	*	\$878	\$6,625	(\$5,747)	
Special Education	6500	*	\$2,722,943	\$2,962,672	(\$239,729)	Increase in AB602 revenues, less substitutes used than budgeted, unspent NPA/NPS funds
Maintenance	8150		\$1,032,874	\$989,849	\$43,025	Indirect costs not budgeted
C-STEM	9822		\$0	\$420	(\$420)	
Total Contribution to Restricted Programs			<u>\$4,782,722</u>	<u>\$4,986,101</u>	<u>(\$203,379)</u>	
PCOE Special Education						
Program Billback	0000	*	\$1,839,557	\$1,839,557	\$0	
Total Special Ed Contribution			\$5,589,405	\$5,835,389	(\$245,984)	

2014-15 General Fund Ending Fund Balance Reserves – Unaudited Actuals

The District ended the 2014-15 school year with a total of \$8,058,525 in total Ending Fund Balance.

Ending Fund Balance	8,058,525
<u>Components of Ending Fund Balance</u>	
<u>Nonspendable:</u>	
Reserve - Revolving Fund	5,000
Reserve - Prepaid Expenditures	563,471
<u>Restricted:</u>	
Reserve - Designated Programs	958,725
<u>Unassigned/Unappropriated:</u>	
Reserve - Economic Uncertainty @ 3%	1,669,813
Reserve - Deferred Maintenance Reserve	1,368,162
Reserve - Salary Settlement 14/15	
Retroactive Pay - All Employees	-
Reserve - Unrestricted Program & Site Carryover	1,023,037
Reserve - Charter Technical Assistance	77,350
Reserve - GAP Funding Contingency - Subsequent Budget Year	1,559,064
Reserve - Unassigned Economic Uncertainty surplus/(deficit)	833,903
Total Ending Fund Balance	8,058,525

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

Of the total balance, reserves of \$2,059,112 are restricted and unrestricted funds for specific Federal, State, local and site carryover programs. Also included in the total Ending Fund Balance is a reserve of \$1,368,162 for Deferred Maintenance projects. An additional \$1,669,813 is reserved for the State required minimum 3% Economic Uncertainty. Reserves totaling \$563,471 are also held for prepaid expenditures. A reserve of \$1,559,064 remains for LCFF GAP Funding Contingency to continue as a reserve in the 2015-16 fiscal year. The remaining \$833,903 actual Economic Uncertainty Surplus reserve will carry over to the 2015-16 fiscal year to support any necessary budget adjustments.

Other Funds

Also included in the 2014-15 Unaudited Actuals are the year-end reporting of the District's other funds at listed below:

2014-15 UNAUDITED ACTUALS

	Beginning			Ending
	Fund Balance	Revenues	Expenditures	Fund Balance
Fund 11 - Adult Education Fund	43,853	159,166	181,319	21,700
Fund 12 - Child Development Fund	7,907	261,547	259,823	9,631
Fund 13 - Cafeteria Fund	246,463	1,736,588	1,763,797	219,254
Fund 21 - Building Fund	2,019,034	19,674,166	925,773	20,767,427
Fund 25 - Capital Facilities Fund	1,444,593	1,771,964	1,056,358	2,160,199
Fund 35 - County Schools Facilities Fund	1,619,417	13,492	596,014	1,036,895
Fund 40 - Special Reserve for Capital Outlay Projects	230,884	2,272	13,985	219,171
Fund 49 - Debt Service Fund for Blended Component Units	13,562,486	6,536,743	8,125,701	11,973,528
Fund 71 - Retiree Benefit Fund	6,651	69	-	6,720
Fund 73 - Foundation Private-Purpose Trust Fund	159,997	1,658	1,200	160,455

RECOMMENDATION:

Administration recommends the Board of Trustees approve the 2014-15 Unaudited Actuals as presented.

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Disposal of Surplus Vehicles and
Mower and Approval of Consignment Agreement
With Bar None Auction

AGENDA ITEM AREA:

Action

REQUESTED BY:

Audrey Kilpatrick 
Assistant Superintendent of Business
Services and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund Revenues

MEETING DATE:

October 6th, 2015

ROLL CALL REQUIRED:

Yes

BACKGROUND:

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

The following vehicles are no longer in use, have high mileage and are not reliable, require repairs in excess of their value, or do not meet diesel emission standards:

Vehicle #	Year	Model	VIN#	Blue Book Value
45	1998	Chevrolet Truck	1GBHC34J3WFO36905	\$2,000.00
50	1997	GMC Van	1GKDM19W6VB509240	\$500.00
57	2000	John Deere Mower	TC1600X010222	\$1.00

Also included in this item is the consignment agreement with Bar None Auction for the handling and auction of the above surplus vehicles and mower. The sales commission is included in the agreement.

RECOMMENDATION:

Administration recommends the Board of Trustees declare the attached list of vehicles as surplus, authorize the consignment agreement of the vehicles and mower through Bar None Auction, and authorize the removal of these items from the fixed assets inventory list.



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STANDARD AGREEMENT FOR AUCTION SERVICES

ANNUAL AGREEMENT

This Agreement, entered into this 3rd day of September, 2015, by and between **Western Placer Unified School District**, located at **600 6th Street, Suite 400, Lincoln, CA 95648** (hereinafter referred to as "Seller") and **Bar None Auction**, located at **2440 Gold River Road, Suite 200, Rancho Cordova CA 95670** (hereinafter referred to as "Auctioneer").

RECITALS

Seller desires to obtain the services of an Auction Company to perform **Auctions to dispose of surplus vehicles, construction equipment, and other miscellaneous inventories.**

Auctioneer is a **professional auction company** with skills, knowledge, and experience in disposing of assets on behalf of Sellers by method of Live Public and Online Auction Services.

NOW, THEREFORE, IT IS MUTUALLY AGREED THAT SELLER DOES HEREBY RETAIN AUCTIONEER ON THE FOLLOWING TERMS AND CONDITIONS:

1. **Scope of Services**

Auctioneer shall provide services as described in Exhibit "A" entitled "Special Provisions" attached hereto and made a part hereof.

2. **Compensation and Reimbursement**

Seller shall compensate and reimburse Auctioneer as provided in Exhibit B attached hereto and made a part thereof.

3. **Term of Agreement**

The term of this Agreement shall be effective from the period commencing, September 3, 2015 and ending September 3, 2017 unless sooner terminated by either party as provided in the section of this Agreement entitled "Termination".

4. **Termination**

This Agreement may be terminated with or without cause by Seller or Auctioneer. Termination without cause shall be effective only upon 30-day written notice to either party. During said 30-day period Auctioneer shall perform all services in accordance with this Agreement. Termination for cause shall be effected by delivery of written notice of termination to Seller or Auctioneer. Such termination shall be effective upon delivery of said notice.

Both Seller and Auctioneer shall cooperate with the other to ensure a smooth transition at the time of Termination, with no interruption of services or other work required under the Agreement, no adverse impact on the provision of services or other work required under the Agreement and activities, no interruption of any services provided by third parties, and no adverse impact on the provision of services provided by third parties.

5. **Confidential Relationship**

Seller and Auctioneer may from time to time communicate about certain information to enable Auctioneer to effectively perform the services. Seller and Auctioneer shall treat all such information as



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confidential whether or not so identified, and shall not disclose any part thereof without the prior written consent of the Auctioneer.

6. Insurance

Auctioneer shall obtain and maintain during the life of this Agreement all of the following insurance coverage's:

- a) **Comprehensive General Liability** including premises-operations, products/completed, broad form property damage, and blanket contractual liability with the following coverage's:
 - General Liability \$500,000 per person per occurrence
 - \$1,000,000 aggregate per occurrence
 - \$500,000 property damage per occurrence
- b) **Automotive Liability** including owned, hired, and non-owned vehicles with the following insurance coverage's:
 - Auto Liability \$500,000 per person per occurrence
 - \$1,000,000 aggregate per occurrence
 - \$100,000 property damage per occurrence
- c) **Workers' Compensation** insurance in statutory amount. All of the endorsements which are required above shall be obtained for the policy of Workers' Compensation insurance.

Auctioneer shall provide Seller certificates of insurance showing the insurance coverage's described in the paragraphs above, in a form and content approved by Seller, prior to beginning work under this Agreement.

7. Liability

Notwithstanding any other provisions contained in this Agreement, Auctioneer shall be responsible for all injuries to person and for all damages to real or personal property of Seller or others, caused by or resulting from the wrongful act or negligent acts, errors, or omissions of itself, its employees, or its agents during the progress of, or in connection with, the rendition of services hereunder.

8. Notices

All notices, billings and payments hereunder shall be in writing and sent to the following addresses:

Seller: Western Placer Unified School Dist. 600 6th St. Suite 400, Lincoln, Ca 95648

9. Compliance with Laws

Contractor shall be in conformity with all applicable Federal, State, County, and local laws, rules, and regulations, current and hereinafter enacted, including facility and professional licensing and/or certification laws and keep in effect any and all licenses, permits, notices and certificates as are requested.

10. Entire Agreement

This Agreement shall constitute the entire understanding between Contractor and Agency relating to the terms and conditions of the services to be performed by Contractor.



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IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the date first above written.

Dated: _____

By: _____

Dated: _____

By: _____

Lonny Papp

SELLER: _____

Its: Asst Supt of Business Svs and Operations

(Title)

BAR NONE AUCTION

Its: _____

Auctioneer/Government Accounts

-WPUSD



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"SPECIAL PROVISIONS"

EXHIBIT "A"

1. Scope of Services

Auctioneer agrees to perform public auction services as requested by Seller. Auctioneer shall provide the necessary qualified personnel to perform the services. In performance of the services Contractor shall:

- 1.1** Auctioneers shall provide auction yard for the purpose of displaying of inventories, storage of items prior to sale, and auction sale event activities. Auction site will be open from Monday thru Friday during normal business hours of 8am and 5pm for shipping and receiving.
- 1.2** Auctioneer shall inventory all items received at the auction site and provide copy of detailed inventory to Seller within 24 hours of receipt of inventory.
- 1.3** Auctioneer shall catalog items for sale in a manner to enhance the value of the item, providing a detailed description, multiple photographs, and online catalog listing.
- 1.4** Auctioneer agrees to advertise the items in upcoming auction by traditional methods of Auctioneer brochure mailed to auction patrons and industry specific users, newspaper and trade publications, auctioneers website, and other possible methods as Auctioneers feels necessary.
- 1.5** Auctioneer to provide professional auction staff to negotiate best selling prices, quality clerks and competent cashiers to assist the buyers with a courteous purchasing experience.

2. General Requirements

- 2.1** Seller shall contact the Auctioneer as needed to dispose of surplus property by providing a list of items for upcoming auction or delivering the inventory to the auction location.
- 2.2** Auctioneer shall ensure that no property assigned to the Seller may be sold before an auction without prior written agreement of the Seller.
- 2.3** Seller agrees that once an inventory is consigned to auctioneer or delivered to the auction site, those items shall not be pulled from the Auctioneers possession unless mutually agreed to by Auctioneer.
- 2.4** Should both parties agree to a sale prior to auction, the proceeds of said sale should be treated as part of the gross proceeds of the auction.

3. Seller Requirements

- 3.1** Seller, in good faith, claims to have the full power and authority to sell inventory being consigned to Auctioneer.
- 3.2** Seller warrants that all inventories are free and clear from all liens and encumbrances.
- 3.3** Seller agrees to accept responsibility for any encumbrances, unpaid liens or outstanding taxes on such inventory, and herein indemnifies the Auctioneer against all claims in nature arising from such activity.
- 3.4** In an event that an inventory should have a secured creditor the Seller shall be responsible to provide payoff statement and authorizes Auctioneer to disperse the first sum of payments if not in entirety to the first secured lender as herein agreed.
- 3.5** Seller shall provide in a timely manner the free and clear Title of Certificate of Ownership and all documents necessary to affect Transfer of Title for motor vehicles, trailers and vehicle equipment and other property. At the option of the Auctioneer, vehicles may not be offered at auction unless the Certificate of Ownership and all other documents necessary to affect a Transfer of Title



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for motor vehicles trailers, and vehicles equipment are submitted at least five (5) days prior to sale.

3.6 Seller at its option may choose to use the transportation provided by the Contractor at the Contractor's current rates.

4. Auction Requirements

4.1 Auctioneer shall ensure all auctions will be open to the general public, and there shall be no fee charged for participation as a potential buyer.

4.2 Auctioneer shall ensure that unless otherwise directed by the Seller, all unsold property shall be rescheduled to the next available auction at no additional cost to the Seller.

4.3 Auctioneer shall supply all needed personnel and set up all needed auction equipment and facilities to adequately produce such auction sales.

4.4 Auctioneer shall, when requested by Seller, provide transportation of all property from the Sellers possession to Auctioneers auction facility. Auctioneer shall ensure licensed and insured subcontractors provide such transportation. The fees for such services shall be deducted from the auction proceeds by Auctioneer. All fees shall be listed in a schedule of values and are fixed for each contract and option year.

4.5 Auctioneer shall, when requested by Seller and in compliance with California State Laws, arrange for smog certificates or a statement that vehicle does not meet smog requirements prior to sale. The fees for such services shall be deducted from auction proceeds.

4.6 Auctioneer shall, when requested by Seller, arrange for property repair, detailing or reconditioning. Auctioneer, upon direction of the Seller, will obtain price quotes, and upon receipt of written instructions from the Agency, shall have the necessary services performed. The fees for such services shall be deducted from auction proceeds.

