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

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

DISTRICT ADMINISTRATION

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

	STUDENT ENROLLMENT		
School	2012/13 CEBEDS	9/4/2014	10/1/2014
Sheridan Elementary (K-5)	84	79	79
First Street Elementary (K-5)	465	473	467
Carlin C. Coppin Elementary (K-5)	412	382	396
Creekside Oaks Elementary (K-5)	559	605	615
Twelve Bridges Elementary (K-5)	717	646	644
Foskett Ranch Elementary (K-5)	552	468	467
Lincoln Crossing Elementary (K-5)	684	674	666
Glen Edwards Middle School (6-8)	686	802	801
Twelve Bridges Middle School (6-8)	853	804	805
Lincoln High School (9-12)	1,516	1,649	1,644
Phoenix High School (10-12)	65	70	74
TOTAL	**6593**	**6,652**	**6,658**

Fee Based Programs

Twelve B.E.	23 A.M.
First Street	12 A.M./10 P.M.

Parent Education 161

State Preschool

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

Pre-K/Special Ed

Foskett	12
First Street	8
FSS PPPIP	40

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 7, 2014, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS THEATER
790 J Street, Lincoln, CA 95648

AGENDA

2013-2014 Goals & Objectives (G & 0) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

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

6:30 P.M. START

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

6:35 P.M.

2. **CLOSED SESSION** – Lincoln High School - Library

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

2.2 PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release
- CL 14/15.2

7:00 P.M.

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

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

3.2 PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release
- CL 14/15.2

4. **SPECIAL ORDER OF BUSINESS**
Update of Report Review – Horizon Charter School & Partnership for Student-Centered Learning Charter School – Terri Ryland, Ryland School Business Consulting

5. CONSENT AGENDA

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

5.1 Approval of Meeting Minutes for:
- September 2, & 16th, 2014 Regular Board of Trustee Meeting

5.2 Approval of Warrants
5.3 Classified Personnel Report
5.4 Certificated Personnel Report
5.5 Approval of Contract with Silverado Stages – Lincoln High School Field Trip.
5.6 Approval of Contract with Shady Creek Outdoor School and Event Center – Twelve Bridges Elementary School Field Trip.
Roll call vote:

6. COMMUNICATION FROM THE PUBLIC

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters not on the agenda, but within the board's subject matter jurisdiction. The Board is not allowed to take action on any item, which is not on the agenda except as authorized by Government Code Section 54954.2. Request forms for this purpose "Request to Address Board of Trustees" are located at the entrance to the Performing Arts Theater. Request forms are to be submitted to the Board Clerk prior to the start of the meeting.

7. REPORTS & COMMUNICATION

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

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

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

8.1 Information **CORRECTIVE ACTION FOR PI YEAR 3 – EVIDENCE OF PROGRESS – Callahan** *(14-15 G & O Component I, II, III, IV, V)*

- WPUSD is in year three of Program Improvement (PI) and as a result has been assigned two corrective actions by the state department of education (CDE). These corrective actions are:
  - **(1)** Set aside 10% of our Title I allocation to provide professional development for teachers to strengthen the academic achievement of the LEA's students determined to be in greatest need of assistance, and
  - **(2)** Provide an annual evidence of progress update that summarizes our LEA Plan implementation and analyzes our progress towards student achievement goals based on local assessment data.

Attached for your review is our 2013-2014 Evidence of Progress Report that we will submit to CDE by the required deadline of October 14, 2014

8.2 Discussion/ Action **CONSIDER APPROVING THE UPDATED AND EXTENDED ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS CONTRACT – Leaman** *(14-15 G & O Component I, II, III, IV, V)*

•The Board of Trustees greatly values highly competent and consistent leadership from the District Administration. The attached contract for the Assistant Superintendent of Business and Operations would extend her contract with the District until June 30, 2017. Other than the extension of time and some legally required compliance changes, there are no changes to the compensation contained in this Agreement.

8.3 Information/ Discussion **2014-15 DISTRICT GOALS AND OBJECTIVE – Leaman** *(14-15 G & O Component I, II, III, IV, V)*

•Draft 2014-15 objectives based on district goals are being presented the Board at the time.