4.7 Seller shall have the option to set a minimum selling price on specialty items, and shall coordinate minimum bid requests with Auctioneer for the purpose of ensuring reasonableness of minimum bid. If a minimum bid item is not sold, the auctioneer will be entitled to commission based on minimum bid set by Seller.

4.8 For extremely heavy items, large or difficult to transport items or items with a fixed or semi-fixed location, or any other items for which it is determined that it is economically more feasible to sell the item off-site, the following procedure will be used.

4.8.1 Seller will provide Auctioneer with available inspection time prior to auction for potential bidders to inspect the auction item.

4.8.2 The Auctioneer may auction off-site items using photograph or other means. The display will include a general description of each item and related public inspection information.

4.8.3 The Auctioneer shall include such items in its advertising plan and shall be knowledgeable about the off-site items being offered.

5. Advertising

5.1 Auctioneer shall engage in a comprehensive advertising and marketing campaign in advance of each auction.

5.1.1 The campaigns shall include: advertisements in major newspapers in the surrounding major metropolitan areas, preparing printing, and distributing fliers and brochures on special interest property, advertisements in trade journals as well as national and international campaigns when appropriate.

6. Compensation and Reimbursement

6.1 Seller shall pay Auctioneer a commission based on total gross sales as set forth in Exhibit B



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EXHIBIT B – COMPENSATION

AUCTIONEER WILL RETAIN THE FOLLOWING COMMISSION RATE FROM TOTAL GROSS SALE

Commission Rate

1) Commission Rate Charged to Seller

a) Vehicles (Passenger/Commercial), Trailers	10%
b) Heavy Equipment	10%
c) Aircraft/Recreational Equipment	10%
d) Miscellaneous surplus (Office Furniture, Computer Peripherals, etc.)	15%
e) Items Selling Absentia	15%

Fixed Unit Price

2) Incidental Services:

a) Remove decals, bumper stickers, any identifiers	\$25
b) Smog Inspection (Gasoline vehicles)	\$65
c) Smog Inspection (Diesel vehicles, when applicable)	\$88
d) Transport of each Cars and Light Truck	\$150 *
e) Large Trucks (over one ton) and Equipment	\$90 per hour

*Quote will vary depending on distance and amount of units that can be picked up at one time per location.

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Consider Approving New Job Description
For Mechanic – Transportation Department

AGENDA ITEM AREA:

Discussion/Action

REQUESTED BY:

Gabriel Simon
Assistant Superintendent of *GS*
Personnel Services

ENCLOSURES:

Yes

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

Transportation

MEETING DATE:

October 6th, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

This job description is part of the ongoing review of job descriptions and is based on the needs of the school sites. The Assistant Superintendent of Personnel Services is requesting that the Board of Trustees approve a new job description for the "Mechanic" position which is necessary to meet the needs of the District. This job description would be a revision of the current "Mechanic" job description.

RECOMMENDATION:

Administration recommends that the Board approve the new job description for the Mechanic position.

Western Placer Unified School District

POSITION DESCRIPTION

M/C 7/23/2015
AL 7/23/15

Position Title: **MECHANIC**
Department: Transportation
Report To: Transportation Director

SUMMARY:

Performs a wide variety of technical repairs and maintenance to school buses, vehicles and equipment to ensure their availability and safe operating condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Performs journey-level diagnosis, inspection and repair of mechanical defect on a variety of gasoline and diesel powered buses, trucks, automobiles and other motorized equipment.
- * Inspects school buses to ensure state and federal compliance.
- * Inspect, repair and install and adjust heavy duty air and hydraulic brake systems on school buses and other district vehicles.
- * Orders and maintains inventory of parts for district fleet.
- * Maintains records of repairs, costs, vehicle warranties, etc., for purposes of documenting required information and meeting federal and state requirements.
- * Responds to road calls for disabled district vehicles and performs emergency repair work in the field.
- * Inspects and services assigned vehicles (e.g. lubricates equipment, changes oil, inspects and services brake systems, replaces fuel, oil, coolant, and restores tire pressure, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- * Mounts tires, welds broken components, adjusts and repairs brakes, lights and other accessories on district vehicles.
- * Makes minor body and suspension repairs.
- * Acts as substitute driver as required.
- * Performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

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 diploma or general education degree (GED). Has completed recognized apprenticeship or comparable training program in diesel and gasoline engine maintenance and repair. Evidence of successful experience as a gasoline and diesel mechanic. Experience in heavy equipment hydraulic/electrical and pneumatic systems.

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 groups of customers or employees of organization.

MATHEMATICAL SKILLS:

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

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possess a valid class B license and a valid school bus driver certificate. Current or previous Automotive Service Excellence (ASE) certifications required.

OTHER SKILLS and ABILITIES:

Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee may frequently lift and/or move up to 50 pounds such as bus parts and chemical containers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and noisy environments.

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.

While performing the duties of this job, the employee regularly works near moving mechanical bus and equipment. The employee may frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gases fumes, and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.

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.

Board Approved : _____

WESTERN PLACER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Presentation of 2015 CAASPP Data

AGENDA ITEM AREA:

Information

REQUESTED BY:

Kerry Callahan *KC*
Assistant Superintendent

ENCLOSURES:

No – Presentation Provided at Meeting

DEPARTMENT:

Educational Services

FINANCIAL INPUT/SOURCE:

NA

MEETING DATE:

October 6, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

On September 9, 2015, the California Department of Education released student assessment data under the new California Assessment of Student Performance and Progress (CAASPP) System.

Educational services has worked closely with school site administration to review the baseline data and discuss strategies for future improvements. A presentation of the results has been developed for the board.

RECOMMENDATION:

Administration recommends that the Board receive the information presented.

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

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


SUBJECT:

Sunshine for Negotiations Regarding the Collective
Bargaining Agreement Between Western Placer Unified
School District and the Western Placer Teacher's Association

AGENDA ITEM AREA:

Information/Discussion

REQUESTED BY:

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

ENCLOSURES:

Collective Bargaining Sunshine Proposals
for WPUSD

DEPARTMENT:

Personnel

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

October 6, 2015

ROLL CALL REQUIRED:

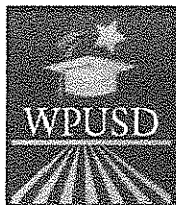
No

BACKGROUND:

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 Western Placer Teacher's Association and the Western Placer Unified School District both agreed upon these items as re-openers during 2014-2015 negotiations. The District's and WPTA's proposals are being presented to the public at our October 6, 2015 meeting in order to allow the members of the public to become informed and have an opportunity to express themselves regarding the proposals. The Board will consider adopting the initial proposals at its October 20, 2015 meeting.

RECOMMENDATION:

Administration recommends the Board of Trustees review the proposals.



WESTERN PLACER UNIFIED SCHOOL DISTRICT

600 Sixth Street, Suite 400, Lincoln CA 95648
Ph: 916-645-6350

Board of Trustees:

Paul Long
Brian Haley
Paul Carras
Kris Wyatt
Damian Armitage

Superintendent: Scott Leaman

VIA Electronic Mail & District Mail

September 30, 2015

Mike Agrippino, WPTA Labor Relations Representative, Glenn Edwards Middle School
204 L Street
Lincoln, CA 95648

**Re: WPUSD Sunshine Proposal for Reopener Collective Bargaining Negotiations for the
2015-2016 School Year**

Dear Mike,

This letter serves as notice that the District desires to negotiate contract provisions that are fiscally and educationally responsible in order to provide students with instructional programs based on a sound, realistic budget. The District is especially interested in negotiating fiscally responsible concepts that result in the best outcomes for students. Based on last year's tentative agreement, the District is reopening the following elements of the noted articles which do not count against either party for their three re-openers:

- *Article IX, Class Size*
- *Article VII, Teaching Hours (preparation time for preschool teachers)*
- *Article XII, Evaluation (evaluation forms for non-teaching unit members, goal setting form)*
- *Article XIV, Employee Benefits*
- *Article XIII, Salary*

We look forward to working together with the WPTA Bargaining Team throughout the negotiations process.

Sincerely,

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

CC: Scott Leaman, Superintendent (Via Email PDF)
Audrey Kilpatrick, Assistant Superintendent of Business Services (Via Email PDF)
Kerry Calahan, Assistant Superintendent of Educational Services (Via Email PDF)
Tara McCroskey, WPTA President (Via Email PDF)



September 30, 2015

Gabe Simon, Western Placer Unified School District

**Re: Sunshine Proposal from the Western Placer Teachers Association
to the Western Placer Unified School District**

Dear Gabe,

The Rodda Act requires a bargaining unit to “Sunshine” an initial proposal in appropriate time for the negotiating process before the end of the fiscal year. In accordance with the Rodda Act, The Western Placer Teachers Association is Sunshining their proposal for the 2015-16 school year.

- *Article VII, Teaching Hours*
- *Article VIII, Leaves*
- *Article IX, Class Size*
- *Article XII, Evaluation (evaluation forms for non-teaching members, goal setting form)*
- *Article XIII, Salary*
- *Article XIV, Employee Benefits*

Article VII, Teaching Hours and Article VIII, Leaves are our two new re-openers.

We look forward to working with the district on these items.

Sincerely,

Mike Agrippino

Chief Negotiator

Western Placer Teachers Association

CC: Tara McCroskey, WPTA President

**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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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:

Interdistrict Agreements/ Residency Based
on Employment Report

AGENDA ITEM AREA:

Information/Discussion

REQUESTED BY:

Scott Leaman, Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

District office

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

October 6, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

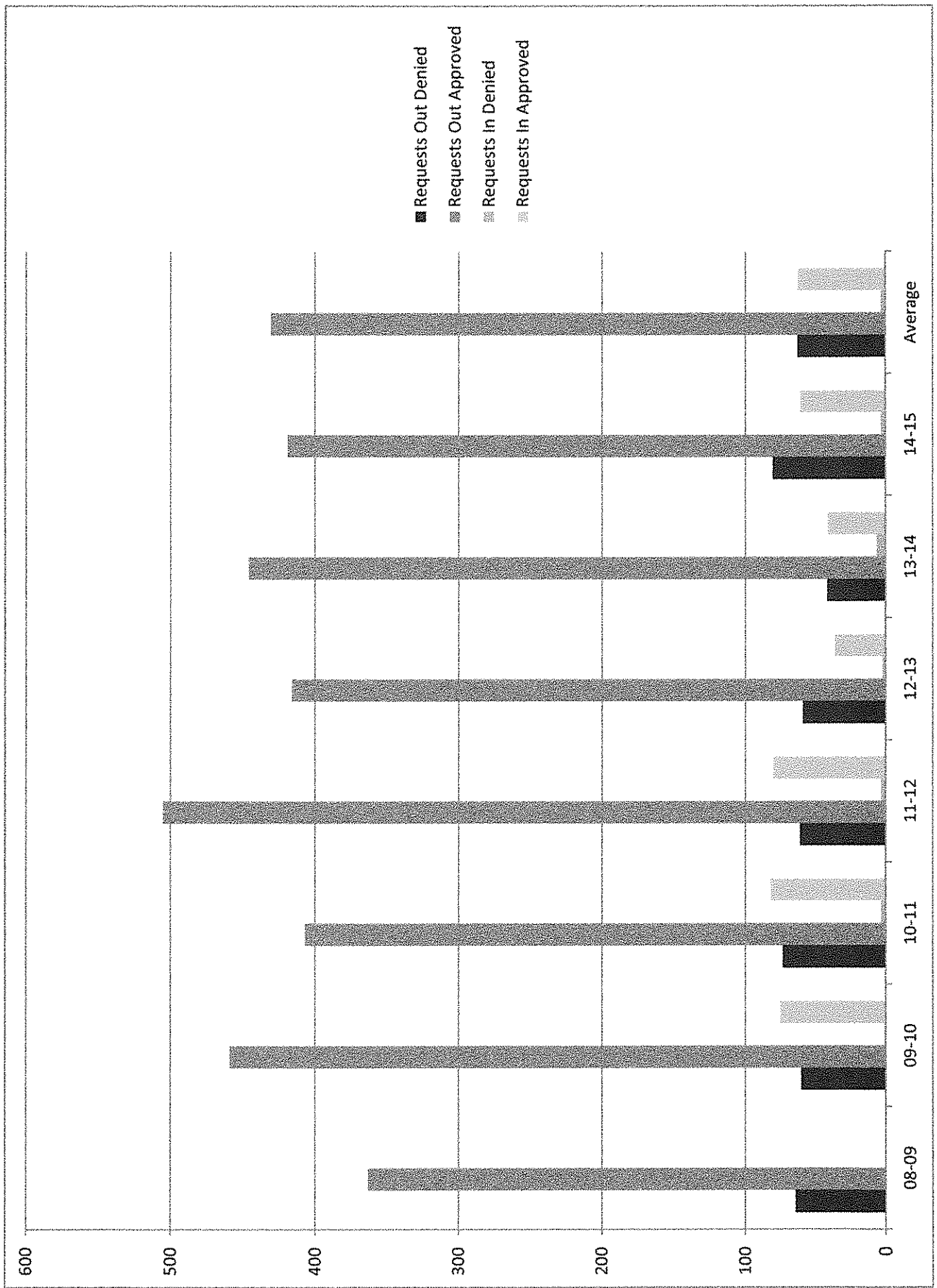
An Interdistrict/Residency Based on Employment (RBOE) report will be presented to the Board. In addition to the attached report, it should be noted that there was a dramatic decrease in board appeals, but the overall number of interdistrict approvals held at about the same average as past years. We have continued to deny RBOE requests due to the district exceeding its mandated allotment of 75 students. The current number is 79, which means there may be some room to grant RBOE for next school year.

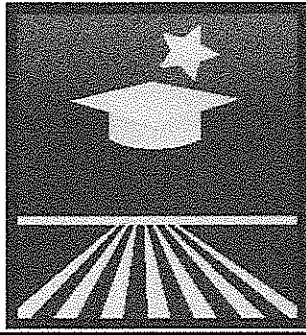
Discussion Topics

- 1) Should the district continue the practice of granting RBOE above the 75 student limit?
- 2) Is the Board comfortable with the current reasons we grant interdistrict transfers found in Administrative Regulation 5117 (attached inside the parent handbook)?
- 3) Should we continue to use the same process?
- 4) Comments on our interaction with the County Board?

RECOMMENDATION:

Discuss the report and topics.





**WESTERN PLACER
UNIFIED SCHOOL DISTRICT**

INTERDISTRICT ATTENDANCE REQUEST

PARENT

HANDBOOK

2015-2016 School Year

CONTENTS

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Administrative Regulation 5111.12	<i>Page 11</i>

INTERDISTRICT STUDENT TRANSFERS

The Western Placer Unified School District is responsible for providing educational services to students residing in district boundaries. The district builds schools, hires staff, purchases supplies, and engages in comprehensive planning to meet its educational mandate. The Board commits extensive resources based on this planning to adequately prepare for every student that resides, and plans to reside, in the district. The state provides revenue to meet financial commitments based on student enrollment by district of residence. Each student attending another district results in a financial loss. Consequently, in order to plan effectively, provide quality educational opportunities, and meet our financial commitments based on the State's intent to educate children by district of residence, it is important to retain as many students as possible.

The Board expects parents who live within our attendance boundaries to enroll their students in our schools so we can continue to plan and meet our commitments. However, WPUSD has established a process to evaluate requests for students who reside in one district while intending to attend school in another district. This process is called an interdistrict transfer request. The request must be approved by the district in which the student lives and the desired district of attendance to allow the student to enroll.

This handbook contains information for parents, students, and the community to help clarify this process. Included in this handbook are the Board Policy and Administrative Regulations the district uses as a guide for making decisions concerning transfers. Nothing in this handbook changes the laws, Board Policy or Administrative Regulations governing interdistrict transfer, but is intended to assist in clarifying the process.

INTERDISTRICT STUDENT TRANSFER PROCESS

INITIAL REQUEST

The first step in the process is to obtain an Interdistrict Request Form from the district where your student lives. Complete the form and deliver or mail it to the district where your student lives. The district typically outlines the reasons an interdistrict may be approved in Board Policy or Administrative Regulations.

For incoming high school students that have never attended Lincoln High School, visitation to Lincoln High School will need to be completed prior to consideration of your interdistrict transfer. If you choose to continue with your request for transfer after completion of the tour, please bring the tour letter, signed by a school official, to the District Office (600 Sixth Street, Suite 400 Lincoln, CA 95648) with your completed request form.

In Western Placer Unified School District (WPUSD), reasons an interdistrict request may be approved include:

1. To meet the child care needs of the student when options within the district of residency are not available. If an option within the district residence is available, only cases of hardship may be granted. Once a permit has been issued based on childcare needs (grades K-5), the childcare recertification form may be used to reapply through 5th grade, as long as the student continues to receive childcare in the receiving district. (*Education Code 46601.5*)
2. To meet a child's special mental or physical health needs, as prescribed by a physician, and school psychologist or other appropriate school personnel, with concurrence from the sending district. (*cf. 6159 – Individualized Education Program*)
3. When the student has a sibling(s) attending school in a receiving district, unless the student in the receiving district is attending based on an interdistrict agreement.
4. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
5. To allow eighth grade students attend the same school they attended as seventh grade students, even if their families moved out of the district during their seventh grade year.
6. To allow juniors and seniors attend the same school they attended the previous year, even if their families moved out of the district during that year. (*Education Code 46600*)
7. When the parent/guardian provides satisfactory documentation , as determined by the sending district, that the family will be moving to the receiving district in the immediate future and would like the student to start the year in that district.
8. When recommended by the School Attendance Review Board or by county child welfare, probation or social service agency staff member in documented cases of serious home or community problems, which make it inadvisable for the student to attend the school of residence.
9. Other significant reasons not included on the Interdistrict Request Application.

In addition to the reasons above, Administrative Regulation 5111.12 allows students to establish residency (attend) a district in which the parent/guardian is employed. The parent *must submit proof of employment such as a paycheck stub* from the employer. California law allows school districts to limit students exiting the district to one percent (1%) of Average Daily Attendance or 75 students, whichever is greater. WPUSD currently exceeds this amount of students exiting our district under this law.

Please include any information or reasons you feel are important on the interdistrict request form, even if they do not fit in the above criteria. You may attach this information to the form if there is not adequate space.

DISTRICT RESPONSE

The district of residence will review the request for the *current school year* and take action within thirty (30) days or you have the right to appeal directly to the Placer County Board of Education (PCBOE). In WPUSD, the Superintendent will review the form and will contact you with an approval or denial based on the reasons stated on the form.

Approval of Interdistrict Request

If approved, the signed form is returned to the parent/guardian to submit to the receiving district. If approved by the receiving district, the student may be enrolled in the new district. If denied by the receiving district, the parent has the right appeal to the PCBOE.

Denial of Interdistrict Request

If denied, the parent may request in writing an appeal of the decision before the WPUSD school board. This appeal is heard at the next available board meeting in closed session. This gives parents/guardians the option to address the board directly with their reasons for requesting the interdistrict transfer. After the closed session, the board will vote in open session whether to accept or reject the appeal. If the parents do not appeal the decision, the child's assigned district will be WPUSD or the parents may request an appeal hearing with the PCBOE.

APPEAL TO THE PLACER COUNTY BOARD OF EDUCATION

To appeal to the Placer County Board of Education, forms must be filed with PCBOE within 30 days of the date you received notification from either district that your request was denied. You may contact the Placer County Office of Education at (530) 889-8020 and request information for appealing the decision to the board of education. The PCBOE has a parent handbook to assist with the process at the county level. *Denials from the WPUSD school board based on establishing residency through parent/guardian employment are not eligible to be heard by the PCBOE because WPUSD currently exceeds the amount of students exiting through this law.* The PCBOE will approve the appeal allowing the student to enroll in the new district, or will deny and uphold the decision of the local school board. Board action regarding the appeal is final.

Students who are under consideration for expulsion or who have been expelled pursuant to Sections 48915 and 48918, may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending, or during the term of the expulsion.

WESTERN PLACER UNIFIED SCHOOL DISTRICT

FREQUENTLY ASKED QUESTIONS

- Q. If I return my transfer request early, will it give me a better chance getting it approved?**
A. No, transfers are based on criteria in Administrative Regulation 5117. The only exception would be if WPUSD fell below 75 students requesting a transfer due to parent employment.
- Q. I will be requesting a transfer for more than one child. If one is approved, will all of the requests for my children be approved?**
A. No, each request is considered separately based on the criteria.
- Q. I will be requesting a transfer for both of my children. Do I complete one form for each child?**
A. Yes, please submit a form for each student.
- Q. If my request for a transfer is approved, is transportation available?**
A. No. Transportation is not provided for interdistrict transfers.
- Q. My student presently is on an interdistrict transfer. Do we need to re-apply each year?**
Yes. Each year, paperwork must be submitted for an interdistrict transfer. Renewals based on employment and childcare may require a different "Re-certification Form". Please see the front desk for this "Re-Certification Form".
- Q. Where do I get the transfer request form?**
A. Interdistrict transfer forms may be picked up at WPUSD Monday - Friday from 7:30 - 4:30.
Western Placer Unified School District
600 Sixth Street, Suite 400
Lincoln, CA 95648
Or, you may obtain a form at our website:
<http://www.wpusd.k12.ca.us/documents/Parent%20Resources/IDA%20Form%20New%202012.pdf>

For more information, please contact the WPUSD district office at (916) 645-6350.

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Board Policy 5117

Students

BP 5117(a)

INTERDISTRICT ATTENDANCE

The Governing Board recognizes that students who reside in one district may request to attend school in another district and that such choices are made for a variety of reasons. The Board also recognizes the value of the educational programs and services that are available in the District.

Interdistrict Attendance Permits

Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs.

The Superintendent or designee shall ensure that interdistrict permits specify the terms and conditions agreed to by both districts for the granting, denial, or revocation of the permit as well as the standards for reapplication.

The Superintendent or designee may deny the granting of an interdistrict attendance permit because of overcrowding within district schools or limited district resources, or due to an adverse impact on District operations.

Limits on Student Transfers out of the District

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

A denial of the request by the Superintendent or designee may be reviewed by the Governing Board upon written request of the parent or legal guardian.

Legal Reference: (see next page)

INTERDISTRICT ATTENDANCE (continued)

Legal Reference:

EDUCATION CODE

46600-46611 *Interdistrict attendance agreements*

48204 *Residency requirements for school attendance*

48300-48315 *Student attendance alternatives*

48915 *Expulsion; particular circumstances*

48915.1 *Expelled individuals: enrollment in another district*

48918 *Rules governing expulsion procedures*

48980 *Notice at beginning of term*

52317 *Regional Occupational Center/Program, enrollment of students, interdistrict attendance*

GOVERNMENT CODE

6250-6270 *Public Records Act*

ATTORNEY GENERAL OPINIONS

84 *Ops.Cal.Atty.Gen. 198 (2001)*

87 *Ops.Cal.Atty.Gen. 132 (2004)*

COURT DECISIONS

Cranford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

Policy

adopted: September 4, 20007

revised: March 15, 2008

revised: March 15, 2011

revised: February 21, 2012

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Lincoln, California

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Administrative Regulation 5117

Students

AR 5117(a)

INTERDISTRICT ATTENDANCE

The Superintendent or designee may approve interdistrict attendance agreements for the following reasons:

1. To meet the child care needs of the student when options within the district of residency are not available. If an option within the district is available, only cases of hardship may be granted.

Such students may be allowed to continue to attend district schools only as long as they continue to use a child care provider within district boundaries through fifth grade.

2. To meet a child's special mental or physical health needs, as certified by a physician, school psychologist or other appropriate school personnel with approval from the sending district.

(cf. 6159 – Individualized Education Program)

3. When the student has a sibling(s) attending school in a receiving district, to avoid splitting the family's attendance unless the student in the receiving district is attending based on an interdistrict agreement. Applications for students to attend with siblings will be determined on a case-by-case basis.
4. To allow a student to complete a school year when his/her parents/guardians have moved out of the district during that year.
5. To allow juniors and seniors to attend the same school they attended as sophomores. (Education Code 46600)
6. When the parent/guardian provides written evidence, that the family will be moving to the receiving district in the immediate future and would like the student to start the year in that district.
7. When the student will be living out of the district for one year or less
8. When recommended by the School Attendance Review Board or by county child welfare, probation or social service agency staff in documented cases of serious home or community problems, which make it inadvisable for the student to attend the school of residence.

(cf. 5113.1 - Chronic Absence and Truancy)

9. Other significant reasons documented on the application.
An interdistrict attendance permit shall not exceed five years. Each permit shall stipulate the terms and conditions established by both districts under which interdistrict attendance shall be permitted, denied, or revoked and any standards of reapplication. (Education Code 46600)

Once a student is enrolled in a school, he/she shall not be required to reapply for an interdistrict transfer annually. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year.

Interdistrict attendance agreements or applications shall not be required for students enrolling in a regional occupational center or program. (Education Code 52317)

The Superintendent or designee may deny or rescind requests for interdistrict attendance agreements if the school's facilities are overcrowded at the relevant grade level and based on other considerations that are not arbitrary. However, once a student is admitted based on child care needs, his/her continued attendance may not be denied because of overcrowding through fifth grade.

If, within 30 calendar days after the person having legal custody of a pupil has so requested, the governing board of either school district fails to approve interdistrict attendance in the current term, or, in the absence of an agreement between the districts fails or refuses to enter into an agreement, the district or residence, shall advise the person requesting the permit of the right to appeal to the county board of education. The Superintendent or designee shall notify parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

The Superintendent or designee shall notify parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

(cf. 5145.6 – Parental Notifications)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 46601)

(cf. 5119 – Students Expelled from Other Districts)

(cf. 5114.1 – Suspension and Expulsion/Due Process)

Transportation

The Superintendent or designee may authorize transportation for students living outside the attendance area to and from designated bus stops within the attendance area if space is available based on the student fee schedule.

Regulation

approved: September 4, 2007

revised: March 4, 2009, March 15, 2009, March 2011, February 21, 2012

revised: November 5, 2013

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Lincoln, California

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Administrative Regulation 5111.12

STUDENTS

AR 5111.12(a)

Residency Based on Parent/Guardian Employment

District residency status may be granted to a student whose parent/guardian is employed within district boundaries. (Education Code 48204)

(cf. 5111.1 - District Residency)

(cf. 5117 - Interdistrict Attendance)

Applications for Admission

When applying for his/her child's admission to a district school based on employment, the parent/guardian shall provide proof of employment within district boundaries, such as a paycheck stub or letter from his/her employer.