8.4 Action **ADOPTION OF REVISED/NEW POLICIES, REGULATIONS AND EXHIBITS – Leaman** *(14-15 G & O Component I, II, III, IV, V)*

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

- BP/AR 0420.4 Charter Schools
- BP 0420.42 Charter School Renewal
- BP 0420.43 Charter School Revocation
- BP/AR 5117 Interdistrict Attendance
- BP/AR 5145.7 Sexual Harassment
- BP/AR 5148 Child Care And Development
- BP 6144 Controversial Issues
- BP 6161.11 Supplementary Instructional Materials
- BP/AR 6162.6 Use Of Copyright Materials
- BP 9010 Public Statements
- BB/E 9323.2 Actions By The Board
- BB 9322 Agenda/Meeting Materials
- BB 9323.2 Actions By The Board

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.

- Twelve Bridges High School
- Lincoln Crossing Elementary South/Facilities Update
- Foreign Exchange Students Criteria
- Community Information Breakfast (*Springtime*)

9.2 BOARD MEMBER REPORTS/COMMENTS

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- October 21, 2014 7:00 P.M., Regular Meeting of the Board of Trustee – Twelve Bridges Middle School

11. ADJOURNMENT

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

Posted: 100314

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DISCLOSURE

OF ACTION

TAKEN IN

CLOSED SESSION,

IF ANY

Western Placer Unified School District
CLOSED SESSION AGENDA

Place: **Lincoln High School - Library**
Date: **Tuesday, October 7, 2014**
Time: **6:20 P.M.**

1. LICENSE/PERMIT DETERMINATION

2. SECURITY MATTERS

3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

4. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

6. LIABILITY CLAIMS

7. THREAT TO PUBLIC SERVICES OR FACILITIES

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

9. **CONFERENCE WITH LABOR NEGOTIATOR**

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

1. **LICENSE/PERMIT DETERMINATION**
   a. Specify the number of license or permit applications.
2. **SECURITY MATTERS**
   a. Specify law enforcement agency
   b. Title of Officer,
3. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
   a. Property: specify the street address, or if no street address the parcel number or unique other reference to the property under negotiation.

b. Negotiating parties: specify the name of the negotiating party, not the agent who directly or through an agent will negotiate with the agency's agent.

c. Under negotiations: specify whether the instructions to the negotiator will concern price, terms of payment or both.

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

a. Name of case: specify by reference to claimant's name, names or parties, case or claim number.

b. Case name unspecified: specify whether disclosure would jeopardize service of process or existing settlement negotiations.

5. **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**

a. Significant exposure to litigation pursuant to subdivision (b) of Government Code section 54956.9 (if the agency expects to be sued) and also specify the number of potential cases.

b. Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9 (if the agency intends to initiate a suit) and specify the number of potential cases.

6. **LIABILITY CLAIMS**

a. Claimant: specify each claimants name and claim number (if any). If the claimant is filing a claim alleging district liability based on tortuous sexual conduct or child abuse, the claimant's name need not be given unless the identity has already been publicly disclosed.

b. Agency claims against.

7. **THREATS TO PUBLIC SERVICES OR FACILITIES**

a. Consultation with: specify name of law enforcement agency and title of officer.

8. **PERSONNEL:**

A. **PUBLIC EMPLOYEE APPOINTMENT**
   a. Identify title or position to be filled.

B. **PUBLIC EMPLOYEE EMPLOYMENT**
   a. Identify title or position to be filled.

C. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
   a. Identify position of any employee under review.

D. **PUBLIC EMPLOYEE EMPLOYMENT/DISCIPLINE/DISMISSAL/RELEASE**
   a. It is not necessary to give any additional information on the agenda.

E. **COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE, UNLESS EMPLOYEE REQUESTS OPEN SESSION**
   a. No information needed

9. **CONFERENCE WITH LABOR NEGOTIATOR**

a. Name any employee organization with whom negotiations to be discussed are being conducted.

b. Identify the titles of unrepresented individuals with whom negotiations are being conducted.

c. Identify by name the agency's negotiator

10. **STUDENTS:**

A. **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**

B. **STUDENT PRIVATE PLACEMENT**
   a. Pursuant to Board Policy 6159.2

C. **INTERDISTRICT ATTENDANCE APPEAL**
   a. Education Code 35146 and 48918

D. **STUDENT ASSESSMENT INSTRUMENTS**
   a. Reviewing instrument approved or adopted for statewide testing program.

E. **STUDENT RETENTION/ APPEAL**
   a. Pursuant to Board Policy 5123

F **DISCLOSURE OF CONFIDENTIAL STUDENT RECORD INFORMATION**
   a. Prevent the disclosure of confidential student information.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

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

AGENDA ITEM AREA:
Disclosure of action taken in closed session

REQUESTED BY:
Ryan Davis
Assistant Superintendent
of Personnel Services

ENCLOSURES:
No

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
October 7, 2014

ROLL CALL REQUIRED:
No

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

Administration recommends the board of trustees be updated on negotiations.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Public Employee Discipline/
Dismissal/Release
- CL 14/15.2

AGENDA ITEM AREA:
Closed Session

REQUESTED BY:
Ryan Davis
Assistant Superintendent of
Personnel Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund

MEETING DATE:
October 7, 2014

ROLL CALL REQUIRED:
Yes (Closed Session)

BACKGROUND:

Board of Trustees will disclose any action taken in closed session in regard to Employee # CL 14/15.2 Discipline/Dismissal/Release.

RECOMMENDATION:

Administration recommends the Board of Trustees disclose action taken in closed session in regard to Employee # CL 14/15.2 Discipline/Dismissal/Release.

3.2

SPECIAL

ORDER

OF

BUSINESS

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:

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

AGENDA ITEM AREA:

Special Order of Business

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

None

MEETING DATE:

October 7, 2014

ROLL CALL REQUIRED:

No

BACKGROUND:

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

Ryland SBC has been contracted by WPUSD to provide the WPUSD board with an update on the status of last year's report recommendations for Horizon Charter School along with its related Partnership for Student-Centered Learning Charter School.

Also included in this board item for your review are Horizon Charter Schools' responses to the report.

RECOMMENDATION:

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

Ryland | SCHOOL BUSINESS CONSULTING

MEMORANDUM

Date: July 2014

To: Scott Leaman
Superintendent, Western Placer USD

From: Terri Ryland
Consultant, Ryland | School Business Consulting

Subject: Annual Update: Horizon Charter School

Background

In December 2012, Horizon Charter School (HCS), along with its related Partnerships for Student-Centered Learning Charter School (PSCL), was encountering public concern, negative media coverage and administrative angst regarding certain programs and agreements related to the recently chartered PSCL charter school. In the spirit of transparency and a desire to determine the extent of any peculiarities or improprieties, Ryland School Business Consulting (Ryland SBC) was retained by Horizon to provide an in-depth review of the lease and facilities arrangements, the financial status of both the charter schools, internal controls as well as current processes and procedures, and conduct on overall fiscal health analysis of the operation.

A report on the fiscal status of the Horizon Charter Schools organization was published in March 2013 and was presented to both the HCS board and the Western Placer Unified School District (WPUSD) boards of trustees. The examinations, tests and analyses performed by Ryland SBC last year were developed to verify compliance with policies, best practices, and financial and procedural regulations; review relationships and internal controls for efficiency and propriety; and examine contractual issues for fiscal accuracy and propriety. The administration of Craig Heimbichner and Cynthia Wood was cooperative and welcoming. No records were withheld and every effort was made to leave no stone unturned. All business aspects of the charter operation, from financial to personnel to attendance reporting, were subject to scrutiny and examination.

Scope

Subsequent to the review performed by Ryland SBC, HCS was successful at obtaining a five-year renewal of both charter schools from WPUSD. Due to the serious nature of the findings of the prior report and to the identified current concerns regarding the staffing of the business office, WPUSD recently contracted with Ryland SBC to conduct an update to the original review as part of WPUSD's oversight responsibility with the HCS charter schools.

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Office (916) 652-7165 Fax (916) 652-7168 terri@rylandsbc.com

Ryland SBC was contracted to:

- Update the analysis and report prepared last spring on the overall operation of Horizon Charter School
- Review Horizon Charter School central office organizational staffing
- Determine the level of follow through on the prior report findings
- Provide oversight recommendations, and
- Make recommendations to the governing board

This report is dated July 2014 with substantially all work performed and data collected prior to June 30. We understand that additional information becomes available daily and that conditions change; however, this report is intended to be an update of the operation at the end of the 2013-14 fiscal year. Subsequent changes can be addressed in a subsequent report.

Program Summary

HCS operates two charters through the chartering agency: Horizon Charter School (HCS), charter number 0015, and Partnerships for Student-Centered Learning (PSCL), charter number 1227. The HCS charter was renewed by WPUSD in 2008 and again in 2013 for the five year period ending June 2018. The PSCL charter was granted by WPUSD in July 2010 for the three year period ending June 2013 and has been renewed in 2013 for the five year period ending in June 2018.

It should be noted that the charters can be revoked, or not renewed, by the chartering district for material violations of the charters, failure to meet pupil outcomes identified in the charters, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law.