The Board of Trustees may deny enrollment based on parent/guardian employment if any of the following circumstances exists:

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer. (Education Code 48204)
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan. (Education Code 48204)
3. The school facilities are overcrowded at the relevant grade level.
4. Other circumstances exist that are not arbitrary. (Education Code 48204)

The Superintendent or designee shall notify the parent/guardian in writing of the Board's decision to deny the student admission. The notice shall include specific reasons for the denial.

Students enrolled in the district on the basis of parent/guardian employment shall not be required to reapply for enrollment in subsequent school years. Such students may continue to attend school in the district through the highest grade provided by the district, if the parent/guardian so chooses and if one or both of the student's parents/guardians continue to be employed within district boundaries, subject to the restrictions specified in law related to excess costs and negative impact on desegregation plans. (Education Code 48204)

STUDENTS

AR 5111.12 (b)

Residency Based on Parent/Guardian Employment (continued)

District Students Attending Other Districts Based on Parent/Guardian Employment

When a student's parents/guardians request a transfer to another district based on the parent/guardian's employment within that other district, the Board may deny the request if the percentage of district students admitted to other districts on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. (More than one percent of district's ADA or 75 students, whichever is greater) A transfer may also be denied if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan. (Education Code 48204)

The student's parent/guardian shall be notified in writing of the Board's decision to deny the transfer to the school district in which the parent/guardian's employer is situated. The notice shall include specific reasons for the denial.

Legal Reference:

EDUCATION CODE

48200-48204 Compulsory education law

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 198 (2001)

Management Resources:

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Regulation

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Approved: September 4, 2007

Lincoln, California

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Adoption of Revised/New
Policies/Regulations/Exhibits

AGENDA ITEM AREA:

Action

REQUESTED BY:

Scott Leaman
Superintendent

ENCLOSURES:

Yes

DEPARTMENT:

Administration

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

October 6, 2015

ROLL CALL REQUIRED:

No

BACKGROUND:

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

- AR 1220 Citizen Advisory Committees
- AR 4112.4/4212.4/4312.4 Health Examinations
- AR/E 4112.5/4212.5/4312.5 Criminal Record Check
- AR/E 4112.62/4212.62/4312.62 Maintenance of Criminal Offender Records
- AR 4117.4 Dismissal
- BP/AR 4118 Dismissal/Suspension/Disciplinary Action
- BP 4121 Temporary/Substitute Personnel
- AR 4261.1 Personal Illness/Injury Leave

RECOMMENDATION:

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

POLICY GUIDESHEET

December 2014

Page 1 of 2

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

AR 1220 - Citizen Advisory Committees

(AR revised)

Regulation updates section on "Committees Subject to Brown Act Requirements" to include the local control and accountability plan (LCAP) parent advisory committee and English learner parent advisory committee. Section on "Committees Not Subject to Brown Act Requirements" revised to delete references to committees for certain categorical programs based on the redirection of categorical program funding into the LCFF and/or **NEW LAW (SB 971)** which repealed provisions of law requiring those committees.

AR 4112.4/4212.4/4312.4 - Health Examinations

(AR revised)

Regulation updated to reflect **NEW LAW (AB 1667)** which requires employees to complete a tuberculosis risk assessment and provides that a tuberculin skin test will only be necessary if risk factors are identified. Regulation also adds language on tuberculosis risk assessment/examination requirements for school bus drivers when the district contracts for transportation services and clarifies allowable exemptions from the tuberculosis risk assessment/examination requirements.

AR/E 4112.5/4212.5/4312.5 - Criminal Record Check

(AR revised; E added)

AR 4112.5/4312.5 - Criminal Record Check (certificated) and AR 4212.5 - Criminal Record Check (classified) consolidated and triple coded. Regulation deletes references to outdated process based on fingerprint identification cards, reflects law requiring the district to notify the Department of Justice (DOJ) when an applicant/employee whose fingerprints are maintained by DOJ is not hired or is terminated, and reflects law requiring the district to notify an applicant/employee when it receives notification from DOJ of the applicant/employee's criminal record. Section on "Maintenance of Records" revised to reflect **NEW LAW (SB 1461)** which deletes requirement to annually notify DOJ of the identity of the custodian of records.

Exhibit renumbered and retitled from E 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records.

AR/E 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records

(AR/E deleted)

Regulation deleted and concepts moved into AR 4112.5/4212.5/4312.5 - Criminal Record Check.

Exhibit renumbered and retitled as E 4112.5/4212.5/4312.5 - Criminal Record Check.

AR 4117.4 - Dismissal

(AR deleted)

Regulation deleted and concepts moved into BP/AR 4118 - Dismissal/Suspension/Disciplinary Action.

BP/AR 4118 - Dismissal/Suspension/Disciplinary Action

(BP/AR revised)

Policy retitled and updated to include board actions related to the dismissal of certificated employees, formerly in AR 4117.4 - Dismissal. Policy reflects **NEW LAW (AB 215)** which allows notice of the board's intent to suspend or dismiss an employee to be given to the employee at any time of year except when the charge is unsatisfactory performance, requires any notice given outside of the instructional year to be served personally upon the employee, and addresses notification of an employee charged with egregious misconduct.

POLICY GUIDESHEET

December 2014

Page 2 of 2

BP 4121 - Temporary/Substitute Personnel

(BP revised)

Policy updated to reflect **NEW LAW (AB 1522)** which requires districts to grant paid sick leave to all employees who work 30 or more days per year, including temporary and substitute employees, unless the district has adopted a collective bargaining agreement that expressly provides paid sick leave for such employees and contains additional specified provisions.

AR 4261.1 - Personal Illness/Injury Leave

(AR revised)

Mandated regulation updated to reflect **NEW LAW (AB 1522)** which requires districts to grant paid sick leave to all employees who work 30 or more days per year and expands purposes for sick leave, as described above for BP 4121 - Temporary/Substitute Personnel and AR 4161.1/4361.1 - Personal Illness/Injury Leave.

CITIZEN ADVISORY COMMITTEES

Committee Charge

When committees are appointed, committee members shall receive written information including but not limited to:

1. The committee members' names and
2. The procedure to be used in the selection of the committee chairperson and other committee officers
3. The name(s) and contact information of staff member(s) assigned to support the work of the committee
4. The **goals and** specific charge(s) of the committee, including its topic(s) for study ~~or well defined area(s) of activity~~
5. The specific period of time that the committee is expected to serve
6. Legal requirements regarding meeting conduct and public notifications
7. Resources available to help the committee ~~complete~~ **perform** its tasks
8. Timelines for progress reports and/or final report
9. Relevant Board policies and administrative regulations

Members of advisory committees are not vicariously liable for injuries caused by the act or omission of the district **or a committee and are not liable for injuries caused by an act or omission of a committee member acting within the scope of his/her role as a member of the committee. However, a member may be liable for injury caused by his/her own wrongful conduct.** (Government Code 815.2, 820.9)

Committees Subject to Brown Act Requirements

~~The following citizen advisory committees~~ **Any committee created by formal action of the Governing Board** shall comply with Brown Act requirements pertaining to open meetings, notices, and public participation, pursuant to Government Code 54950-54963, **including, but not necessarily limited to, the following:**

(cf. 9320 - Meetings and Notices)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)
(cf. 9323 - Meeting Conduct)

CITIZEN ADVISORY COMMITTEES (continued)

1. Advisory committees established pursuant to Education Code 56190-56194 related to special education

(cf. 0430 - Comprehensive Local Plan for Special Education)

2. Advisory committees established pursuant to Education Code 8070 related to career technical education

(cf. 6178 - ~~Vocational~~-Career Technical Education)

3. Committees established to assist in development of a student wellness policy pursuant to 42 USC 1751-**1758b**

(cf. 5030 - Student Wellness)

4. Committees established pursuant to Education Code 17387-17391 related to the use or disposition of excess real property

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

- ~~5. Other committees created by formal Board of Trustees action~~

5. **Citizens' oversight committee established to examine the expenditure of general obligation bond or school facilities improvement bond revenues passed with a 55 percent majority of the voters pursuant to Education Code 15278 and 15359.3**

(cf. 7213 - School Facilities Improvement Districts)

(cf. 7214 - General Obligation Bonds)

6. **Parent advisory committee and English learner parent advisory committee established pursuant to Education Code 52063 to review and comment on the local control and accountability plan (LCAP) and, if applicable, any advisory committee established pursuant to Education Code 52060 to consult with the district on LCAP development**

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9130 - Board Committees)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

(cf. 9323 - Meeting Conduct)

Committees Not Subject to Brown Act Requirements

The following councils and advisory committees are exempted from the Brown Act and **but** must conform with procedural meeting requirements established in Education Code 35147:

CITIZEN ADVISORY COMMITTEES (continued)

1. School site councils established pursuant to Education Code 41507, ~~41572, or 52852 and 64001 to develop and approve a single plan for student achievement related to student retention, school or library improvement, or school-based program coordination~~

(cf. 0420 - School Plans/Site Councils)

(cf. ~~0420.1 - School-Based Program Coordination~~)

2. District or school advisory committees established pursuant to Education Code 52176 related to programs for ~~students of limited English~~ **learners proficiency**

(cf. 6174 - Education for English Language Learners)

3. School advisory committees established pursuant to Education Code 54425(b) related to compensatory education

(cf. 6171 - Title I Programs)

4. Any district advisory committee established pursuant to Education Code 54444.2 related to migrant education programs

(cf. 6175 - Migrant Education Program)

- ~~5. School site councils established pursuant to Education Code 62002.5 related to economic impact aid and bilingual education~~

65. School committees established pursuant to Education Code 11503 related to parent involvement

(cf. 6020 - Parent Involvement)

Meetings of the above councils or committees shall be open to the public, and any member of the public shall have the opportunity to address the council or committee during the meeting on any item within its jurisdiction. Notice of the meeting shall be posted at the school site or other appropriate accessible location at least 72 hours before the meeting, specifying the date, time, and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon. (Education Code 35147)

The above councils or committees shall not take action on any item not listed on the agenda unless all members present unanimously find that there is a need to take immediate action and that this need came to the council's or committee's attention after the agenda was posted. In addition to addressing items on the agenda, members of the council, committee, or public may ask questions or make brief statements that do not have a significant effect on district

CITIZEN ADVISORY COMMITTEES (continued)

students or employees or that can be resolved solely by providing information. (Education Code 35147)

Councils or committees violating the above procedural requirements must, at the demand of any person, reconsider the item at the next meeting, first allowing for public input on the item. (Education Code 35147)

Any materials provided to a school site council shall be made available to any member of the public upon request pursuant to the California Public Records Act. (Education Code 35147; Government Code 6250-6270)

(cf. 1340 - Access to District Records)

Committees created by the Superintendent or designee to advise the administration **and which** do not report to the Board ~~and are not subject to the requirements of the Brown Act or Education Code 34147.~~ ~~open meeting laws.~~

(cf. 2230 - Representative and Deliberative Groups)

Regulation
approved: September 4, 2007
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

All Personnel

AR 4112.4(a)

4212.4

HEALTH EXAMINATIONS

4312.4

Tuberculosis Tests

No applicant shall be initially employed by the district, or employed under contract, in a classified or certificated position unless he/she has submitted to a tuberculosis risk assessment within the past 60 days and, if tuberculosis risk factors are identified, has submitted to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the applicant shall obtain an x-ray of the lungs. At his/her discretion, an applicant may choose to submit to the examination instead of the risk assessment. (Education Code 49406)

(cf. 1240 - Volunteer Assistance)

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

(cf. 4212 - Appointment and Conditions of Employment)

Prior to employment by the district, an applicant shall submit a certificate from an authorized health provider stating that the applicant was assessed and/or examined and found to be free of infectious tuberculosis. (Education Code 49406)

Applicants shall pay for the cost of the pre-employment tuberculosis examination.

An applicant who was previously employed in another ~~California~~ school district **or a private or parochial school be deemed to have** may fulfill the tuberculosis examination ~~testing~~ requirement ~~if he/she by either producing a certificate showing that he/she was examined within the last four years and found to be free of active infectious tuberculosis within 60 days of initial hire or if or by having the school district that last employed him/her verify previous employer verifies that it has on file a certificate on file showing that the applicant is free from infectious tuberculosis. which contains that evidence.~~ (Education Code 49406)

Thereafter, each district employee who was found free of infectious tuberculosis shall undergo a tuberculosis risk assessment, and an examination whenever risk factors are identified, at least once every four years or more often when required by the Governing Board upon recommendation of the county health officer. However, once an employee has a documented positive test for tuberculosis infection followed by an x-ray, he/she shall no longer be required to submit to the tuberculosis risk assessment but shall be referred to the county health officer within 30 days of the examination to determine the need for follow-up care. (Education Code 49406)

The cost of the pre-employment tuberculosis risk assessment and/or examination shall be paid by the applicant, unless the Board has determined that the district will reimburse an applicant who is subsequently hired by the district. The district shall reimburse the employee for the cost, if any, of subsequent tuberculosis risk assessments and examinations. The district may provide for the risk assessment and examination or may establish a reasonable fee for the examination that is reimbursable to the employee. (Education Code 49406)

HEALTH EXAMINATIONS (continued)

Whenever the district contracts for the transportation of students, the contract shall require that all drivers who will be transporting students complete the tuberculosis risk assessment and, if indicated, the examination for infectious tuberculosis within 60 days of initial hire. (Education Code 49406)

*(cf. 3312 - Contracts)
(cf. 3540 - Transportation)
(cf. 3542 - School Bus Drivers)*

~~Employees who test negative on the initial tuberculin skin test shall undergo a tuberculosis examination at least once every four years. However, upon recommendation of the county health officer, the district may order more frequent testing. (Education Code 49406)~~

~~Tuberculosis tests for employees shall be provided by the district or at district expense. (Education Code 44839, 45122, 49406)~~

The following applicants or employees shall be exempted from the requirement to submit to a tuberculosis risk assessment and/or examination: (Education Code 49406)

- 1. An applicant/employee who files an affidavit stating that he/she adheres to the faith or teachings of a well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles, depends for healing upon prayer in the practice of religion and that, to the best of his/her knowledge and belief, he/she is free from infectious tuberculosis**

Such an exemption shall be allowed only if the Board determines by resolution, after a hearing, that the health of students would not be jeopardized. If at any time there is probable cause to believe that the applicant/employee is afflicted with infectious tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not afflicted.