In fiscal 2013-14, HCS changed its educational operating model from "program based" to "learning center based". This allows all students enrolled the oppurtunity to take any learning center class. Class offerings were pared down based on attendance and interest, and core academic classes were emphasiszed to keep the learning center model within budget and consistent with the non-classroom based nature of both charters. In addition, more Supervising Teachers (STs) began meeting with families at the learning centers, making them "regional hubs" for both charters.

Lease Agreements

Since the inception of Home Independent Study Charter School (HIS), now Horizon Charter School (HCS), classroom instruction along with student meetings with Supervising Teachers has occurred in leased facilities. From warehouses to office buildings to churches, one-on-one meetings and classroom-based resource programs have occurred throughout Placer, Sacramento, and El Dorado counties.

In the 2013 report, three specific lease agreements between HCS and Group Access (GA), or Resource Access (RA) as they are sometimes referred, had garnered much attention. The three GA leases were found to be sloppy in their execution. Board approval was not obtained for any of them, even though the annual lease payments alone amounted to over $550,000. The lease agreements were signed only by the former CBO, and were not dated when signed. Each board agenda has a place for the approval of contracts/agreements in excess of $50,000; however, none of these leases were placed on an agenda for proper approval.

- *Current Status: Ryland SBC suggested that Board policy be revisited and, for the protection of staff and to strengthen internal controls, all large contracts and agreements greater than*

$25,000 will be taken to the Board for approval. From our review of current practices, it appears that many contracts greater than $25,000 are being taken to the Board for approval, as suggested. However, changes increasing the Fat Family trust lease payments in Elk Grove by over $1,000 per month are not found in any minutes.

It was discovered that these lease payments were not being passed through to the owners of the property in accordance with the underlying agreements between Brockmeyer and the owner, creating the appearance to the landlord and the community that HCS was delinquent in paying its bills. As soon as the administration realized what was happening, they had their legal counsel contact the three property owners, explain the situation, and have now entered into separate/direct agreements with the property owners.

- *Current Status: After reviewing the contract amounts that were included in board documents, the Elk Grove lease was increased once by $6,300 over the Group Access lease of 2012-13, the Auburn lease increased $4,000 from the 2012-13 lease amount, and the 975 Reserve Drive lease amount remained the same. The second increase to the Elk Grove lease, to Fat Family Trust, was for $1,200 per month and no evidence of board approval could be found.*

HCS has ceased all payments to GA, and instead, the payments that were due from GA to the property owners are being made by HCS directly, except for the Rocklin site which is no longer being used by the charter school. An invoice for all the remaining lease payments due into the future to GA were included in a huge invoice from GA that was under legal review by the charter school's legal counsel when Ryland SBC left in December 2013. Given the breach of contract that occurred when GA stopped making the lease payments to the landowners, it appeared the lease acceleration or prepayment penalties are deemed not owed by the charter school.

- *Current Status: Per Craig Heimbeichner, CEO of Horizon Charter Schools, "Brockmeyer secured a deposition this past year alleging that Horizon owed him money and defaulted on leases, but the [Horizon] attorney and business office was able to prove the opposite and the issue went away." No evidence of this settlement was provided when requested.*

In other HCS facilities leases reviewed, arrangements were made between the facilities director, also a retired employee working part-time for HCS, and another broker, who is also the owner of some of the properties. This was another example of having only one HCS signer, without Board approval, of a long-term activity that warranted immediate Board attention.

- *Current Status: During Ryland SBC's review of board policies currently in practice, many contracts exceeding $25,000 are now being taken to the Board on a regular basis. This new practice should ensure more than one HCS representative is involved in the transactions, and all long-term activities being approved by the board before leases and commitments are signed.*
- *The prior facilities director no longer works for HCS.*

A summary of all of the lease agreements that are known to staff at this time are shown below. Changes to the three Group Access leases are noted in yellow highlight. The Elk Grove lease has increased by $1,728 per month since last year and the Auburn lease has increased by $412 per month. Since the charter school is declining in enrollment, the increased lease costs are presenting a disproportionate burden on the schools.