(cf. 4030 - Nondiscrimination in Employment)

- 2. A classified employee who is employed for less than a school year and whose functions do not require frequent or prolonged contact with students**
- 3. A pregnant employee who has positive results on a tuberculosis skin test, in which case she shall be exempted from the requirement to follow up with an x-ray of the lungs for a period not to exceed 60 days after the end of the pregnancy**
- 4. A private contracted driver who transports students infrequently without prolonged contact with students**

HEALTH EXAMINATIONS (continued)

~~If an employee's religious belief prevents him/her from undergoing a tuberculosis examination, the employee shall file an affidavit stating that he/she adheres to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion, and that to the best of his/her knowledge or belief he/she is free from active tuberculosis. In order to exempt the individual, the Board of Trustees shall determine by resolution, after a hearing, that the health of students would not be jeopardized. (Education Code 49406)~~

~~The Superintendent or designee may exempt a pregnant employee from the requirement that a positive tuberculin test be followed by an X-ray of the lungs, for a period not to exceed 60 days following termination of the pregnancy. (Education Code 49406)~~

Medical Examination of Certification Employees for Communicable Diseases for Certificated Employees

~~When a new employee in a position requiring certification has not previously been employed in such a position in California or a retirant has not previously been employed as a retirant, he/she shall have a medical certificate on file with the district stating that he/she is free from any disabling disease which would render him/her unfit to instruct or associate with children. The certificate shall be completed by a licensed physician and returned to the district by the physician. The medical examination referred to in the certificate must have been conducted within six months of the time when the certificate is filed. (Education Code 44839, 44839.5; 5 CCR 5503)~~

To fill a certificated position with an applicant who has not previously been employed in a certificated position in California, or with a retirant who has not been employed as a retirant, the district shall have on file a medical certification indicating that the applicant or retirant is free from any disabling disease which would render him/her unfit to instruct or associate with children. (Education Code 44839, 44839.5)

(cf. 4117.14/4217.14 - Postretirement Employment)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

The certificate shall be completed and submitted directly to the district by an authorized health care provider. The medical examination referenced in the certificate must have been conducted within six months of the date that the certificate is filed. (Education Code 44839, 44839.5; 5 CCR 5503)

Applicants and retirants shall pay for the cost of the medical certification examination. (Education Code 44839, 44839.5)

~~The Board may require a certificated employee or retirant to undergo a periodic medical examination by a physician to determine that the employee is free from any communicable~~

HEALTH EXAMINATIONS (continued)

~~disease making him/her unfit to instruct or associate with children. This periodic medical examination shall be at district expense. (Education Code 44839, 44839.5)~~

Mental Examination for Certificated Employees

~~A certificated employee may be suspended or transferred to other duties if the Board has reasonable cause to believe that the employee is suffering from mental illness of such a degree as to render him/her incompetent to perform his/her duties. In such a case, the district shall follow the process specified in Education Code 44942 and the district's collective bargaining agreement.~~

Whenever the Board is considering the suspension or transfer of a certificated employee based on its reasonable belief that the employee is suffering from mental illness of such a degree as to render him/her incompetent to perform his/her duties, the employee shall be offered the opportunity of being examined by a three-member panel of psychiatrists and psychologists in accordance with Education Code 44942. The employee shall select the members of the panel from a list of psychiatrists and psychologists provided by the district. The examination shall be conducted, at district expense, within 15 days of the ordered suspension or transfer. The employee shall submit to the examination, but shall also be entitled to present a report of any psychiatrist, psychologist, or physician of his/her own choice. (Education Code 44942)

(cf. 4032 - Reasonable Accommodation)

(cf. 4114 - Transfers)

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

Legal Reference:

EDUCATION CODE

44839 Medical certificate; periodic medical examination

44839.5 Requirements for employment of retirant

44932 Grounds for dismissal of permanent employee

44942 Suspension or transfer of certificated employee on ground of mental illness, psychiatric examination; mandatory sick leave

45122 Physical examinations

49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

5502 Filing of notice of physical examination for employment of retired persons

5503 Physical examination for employment of retired persons

5504 Medical certification procedures

COURT DECISIONS

Raven v. Oakland Unified School District (1989) 213 Cal.App.3d 1347

Regulation

approved: September 4, 2007

revised: February 21, 2012

revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Lincoln, California

CRIMINAL RECORD CHECK

The Superintendent or designee shall not hire or retain in employment, in a certificated or classified position, a person who has been convicted of a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c), a controlled substance offense as defined in Education Code 44011, or a sex offense as defined in Education Code 44010. However, the Superintendent or designee shall not deny or terminate employment if: (Education Code 44830.1, 44836, 45122.1, 45123)

1. The conviction for a violent or serious felony, controlled substance offense, or sex offense is reversed and the person is acquitted of the offense in a new trial or the charges against the person are dismissed, unless the sex offense for which the conviction is dismissed pursuant to Penal Code 1203.4 involves a victim who was a minor.
2. A person convicted of a violent or serious felony has obtained a certificate of rehabilitation or a pardon.
3. A person who has been convicted of a serious felony, that is not also a violent felony, proves to the sentencing court that he/she has been rehabilitated for purposes of school employment for at least one year.
4. A person who has been convicted of a controlled substance offense is applying for or is employed in a certificated position and has a credential issued by the Commission on Teacher Credentialing.
5. A person who has been convicted of a controlled substance offense is applying for or is employed in a classified position and has been determined by the Governing Board, from the evidence presented, to have been rehabilitated for at least five years.

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4112.2 - Certification)

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

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

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

A certificated employee may be hired by the district without obtaining a criminal record summary if that employee is employed as a certificated employee in another California school district and became a permanent employee of another California school district as of October 1, 1997. (Education Code 44830.1, 44836)

The Superintendent or designee shall not issue a temporary certificate of clearance to a person whose application for a credential, certificate, or permit is being processed by the Commission on Teacher Credentialing if that person has been convicted of a violent or serious felony, unless the person is otherwise exempt pursuant to Education Code 44332.6 or 44830.1. (Education Code 44332.5, 44332.6)

CRIMINAL RECORD CHECK (continued)

Pre-Employment Record Check

The Superintendent or designee shall require each person to be employed by the district to submit his/her fingerprints electronically through the Live Scan system so that a criminal record check may be conducted by the Department of Justice (DOJ). The Superintendent or designee shall provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

When a person is applying for a classified position, the Superintendent or designee shall request that the DOJ also obtain a criminal record check through the Federal Bureau of Investigation whenever the applicant meets one of the following conditions: (Education Code 45125)

1. The applicant has not resided in California for at least one year immediately preceding the application for employment.
2. The applicant has resided in California for more than one year, but less than seven years, and the DOJ has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor.

The Superintendent or designee shall immediately notify the DOJ when an applicant who has submitted his/her fingerprints to the DOJ is not subsequently employed by the district. (Penal Code 11105.2)

Subsequent Arrest Notification

The Superintendent or designee shall enter into a contract with the DOJ to receive notification of subsequent arrests resulting in conviction of any person whose fingerprints have been submitted to the DOJ. (Education Code 44830.1, 45125; Penal Code 11105.2)

Upon telephone or email notification by the DOJ that a current temporary employee, substitute employee, or probationary employee serving before March 15 of his/her second probationary year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1, 45122.1)

(cf. 4116 - Probationary/Permanent Status)
(cf. 4121 - Temporary/Substitute Personnel)

CRIMINAL RECORD CHECK (continued)

When the district receives written electronic notification by the DOJ of the fact of conviction, the temporary employee, substitute employee, or probationary employee serving before March 15 of his/her second probationary year shall be terminated automatically unless the employee challenges the DOJ record and the DOJ withdraws its notification in writing. Upon receipt of the written withdrawal of notification by the DOJ, the Superintendent or designee shall immediately reinstate that employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement if the employee is still employed by the district. (Education Code 44830.1, 45122.1)

The Superintendent or designee shall immediately notify the DOJ whenever a person whose fingerprints are maintained by the DOJ is terminated. (Penal Code 11105.2)

Notification of Applicant/Employee

The Superintendent or designee shall expeditiously furnish a copy of any DOJ notification to the applicant or employee to whom it relates if the information is a basis for an adverse employment decision. The copy shall be delivered in person or to the last contact information provided by the applicant or employee. (Penal Code 11105, 11105.2)

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

Maintenance of Records

The Superintendent shall designate at least one custodian of records who shall be responsible for the security, storage, dissemination, and destruction of all Criminal Offender Record Information (CORI) furnished to the district and shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

An employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging his/her understanding of the laws prohibiting misuse of CORI. In addition, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

CRIMINAL RECORD CHECK (continued)

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

Once a hiring determination is made, the applicant's CORI shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

The Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

Interagency Agreement

Subject to an interagency agreement with other school districts, the district shall submit and receive CORI on behalf of all participating districts. (Education Code 44830.2, 45125.01)

Upon receipt from the DOJ of a report of conviction of a serious or violent felony, the district shall communicate that fact to participating districts and shall remove the affected employee from the common list of persons eligible for employment. (Education Code 44830.2, 45125.01)

In addition, upon receipt from the DOJ of a criminal history record or report of subsequent arrest for any person on a common list of persons eligible for employment, the district shall give notice to the superintendent of any participating district, or the person designated in writing by that superintendent, that the report is available for inspection on a confidential basis by the superintendent or the authorized designee. The report shall be made available at the district office for 30 days following the receipt of the notice. (Education Code 44830.2, 45125.01)

The district shall not release a copy of that information to any participating district or any other person. In addition, the district shall retain or dispose of the information in the manner specified in law and in this administrative regulation after all participating districts have had an opportunity to inspect it in accordance with law. (Education Code 44830.2, 45125.01)

The district shall maintain a record of all persons to whom the information has been shown and shall make this record available to the DOJ. (Education Code 44830.2, 45125.01)

Legal Reference: (see next page)

CRIMINAL RECORD CHECK (continued)

Legal Reference:

EDUCATION CODE

44010 Sex offense
44011 Controlled substance offense
44332-44332.6 Temporary certificate of clearance
44346.1 Applicants for credential, conviction of a violent or serious felony
44830.1 Certificated employees, conviction of a violent or serious felony
44830.2 Certificated employees; interagency agreement for sharing criminal record information
44836 Conviction of a sex or controlled substance offense
44932 Grounds for dismissal of permanent certificated employees
45122.1 Classified employees, conviction of a violent or serious felony
45125 Use of personal identification cards to ascertain conviction of crime
45125.01 Classified employees; interagency agreement for sharing criminal record information
45125.5 Automated records check
45126 Duty of Department of Justice to furnish information
49024 Activity supervisor clearance certificates

PENAL CODE

667.5 Violent felonies
1192.7 Serious felonies
1203.4 Dismissal of conviction
11075-11081 Criminal record dissemination
11102.2 Maintenance of criminal offender records; custodian of records
11105 Access to criminal history information
11105.2 Subsequent arrest notification
11105.3 Record of conviction involving sex crimes, drug crimes or crimes of violence; availability to employer for applicants for positions with supervisory or disciplinary power over minors
11140-11144 Furnishing of state criminal history information
13300-13305 Local summary criminal history information

CODE OF REGULATIONS, TITLE 11

701-708 Criminal offender record information
720-724 Incomplete criminal history information
994-994.15 Certification of individuals who take fingerprint impressions

COURT DECISIONS

Central Valley Chapter of the 7th Step Foundation Inc. v. Evelle J. Younger, (1989) 214 Cal. App. 3d 145

Management Resources:

WEB SITES

Office of the Attorney General, Department of Justice, Background Checks:
<http://www.oag.ca.gov/fingerprints>

Regulation
approved: September 4, 2007
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

CRIMINAL RECORD CHECK**Applicants for Employment**

The Superintendent or designee shall ensure that each person to be employed submits fingerprints, either electronically through the Live Scan system or on fingerprint identification cards, for processing by the Department of Justice. If the district is using the Live Scan system, the Superintendent or designee shall also provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

The Superintendent or designee shall ensure that no person is hired in a position requiring certification qualifications or supervising positions requiring certification qualifications who has been convicted of a violent or serious felony as listed in Penal Code 667.5(c) or 1192.7(c), unless that person has obtained a certificate of rehabilitation and a pardon. (Education Code 44830.1)

(cf. 4112 - Appointment and Conditions of Employment)
(cf. 4112.2 - Certification)

However, a certificated employee may be hired by the district, without obtaining a criminal record summary, if that employee became a permanent employee of another school district as of October 1, 1997. (Education Code 44830.1)

(cf. 4121 - Temporary/Substitute Personnel)

Temporary Certificate of Clearance

Before issuing a temporary certificate of clearance to an applicant whose credential is being processed, the Superintendent or designee shall obtain a criminal record summary from the Department of Justice. The Superintendent or designee shall not issue a temporary certificate of clearance if the applicant has been convicted of a violent or serious felony, unless the applicant has obtained a certificate of rehabilitation and pardon. (Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee may issue a temporary certificate of clearance without obtaining a criminal record summary to an employee currently and continuously employed by a district within the county who is serving under a valid credential and has applied for a renewal of that credential or for an additional credential. (Education Code 44332.6)

The Superintendent or designee may issue a temporary certificate of clearance to a person who has been convicted of a serious felony that is not also a violent felony, if that person can prove to the sentencing court of the offense in question, by clear and convincing evidence, that he/she has been rehabilitated for the purposes of school employment for at least one year. (Education Code 44332.6)

CRIMINAL RECORD CHECK (continued)

Subsequent Arrest Notification

The Superintendent or designee shall request subsequent arrest notification from the Department of Justice as provided under Penal Code 11105.2. (Education Code 44830.1)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

Current Employees

The Superintendent or designee shall not retain in employment any current certificated employee who is a temporary employee, substitute employee or probationary employee serving before March 15 of the employee's second probationary year if he/she has been convicted of a violent or serious felony. (Education Code 44830.1)

Upon notification by the Department of Justice of such conviction, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1)

When the district receives written electronic notification of the fact of conviction from the Department of Justice, the Superintendent or designee shall terminate that employee without regard to any other procedure for termination specified in the Education Code or district procedures, unless that employee has received a certificate of rehabilitation and a pardon. (Education Code 44830.1)

If the employee challenges the Department of Justice record and the Department of Justice withdraws in writing its notification, the Superintendent or designee shall immediately reinstate that employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement. (Education Code 44830.1)

Legal Reference: (see next page)

CRIMINAL RECORD CHECK (continued)

Legal Reference:

EDUCATION CODE

44010 Sex offense

44332 Temporary certificate

44332.5 Registering certificates by certain districts

44332.6 Criminal record check, county board of education

44346.1 Applicants for credential, conviction of a violent or serious felony

44830.1 Certificated employees, conviction of a violent or serious felony

44830.2 Certificated employees; interagency agreement

44836 Conviction of a sex offense

45122.1 Classified employees, conviction of a violent or serious felony

45125 Use of personal identification cards to ascertain conviction of crime

45125.01 Classified employees; interagency agreements

45125.5 Automated records check

45126 Duty of Department of Justice to furnish information

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

11105.2 Subsequent arrest notification

CODE OF REGULATIONS, TITLE 11

703 Release of criminal offender record information

708 Destruction of criminal offender record information

Management Resources:

WEB SITES

Department of Justice/Attorney General's Office: <http://www.caag.state.ca.us/app>

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

All Personnel

E 4112.562(a)

4212.562

MAINTENANCE OF CRIMINAL OFFENDER RECORDS

4312.562

**EMPLOYEE STATEMENT FORM
USE OF CRIMINAL JUSTICE INFORMATION**

As an employee/volunteer of Western Placer Unified School District, you may have access to confidential criminal record information which is controlled by state and federal statutes. Misuse of such information may adversely affect the individual's civil rights and violates constitutional rights of privacy. Penal Code 502 prescribes the penalties related to computer crimes. Penal Code 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be disseminated. Penal Code 11140-11144 and 13301-13305 prescribe penalties for misuse of criminal history information. Government Code 6200 prescribes the felony penalties for misuse of public records. Penal Code 11142 and 13303 state:

"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor."

Civil Code 1798.53, Invasion of Privacy, states:

"Any person who intentionally discloses information, not otherwise public, which they know or should reasonably know was obtained from personal or confidential information maintained by a state agency or from records within a system of records maintained by a federal government agency, shall be subject to a civil action, for invasion of privacy, by the individual. "

CIVIL, CRIMINAL, AND ADMINISTRATIVE PENALTIES:

*Penal Code 11141: DOJ furnishing to unauthorized person (misdemeanor)

*Penal Code 11142: Authorized person furnishing to other (misdemeanor)

*Penal Code 11143: Unauthorized person in possession (misdemeanor)

*California Constitution, Article I, Section 1 (Right to Privacy)

* Civil Code 1798.53, Invasion of Privacy

*Title 18 USC 641, 1030, 1951, and 1952

E 4112.562(b)
4212.562
4312.562

MAINTENANCE OF CRIMINAL OFFENDER RECORDS

Any employee who is responsible for such misuse may be subject to immediate dismissal. Violations of this law may also result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF CRIMINAL RECORD INFORMATION.

Signature: _____ Date: _____

Printed Name _____ Title _____

Name of District _____

PLEASE NOTE: Do not return this form to the DOJ. Your Custodian of Records should maintain these forms.

Exhibit
version: September 4, 2007
revised: January 15, 2013
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

All Personnel

AR 4112.62(a)

4212.62

MAINTENANCE OF CRIMINAL OFFENDER RECORDS

4312.62

Maintenance of Criminal Offender Records

The Superintendent or designee shall ensure the criminal record background checks on employees or prospective employees are conducted through the Department of Justice (DOJ) and any Criminal Offender Record Information (CORI) received is maintained in accordance with law.

(cf. 1240 - Volunteer Assistance)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4212.5 - Criminal Record Check)

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

Once a hiring determination is made, the records shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

Any unauthorized release or reproduction of any criminal offender record or other violation of this administrative regulation may result in suspension, dismissal and/or criminal or civil legal action.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

Custodian of Records

The Superintendent shall designate an employee as custodian of records. Beginning July 1, 2011, any employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging an understanding of the laws prohibiting misuse of CORI. In addition, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

The custodian of records shall be responsible for the security, storage, dissemination, and destruction of all CORI furnished to the district. He/she also shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

MAINTENANCE OF CRIMINAL OFFENDER RECORDS (continued)

By March 1, 2012, and by March 1 of every year thereafter, the Superintendent or designee shall notify the DOJ of the district's designated custodian of records. In addition, the Superintendent or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

Interagency Agreements

The district shall submit an interagency agreement to the DOJ to establish authorization to submit and receive CORI on behalf of all participating districts. (Education Code 44830.2, 45125.01)

Upon receipt from the Department of Justice of a conviction of a serious or violent felony, the district shall communicate that fact to participating districts and shall remove the affected employee from the common list of persons eligible for employment. (Education Code 44830.2, 45125.01)

In addition, upon receipt from DOJ of criminal history record or report of subsequent arrest for any person on a common list of persons eligible for employment, the district shall give notice to the Superintendent of any participating district, or the person designated in writing by that Superintendent, that the report is available for inspection on a confidential basis by the Superintendent or the authorized designee. The report shall be made available at the office for 30 days following the receipt of the notice. (Education Code 44830.2, 45125.01)

The district shall not release a copy of that information to any participating district or any other person. In addition, the district shall retain or dispose of the information in the manner specified in law and in this administrative regulation after all participating districts have had an opportunity to inspect it in accordance with law. (Education Code 44830.2, 45125.01)

The district shall maintain a record of all persons to whom the information has been shown. This record shall be available to the Department of Justice. (Education Code 44830.2, 45125.01)

Legal Reference: (see next page)

MAINTENANCE OF CRIMINAL OFFENDER RECORDS (continued)

Legal Reference:

EDUCATION CODE

44332 Temporary certificate

44332.6 Criminal record check, county board of education

44346.1 Applicants for credential, conviction of a violent or serious felony

44830.1 Certificated employees, conviction of a violent or serious felony

44830.2 Interagency agreements

45122.1 Classified employees, conviction of a violent or serious felony

45125 Use of personal identification cards to ascertain conviction of crime

45125.01 Interagency agreements

45125.5 Automated records check

45126 Duty of Department of Justice to furnish information

49024 Activity Supervisor Clearance Certificates

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

11075-11081 Criminal record dissemination

11105 State criminal history information; furnishing to authorized persons

11105.3 Record of conviction involving sex crimes, drug crimes or crimes of violence; availability to employer for applicants for positions with supervisory or disciplinary power over minors

11140-11144 Furnishing of state criminal history information

13300-13305 Local summary criminal history information

CODE OF REGULATIONS, TITLE 11

700-708 Criminal offender record information

Management Resources:

WEB SITES

Office of the Attorney General, Department of Justice, Background Checks:

<http://www.ag.ca.gov/fingerprints>

Regulation

approved: September 4, 2007

revised: January 15, 2013

revised: September 4, 2015

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Lincoln, California

DISMISSAL

Permanent Employees

Permanent employees shall not be dismissed from their position except when cause for dismissal can be shown. Cause and procedures for dismissal are defined by provisions of Education Code 44932 et seq.

(cf. 4116 - Probationary/Permanent Status)

Probationary Employees

During the school year, certificated probationary employees may be dismissed for causes specified in Education Code 44932 or for unsatisfactory performance determined pursuant to Education Code 44660-44665. Procedures and time limits for such action shall be those set forth in Education Code 44948.3.

(cf. 4115 - Evaluation/Supervision)

At the end of the school year, the Board of Trustees may decide not to rehire probationary employees without a statement of reasons, giving notice in accordance with Education Code 44929.21.

(cf. 4117.6 - Decision Not to Rehire)

Legal References:

EDUCATION CODE

44660-44665 *Evaluation and assessment of performance*

44842 *Automatic declining of employment*

44918 *Substitute or temporary employee; reemployment rights*

44929.21 *Districts with 250 ADA or more; notice of reelection decision.*

44929.23 *Districts with daily attendance less than 250*

44932-44947 *Suspension and/or dismissal of permanent employees*

44948 *Dismissal or suspension of probationary employees during school year*

44948.2 *Election to use provisions of Education Code 44948.3*

44948.3 *Dismissal of probationary employees (over 250 ADA)*

44948.5 *Dismissal of probationary employees (under 250 ADA)*

44949 *Cause, notice and right to hearing for dismissal of probationary employee*

44953 *Dismissal of substitute employees*

44955 *Reduction in number of permanent employees*

GOVERNMENT CODE

3543.2 *Scope of representation (re duty of district to meet and negotiate regarding causes and procedures for discipline less than dismissal)*

SUSPENSION/DISCIPLINARY ACTION

The Board of Trustees expects all employees to **perform their jobs satisfactorily**, exhibit professional and appropriate conduct, and serve as positive role models both at school and in the community. An **certificated** employee may be suspended or disciplined for ~~unprofessional or inappropriate~~ conduct, **or performance** in accordance with law, the **applicable** district's collective bargaining agreement, Board policy and administrative regulations.

(cf. 4000 - Concepts and Roles)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. ~~4117.4 - Dismissal~~)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4141/4241 - Collective Bargaining Agreement)

~~The Superintendent or d~~**Designee may take disciplinary action shall be based on the** as he/she deems appropriate in light of the particular facts and circumstances involved and ~~based on the severity of the misconduct~~ **or performance**. Disciplinary actions may include, but not be limited to, verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave, or dismissal.

(cf. 4114 - Transfers)

The Superintendent or designee shall ensure that, ~~consistent with law,~~ disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Complaints Concerning Discrimination in Employment)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.1/4219.4319.1 - Civil and Legal Rights)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

~~In accordance with law, the Superintendent or designee shall notify the Commission on Teacher Credentialing when the status of a credentialed employee has been changed as a result of alleged misconduct.~~

(cf. ~~4117.7 - Employment Status Reports~~)

Suspension/Dismissal Procedures

The Superintendent shall notify the Board whenever he/she believes that there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933.

When the Board finds that there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933, it may formulate a written statement of charges specifying instances of behavior and the acts or omissions constituting the charge, the statutes and rules that the employee is alleged to have violated when applicable, and the

SUSPENSION/DISCIPLINARY ACTION (continued)

facts relevant to each charge. The Board shall also review any duly signed and verified written statement of charges filed by any other person. (Education Code 44934, 44934.1)

Based on the written statement of charges, the Board may, upon majority vote, give notice to the employee of its intention to suspend or dismiss him/her at the expiration of 30 days from the date the notice is served. (Education Code 44934, 44934.1)

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

Prior to serving a suspension or dismissal notice that includes a charge of unsatisfactory performance, the district shall give the employee written notice of the unsatisfactory performance that specifies the nature of the unsatisfactory performance with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct his/her faults and overcome the grounds for any unsatisfactory performance charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unsatisfactory performance shall be provided at least 90 days prior to the filing of the suspension or dismissal notice or prior to the last one-fourth of the school days in the year. (Education Code 44938)

(cf. 4115 - Evaluation/Supervision)

Prior to serving a suspension or dismissal notice that includes a charge of unprofessional conduct, the district shall give the employee written notice that describes the nature of the unprofessional conduct with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct his/her faults and overcome the grounds for any unprofessional conduct charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unprofessional conduct shall be provided at least 45 days prior to the filing of the suspension or dismissal notice. (Education Code 44938)

Except for notices that only include charges of unsatisfactory performance, the written suspension or dismissal notice may be served at any time of year. Such notice shall be served upon the employee personally if given outside of the instructional year or, if given during the instructional year, may be served personally or by registered mail to the employee's last known address. Notices with a charge of unsatisfactory performance shall be given only during the instructional year of the school site where the employee is physically employed, and may be served personally or by registered mail to the employee's last known address. (Education Code 44936)

If an employee has been served notice and demands a hearing pursuant to Government Code 11505 and 11506, the Board shall either rescind its action or schedule a hearing on the matter. (Education Code 44941, 44941.1, 44943, 44944)

SUSPENSION/DISCIPLINARY ACTION (continued)

Pending suspension or dismissal proceedings for an employee who is charged with egregious misconduct, immoral conduct, conviction of a felony or of any crime involving moral turpitude, incompetency due to mental disability, or willful refusal to perform regular assignments without reasonable cause as prescribed by district rules and regulations, the Board may, if it deems it necessary, immediately suspend the employee from his/her duties. If the employee files a motion with the Office of Administrative Hearings for immediate reversal of the suspension based on a cause other than egregious misconduct, the Board may file a written response before or at the time of the hearing. (Education Code 44939, 44939.1, 44940)

When a suspension or dismissal hearing is to be conducted by a Commission on Professional Competence, the Board shall, no later than 45 days before the date set for the hearing, select one person with a currently valid credential to serve on the Commission. The appointee shall not be an employee of the district and shall have at least three years' experience within the past 10 years at the same grade span or assignment as the employee, as defined in Education Code 44944. (Education Code 44944)

*Legal Reference:*EDUCATION CODE

44008 Effect of termination of probation
 44009 Conviction of specified crimes
 44010 Sex offense - definitions
 44011 Controlled substance offense – definitions
 44242.5 Reports and review of alleged misconduct
 44425 Conviction of a sex or narcotic offense
 44660-44665 Evaluation and assessment of performance of certificated employees
 44830.1 Criminal record summary certificated employees
 4429.21 Notice of reelection decision; districts with 250 ADA or more
 44929.23 Reelection and dismissal of probationary employees; districts with ADA less than 250
 44930-44988 Resignations, dismissal, and leave of absence, ~~especially:~~
 44940 Sex offenses and narcotic offenses; compulsory leave of absence
 44940.5 Compulsory leave of absence;
 45055 Drawing of warrants for teachers
 48907 Exercise of free speech, expression
 48950 Speech and other communication
 51530 Advocacy or teaching of communism
GOVERNMENT CODE
 1028 Advocacy of communism
 3543.2 Scope of representation
 11505-11506 Hearing

Legal Reference: (continued on next page)

SUSPENSION/DISCIPLINARY ACTION (continued)

Legal Reference: (continued)

HEALTH AND SAFETY CODE

11054 Schedule I; substances included

11055 Schedule II, substances included

11056 Schedule III, substances included

11357-11361 Marijuana

11363 Peyote

11364 Opium

11370.1 Possession of controlled substances with a firearm

PENAL CODE

187 Murder

291 School employees arrest for sex offense

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

11165.2-11165.6 Child abuse or neglect; definitions

CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status

80304 Notice of sexual misconduct

COURT DECISIONS

Vergara v. California (Los Angeles Super.Ct.) BC484642

Crowl v. Commission on Professional Competence (1990) 225 Cal. App. 3d 334 (275 Cal.Rptr. 86)

Morrison v. State Board of Education (1969) 1 Cal.3d214

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel, 2007

WEB SITES

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy
adopted: September 4, 2007
revised: February 1, 2011
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

Causes for Suspension or Dismissal

A certificated employee with permanent status may be suspended without pay or dismissed only for one or more of the following causes: (Education Code 44932)

1. Immoral conduct including, but not limited to, egregious misconduct that is the basis for a sex offense or controlled substance offense described in Education Code 44010 or 44011 or child abuse and neglect as described in Penal Code 11165.2-11165.6
2. Unprofessional conduct
3. Commission, aiding, or advocating the commission of acts of criminal syndicalism
4. Dishonesty
5. Unsatisfactory performance
6. Evident unfitness for service
7. Physical or mental condition unfitting the employee to instruct or associate with children

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

8. Persistent violation of or refusal to obey the school laws or regulations of the state or district
9. Conviction of a felony or of any crime involving moral turpitude
10. Violation of Education Code 51530 or Government Code 1028 (advocacy of communism)
11. Alcoholism or other drug abuse that makes the employee unfit to instruct or associate with children

(cf. 4115 - Evaluation/Supervision)

An employee may be suspended or dismissed on grounds of unprofessional conduct consisting of acts or omissions not listed above if the charge specifies instances of behavior deemed to constitute unprofessional conduct. (Education Code 44933)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's protected conduct, when that student is exercising his/her free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48950)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

(cf. 5145.2 - Freedom of Speech/Expression)

Suspension/Dismissal of Permanent Employees

When a permanent certificated employee is charged with one or more of the offenses specified in the section "Causes for Suspension or Dismissal" above, the following procedures shall apply:

1. The person preparing a written statement of charges that there is cause to suspend or dismiss an employee shall submit the signed statement to the Governing Board. (Education Code 44934, 44934.1)
2. Upon receiving notice of the Board's intent to suspend or dismiss him/her, the employee may request a hearing on the matter. The hearing shall be conducted by the Commission on Professional Competence, except that any case involving only egregious misconduct shall be heard instead by an administrative law judge and, in any other case, the hearing may be conducted by an administrative law judge when both the district and employee so stipulate. (Education Code 44943, 44944, 44944.05, 44944.1, 44944.3)
3. Except when an employee is charged solely with egregious misconduct, the district may amend the charges less than 90 days before the hearing only upon showing of good cause and upon approval of the administrative law judge. (Education Code 44934)
4. The employee shall be suspended or dismissed when the Commission on Professional Competence or administrative law judge has issued its decision supporting suspension or dismissal or, if the employee did not request a hearing, at the expiration of 30 days after service of the notice of intent to suspend or dismiss. (Education Code 44941, 44943, 44944)

The Superintendent or designee shall notify the Commission on Teacher Credentialing when the employment status of a certificated employee has been changed as a result of alleged misconduct or while an allegation of misconduct is pending. (Education Code 44030.5, 44242.5, 44940; 5 CCR 80303)

(cf. 4117.7/4317.7 - Employment Status Reports)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)**Suspension/Dismissal of Probationary Employees**

The district may choose not to rehire probationary employees for the following school year without giving a statement of reasons provided that it is done in accordance with AR 4117.6 - Decision Not to Rehire and proper notice is provided by March 15. (Education Code 44929.21, 44929.23)

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.6 - Decision Not to Rehire)

During the school year, probationary employees in their first or second year of service may be dismissed only for one or more of the causes listed in items #1-11 in the section "Causes for Suspension or Dismissal" above or for unsatisfactory performance determined pursuant to Education Code 44660-44665. (Education Code 44948.2, 44948.3)

Whenever a first- or second-year probationary employee is so charged, the following procedures shall apply for dismissing the employee: (Education Code 44948.3)

1. The Superintendent or designee shall give 30 days' prior written notice of dismissal, not later than March 15 in the case of second-year probationary employees. The notice shall include a statement of the reasons for the dismissal, notice of the opportunity to appeal, and, if the cause is unsatisfactory performance, a copy of the evaluation conducted pursuant to Education Code 44664.

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

2. Upon receipt of the notice of dismissal, the employee may be dismissed if no request for a hearing is submitted to the Board within 15 days.
3. If a hearing is requested, the district may arrange for the appointment of an administrative law judge to conduct the hearing and to recommend a decision to the Board.

A probationary employee may be suspended without pay for a specified period of time as an alternative to dismissal. (Education Code 44948.3)

Compulsory Leave of Absence

Upon being informed by law enforcement that a certificated employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes: (Education Code 44830.1, 44940)

1. Any sex offense as defined in Education Code 44010

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

2. Violation or attempted violation of Penal Code 187 (murder)
3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056

(cf. 4117.7/4317.7 - Employment Status Reports)

The Superintendent or designee may place on an immediate compulsory leave of absence a certificated employee who is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370.1 except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols. (Education Code 44940)

If an employee is charged with an offense that falls into both the mandatory and optional leave of absence definitions, the offense shall be treated as a mandatory leave of absence offense. (Education Code 44940)

An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings. However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless he/she demands a hearing. (Education Code 44940, 44940.5)

During the period of compulsory leave, the employee shall be compensated in accordance with Education Code 44940.5.

Upon receipt of telephone or electronic notification from the Department of Justice that a current temporary, substitute, or probationary employee serving before March 15 of his/her second probationary year has been convicted of a violent or serious felony, the

Superintendent or designee shall immediately place the employee on leave without pay. Upon receipt of electronic notification of the conviction from the Department of Justice, such employee shall be automatically terminated and without regard to any other termination procedure. (Education Code 44830.1)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

Regulation
approved: September 4, 2007
revised: February 1, 2011
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

SUSPENSION/DISCIPLINARY ACTION

Suspension Without Pay

When a permanent certificated employee's unprofessional conduct is not considered serious enough to warrant dismissal, he/she may be suspended without pay on grounds of unprofessional conduct, following procedures designated in Education Code 44932(b).

A probationary certificated employee may be suspended without pay for a specified period during the school year as an alternative to dismissal following procedures designated in Education Code 44948.3.

Prior to any disciplinary action on charges leading to suspension without pay on the grounds of unprofessional conduct, the Superintendent or designee shall give the employee written notice. This written notice shall: (Education Code 44938)

1. Indicate the nature of the employee's unprofessional conduct
2. Cite specific instances of unprofessional behavior
3. Give the employee a 45-day opportunity to correct the misconduct and overcome the ground(s) for the charge(s)
4. Include the evaluation made pursuant to Education Code 44660-44665, if applicable

(cf. 4115 - Evaluation/Supervision)

Mandatory Leave of Absence

Upon being informed that a certificated employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes: (Education Code 44830.1, 44940)

1. Any sex offense as defined in Education Code 44010
2. Any offense involving the unlawful sale, use or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055 and 11056, with the exception of marijuana, mescaline, peyote, or tetrahydrocannabinols

(cf. 4117.7 - Employee Status Reports)

Upon receipt of notification from the Department of Justice by telephone that a current temporary employee, substitute employee, or probationary employee serving before March 15 of the his/her second probationary year has been convicted of a violent or serious felony, that employee shall be immediately placed on leave without pay. Upon

SUSPENSION/DISCIPLINARY ACTION (continued)

receipt of written electronic notification of the conviction from the Department of Justice, such employee shall be automatically terminated and without regard to any other termination procedure. (Education Code 44830.1)

(cf. 4112.5/4312.5 - Criminal Record Check)

An employee's compulsory leave may extend for not more than 10 days after the entry of judgment in the proceedings. However, the Board may extend a certificated employee's compulsory leave by giving notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed in 30 days from the date of service of the notice unless he/she demands a hearing. (Education Code 44940, 44940.5)

(cf. 4117.4 - Dismissal)

Employee compensation during the period of compulsory leave shall be made in accordance with Education Code 44940.5.

Optional Leave of Absence

The Board may require an immediate compulsory leave of absence when a certificated employee is charged with "an optional leave of absence offense" as specified in law. Such employees shall be subject to the same requirements specified in Education Code 44940.5 regarding extension of the leave, furnishing of a bond, and payment of salaries for employees charged with mandatory leave of absence offenses. (Education Code 44940, 44940.5)

Protection of a Student's Free Speech or Press Rights

An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's protected conduct, when that student is exercising his/her free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48950)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

(cf. 5145.2 - Freedom of Speech/Expression)

TEMPORARY/SUBSTITUTE PERSONNEL

The Governing Board recognizes that substitute and temporary personnel perform an essential role in promoting student achievement and desires to employ highly qualified, appropriately credentialed employees to fill such positions.

(cf. 4112.2 - Certification)

Hiring

The Superintendent or designee shall recommend candidates for substitute or temporary positions for Board approval, and shall ensure that all substitute and temporary employees are assigned in accordance with law and the authorizations specified in their credential.

(cf. 4113 - Assignment)

Substitute personnel may be employed on an on-call, day-to-day basis.

In addition, after September 1 of any school year, the Board may employ substitute personnel for the remainder of the school year for positions for which no regular employee is available. The district shall first demonstrate to the Commission on Teacher Credentialing the inability to acquire the services of a qualified regular employee. (Education Code 44917)

(cf. 4117.14/4317.14 - Postretirement Employment)

Permanent or probationary certificated employees who were laid off pursuant to Education Code 44955 and who have a preferred right of reappointment shall be given priority for substitute service in the order of their original employment. (Education Code 44956, 44957)

(cf. 4117.3 - Personnel Reduction)

Classification

At the time of initial employment and each July thereafter, the Board shall classify substitute and temporary employees as such. (Education Code 44915, 44916)

The Board may classify as substitute personnel a teacher hired to fill the position of a regularly employed person who is absent from service. (Education Code 44917)

To address the need for additional certificated employees when regular district employees are absent due to leaves or long-term illness, the Board may classify a teacher who is employed for at least one semester and up to one complete school year as a temporary employee. Any person whose service begins in the second semester and before March 15 may be classified as a temporary employee even if employed for less than a semester. The Board shall determine the number of persons who shall be so employed, which shall not exceed the identified need based on the absence of regular employees. (Education Code 44920)

TEMPORARY/SUBSTITUTE PERSONNEL (continued)

The Board also shall classify as temporary employees those certificated persons, other than substitute employees, who are employed to:

1. Serve from day to day during the first three months of any school term to teach temporary classes which shall not exist after that time, or perform any other duties which do not last longer than the first three months of any school term (Education Code 44919)
2. Teach in special day and evening classes for adults or in schools of migratory population for not more than four months of any school term (Education Code 44919)

(cf. 6175 - Migrant Education Program)

(cf. 6200 - Adult Education)

3. Serve in a limited assignment supervising student athletic activities provided such assignments have first been made available to teachers presently employed in the district (Education Code 44919)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

4. Serve in a position for a period not to exceed 20 working days in order to prevent the stoppage of district business during an emergency when persons are not immediately available for probationary classification (Education Code 44919)
5. Serve only for the first semester because the district expects a reduction in student enrollment during the second semester due to mid-year graduations (Education Code 44921)

For purposes of classifying employees pursuant to item #1 or #2 above, the school year shall not be divided into more than two school terms. (Education Code 44919)

Any employee hired to provide services in a categorically funded program or project may be employed for a period less than a full school year. He/she may be classified as a temporary employee if the period of employment will end at the expiration of that program or project. (Education Code 44909)

Salary and Benefits

The Board shall adopt and make public a salary schedule setting the daily or pay period rate(s) for substitute employees for all categories or classes of certificated employees of the district. (Education Code 44977, 45030)

Temporary employees shall participate in the health and welfare plans or other fringe benefits of the district.

TEMPORARY/SUBSTITUTE PERSONNEL (continued)

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

Paid Sick Leave

Any temporary or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Such employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

A temporary or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. The diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or his/her family member as defined in Labor Code 245.5
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

No employee shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against any employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249. The Superintendent or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep of records of employees' use of sick leave for three years, and comply with other requirements specified in Labor Code 245-249 and in AR 4161.1/4361.1 - Personal Illness/Injury Leave.

Release from Employment/Dismissal

The Board may dismiss a substitute employee at any time at its discretion. (Education Code 44953)

The Board may release a temporary employee at its discretion if the employee has served less than 75 percent of the number of days the regular schools of the district are maintained during one school year. After serving 75 percent of the number of days that district schools are maintained during one school year, a temporary employee may be released as long as

TEMPORARY/SUBSTITUTE PERSONNEL (continued)

he/she is notified, before the last day of June, of the district's decision not to reelect him/her for the following school year. (Education Code 37200, 44954)

(cf. 4112.9/4212.9/4312.9 - *Employee Notifications*)

Reemployment as a Probationary Employee

Unless released from employment pursuant to Education Code 44954, any person employed for one complete school year as a temporary employee shall, if reemployed for the following school year in a vacant position requiring certification qualifications, be classified as a probationary employee. With the exception of on-call, day-to-day substitutes, if a temporary or substitute employee performs the duties normally required of certificated employees for at least 75 percent of the number of days the regular schools of the district were maintained in that school year and is then employed as a probationary employee for the following school year, his/her previous employment as a temporary or substitute employee shall be credited as one year's employment as a probationary employee for purposes of acquiring permanent status. (Education Code 44917, 44918, 44920)

(cf. 4116 - *Probationary/Permanent Status*)

Vacant position means a position in which the employee is qualified to serve and which is not filled by a permanent or probationary employee. It shall not include a position which would be filled by a permanent or probationary employee except for the fact that such employee is on leave. (Education Code 44920, 44921)

A temporary employee hired pursuant to item #1 or #2 in the section "Classification" above shall be classified as a probationary employee if the duties continue beyond the time limits of the assignment. (Education Code 44919)

A person employed pursuant to item #5 in the section "Classification" above who is then continued in employment beyond the first semester shall be classified as a probationary employee for the entire school year and shall be reemployed to fill any vacant positions in the district for which he/she is certified. Preference for available positions shall be determined by the Board as prescribed by Education Code 44845 and 44846. (Education Code 44921)

With the exception of on-call, day-to-day substitutes, any temporary or substitute employee who was released pursuant to Education Code 44954 but who has nevertheless served in a certificated position in the district for at least 75 percent of each of two consecutive school years shall receive first priority if the district fills a vacant position for the subsequent school year at the grade level at which the employee served during either year. In the case of a departmentalized program, the employee shall have taught the subject matter in which the vacant position occurs. (Education Code 44918)

TEMPORARY/SUBSTITUTE PERSONNEL (continued)*Legal Reference:*EDUCATION CODE

22455.5 Provision of retirement plan information to potential members
 22515 Irrevocable election to join retirement plan
 37200 School calendar
 44252.5 State basic skills assessment required for certificated personnel
 44300 Emergency teaching or specialist permits
 44830 Employment of certificated persons; requirements of proficiency in basic skills
 44839.5 Employment of retirant
 44845 Date of employment
 44846 Criteria for reemployment preferences
 44909 Employees providing services through categorically funded programs
 44914 Substitute and probationary employment computation for classification as permanent employee
 44915 Classification of probationary employees
 44916 Time of classification; statement of employment status
 44917 Classification of substitute employees
 44918 Substitute or temporary employee deemed probationary employee; reemployment rights
 44919 Classification of temporary employees
 44920 Employment of certain temporary employees; classifications
 44921 Employment of temporary employees; reemployment rights (unified and high school districts)
 44953 Dismissal of substitute employees
 44954 Release of temporary employees
 44955 Layoff of permanent and probationary employees
 44956 Rights of laid-off permanent employees to substitute positions
 44957 Rights of laid-off probationary employees to substitute positions
 44977 Salary schedule for substitute employees
 45030 Substitutes
 45041 Computation of salary
 45042 Alternative method of computation for less than one school year
 45043 Compensation for employment beginning in the second semester
 56060-56063 Substitute teachers in special education

GOVERNMENT CODE

3540.1 Educational Employment Relations Act, definitions

LABOR CODE

220 Sections inapplicable to public employees
 230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off
 230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off
 233 Illness of child, parent, spouse or domestic partner
 234 Absence control policy
 245-249 Healthy Workplaces, Healthy Families Act of 2014

CODE OF REGULATIONS, TITLE 5

5502 Filing of notice of physical examination for employment of retired person
 5503 Physical examination for employment of retired persons
 5590 Temporary athletic team coach
 80025-80025.5 Emergency substitute teaching permits

COURT DECISIONS

McIntyre v. Sonoma Valley Unified School District (2012) 206 Cal.App.4th 170
Stockton Teachers Association CTA/NEA v. Stockton Unified School District (2012) 204 Cal.App.4th 446

Legal Reference continued: (see next page)

TEMPORARY/SUBSTITUTE PERSONNEL (continued)

Legal Reference: (continued)

Neily v. Manhattan Beach Unified School District, (2011) 192 Cal.App.4th 187

California Teachers Association v. Vallejo City Unified School District, (2007) 149 Cal.App.4th 135

Bakersfield Elementary Teachers Assn. v. Bakersfield City School District, (2006) 145 Cal.App.4th 1260, 1277

Kavanaugh v. West Sonoma Union High School District, (2003) 29 Cal.4th 911

Management Resources:

WEB SITES

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy
adopted:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

PERSONAL ILLNESS/INJURY LEAVE

Full-time Classified employees **employed five days per week** are entitled to 12 days leave of absence, with full pay, for personal illness or injury (**sick leave**) per fiscal year. Employees who serve **work** less than a full fiscal year or less **fewer** than five days a week (**part-time**) shall be granted comparable sick leave in proportion to the time they work, **except when the sick leave will be less than the district grants short-term or substitute employees pursuant to Labor Code 246.** (Education Code 45191; Labor Code 245-249)

(cf. 4161/4261 - Leaves)

(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

~~An employee may take sick leave at any time during the year, even if credit for sick leave has not yet been accrued. However, new employees shall not be entitled to more than six days of sick leave until they have completed six months of active service with the district. (Education Code 45191)~~

~~When available paid leave has been exhausted, the employee shall be so notified in writing and shall be offered an opportunity to request additional leave. (Education Code 45195)~~

~~Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)~~

~~At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.~~

~~A classified employee who leaves the district after at least one year of employment and accepts employment in another district or county office of education within one year shall have transferred with him/her the total amount of accumulated sick leave. This provision shall not apply to employees whose employment is terminated due to action initiated by the district for cause. The district shall not require new employees to waive their leave accumulated in a previous district. (Education Code 45202)~~

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

Sick leave may be used by a Classified employees **may use sick leave for absences due to:**

1. Absences caused by Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact during the performance of the employee's duties with other persons having a contagious disease **during the employee's performance of his/her duties** (Education Code 45199)
2. Absences due to Pregnancy, childbirth and recovery (Education Code 45193)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Cases of Personal necessity **as specified in Education Code** (Education Code 45207)

PERSONAL ILLNESS/INJURY LEAVE (continued)

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

4. Medical or dental appointments, in increments of not less than one hour
5. Cases of Industrial accidents or illnesses when leave granted specifically for that purpose has **been exhausted** expired (Education Code 45192)

(cf. 4261.11 - Industrial Accident/Illness Leave)

6. Illness of the employee's child, parent, spouse, registered domestic partner or domestic partner's child, for up to the amount of sick leave that would be accrued during six months for **personal illness or injury** (Labor Code 233)
7. **Diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or his/her family member as defined in Labor Code 245.5 (Labor Code 246.5)**
8. **Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 246.5)**

~~An employee shall notify the district of his/her need to be absent as soon as such need is known, so that substitute services may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district by not later than 3 p.m. of the day preceding the day on which he/she intends to return to work. If failure to so notify the district results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.~~

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave until he/she has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

At the beginning of each school year, each classified employee shall be notified of the amount of sick leave which he/she has accumulated.

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

PERSONAL ILLNESS/INJURY LEAVE (continued)

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

The Superintendent or designee shall notify any classified employee who leaves the district after at least one school year of employment that if the employee accepts employment in another district, county office of education, or community college district within one year, he/she may request that the district transfer his/her accumulated sick leave to the new employer. (Education Code 45202)

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

Notification of Absence

An employee shall notify the Superintendent or the designated manager or supervisor of his/her need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which he/she intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Sick Leave Beyond 12 Days Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

Each year, regular classified employees shall be credited with **no fewer than 100** working days of paid sick leave **for personal illness or injury**, including these current-year and accumulated days of leave. ~~for which the employee is entitled to full pay. This paid sick leave shall be exclusive of any other paid leave, holidays, vacation or compensatory time to which the employee may be entitled.~~ When the current year and accumulated days at full pay are exhausted, the remainder of the 100 days shall be compensated at 50 percent of the employee's regular salary. Any such **of the 100** days of leave not used during the year in which they are credited shall be forfeited and shall not accumulate from year to year. **This paid leave shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled.** (Education Code 45196)

After a permanent employee who is absent because of nonindustrial accident or illness has exhausted all available sick leave, vacation, compensatory overtime and any other paid leave, he/she shall be so notified in writing and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to

PERSONAL ILLNESS/INJURY LEAVE (continued)

exceed six months and may renew this leave for two additional six-month periods or for lesser periods. Total leave so granted shall not exceed 18 months. (Education Code 45195)

When a classified employee has exhausted all available leaves, paid or unpaid, and is still not able to resume his/her duties, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able, he/she shall be reemployed in the first vacancy in the classification of his/her previous assignment. The employee's reemployment shall take preference over all other applicants except those laid off for lack of work or funds, in which case the employee shall be ranked according to his/her seniority. (Education Code 45195)

Extension of Leave

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

(cf. 4216 - Probationary/Permanent Status)

If the employee is still unable to resume his/her duties after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position, he/she shall be offered reemployment in the first vacancy in the classification of his/her previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to his/her seniority. (Education Code 45195)

Verification Requirements

After any absence due to illness or injury, the employee shall ~~verify the absence by~~ submitting a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may, at any time, require additional written verification by the employee's physician or practitioner. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever ~~clear~~ **available** evidence **clearly** indicates that an absence is not related to illness or injury.

PERSONAL ILLNESS/INJURY LEAVE (continued)

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, and at district expense in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for further **additional** leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee **may**, after giving notice to the employee, may deny further **additional** leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return and stipulating any recommended restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

Healthy Workplaces, Healthy Families Act Requirements

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

- 1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:**
 - a. That an employee is entitled to accrue, request, and use paid sick days**
 - b. The amount of sick days provided by Labor Code 245-249**
 - c. The terms of use of paid sick days**
 - d. That discrimination or retaliation against an employee for requesting or using sick leave is prohibited by law and an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her**

PERSONAL ILLNESS/INJURY LEAVE (continued)

2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available
4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Short-Term and Substitute Employees

Any short-term or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Such employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

A short-term or substitute employee may use accrued sick leave for absences due any condition specified in item #7 or #8 above. (Labor Code 246.5)

Legal Reference:**EDUCATION CODE*****45103 Substitute employees******45190 Leaves of absence and vacations******45191 Leaves of absence for illness and injury******45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)******45195 Additional leave for nonindustrial accident or illness; reemployment preference******45196 Salary; deductions during sick leave******45202 Transfer of accumulated sick leave and other benefits*****LABOR CODE*****230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off******230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off******233 Illness of child, parent, spouse or domestic partner******245-249 Healthy Workplaces, Healthy Families Act of 2014*****COURT DECISIONS*****California School Employees Association v. Colton Joint Unified School District, (2009) 170 Cal.App.4th 957******California School Employees Association v. Tustin Unified School District, (2007) 148 Cal.App.4th 510*****ATTORNEY GENERAL OPINIONS*****53 Ops.Cal.Atty.Gen. 111 (1970)***

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WESTERN PLACER UNIFIED SCHOOL DISTRICT
 Lincoln, California