Property	Program	Term (Mo)	Landlord/ Lessor	Sq Ft	Current Annual Payment	Additional Costs	Deposit/ Prepay	Change in 2013-14
290 Technology, Rocklin	closed - prior enrollment ~ 36	126 [5]	lease ended	20,000	$0	yes [4]	8 months	
3161 Dwight Road, Elk Grove	SAEY - Partners	65	Air Comm'l RE/ Fat Family	11,520	$172,800	yes [2]	6 months	incr of $1,728/mo
1641 Blocker Rd, Auburn 1642 Blocker Rd, Auburn 1643 Blocker Rd, Auburn	SKIE - HCS SKIE - Partners Reach - Partners	101	Auburn Creekside	9,578	$206,040	yes [1]	8 months	incr of $412/mo
2800 Nicholas	admin only	116	Buzz Oates	59,502	$241,704	utilities	2 months	
Lincoln Christian Life Center	ALA-4 days/week, 80-150 stuc	9	LCLC	unknown	$42,000	no	no	
3144 Venture Drive	admin only	120	Gustafson	18,550	$133,512		1+ month	
845 and 873 First St Lincoln	Montessori - Partners	96	M/M Brammer	7140 [3]	$182,760	utilities	1 month	
711 T Street, Sacramento	Partners	- lease document not available -						
Placerville SDA Church	2 days/week; PSCL 4 Core?	12	SDA Church	n/a	$8,190	prop tax, ins	n/a	
975 Reserve, Roseville	was ALA; now Virtual HS PSCL	96	Wentz Constr	5,066	$122,231	NNN [7]	n/a	same
730 Sunrise, Roseville	Special Ed	60	Sundown, LLC	2,130	$45,241	TI [8]	1 month	

Average Daily Attendance Audit

Last year, in the course of reviewing the charter school's financial position and non-standard methods of attendance accounting, it was decided to engage an accounting firm to review the attendance accounting reporting processes and document the various sites and programs moving forward.

- *Current Status: Crowe Horwath encountered no double counting or over-reporting of ADA. Exceptions in the prior year were noted and were reviewed and corrected prior to any interim testing performed in conjunction with the prior year audit.*
- *Training in attendance accounting processes and procedures was suggested by Crowe-Horwath for teachers and staff and was to be implemented by HCS before the end of the school year.*
    - *Training occurred in 2013, but no additional training since that time.*

Audited Financial Statements and Corrective Action Plan

Over the two years prior to the original report, the audited financial statements for the charter school contained significant audit adjustments and findings. In an effort to prevent these errors and findings from reoccurring in the future, WPUSD called a meeting of their Superintendent, Assistant Superintendent of Business Services, and the Director of Fiscal Services plus Horizon's CEO, CAO, Interim CBO and Fiscal Coordinator. Terri Ryland, from Ryland SBC also attended.

As documented in a follow-up letter from Audrey Kilpatrick, the WPUSD Assistant Superintendent of Business Services, the District voiced concerns over the repeated audit findings and audit adjustments to the financial statements for the prior two fiscal years. A corrective action plan moving forward included:

1. Reinforce, through training, set procedures and guidelines for year-end closing and reviewing of journal entries.
    - *Current Status: During the tenure that Ryland SBC was engaged as the Interim CBO for HCS, the Ryland SBC-assigned Interim CBO began having staff meetings to discuss professional development, cross-training, deadlines, etc. with the business and payroll/benefits staff. While*

the administration stated that they were on-board with the recommended Ryland SBC changes, and approved the Ryland SBC report, as well as giving the Interim CBO the "green light" to proceed—the Administration did not approve conferences/workshops for the staff, especially during the year-end period. In addition, after a couple of months of cross-training efforts were underway— the Administration directed the Interim CBO to NOT include individuals from payroll/benefits in the cross-training efforts which heightened staff concern as to roles and responsibilities during the year-end close process.

- *In past years, communication between the different departments was not effective, which made the accessing of information difficult. Examples: 1) obtaining information for tracking enrollment and attendance, and 2) obtaining information regarding benefits tracked in certain liabilities accounts. It has been noted that this disjointedness and lack of communication continues.*

2. Contract with an outside consultant to perform year-end closing for 2012-13 fiscal year.
    - *Current Status: Although closing the year for 2012-13 was cumbersome; errors continued to be made. Ryland SBC was able to review and correct, and the result was a clean audit in terms of no audit adjustments. The findings noted were in HR and Attendance; two departments that the Interim CBO was not directly supervising and which were managed directly by the Assistant Superintendent. Unfortunately, the Assistant Superintendent was on multiple leaves and the detailed supervision and direction did not occur for the non-business office departments. It is important to note that those who first needed the training in the areas that the Ryland report identified were the Administration, as well as the business office. All staff involved in the year-end close, budgeting or business office functions were not scheduled nor attended appropriate training.*

3. Implement a year-end closing checklist with tasks assigned to the appropriate staff, allowing for review of those tasks that require it.
    - *Current Status: Ryland SBC provided the year-end closing checklist. It is unknown what process will be used during the upcoming year-end close process.*

4. Continue to work with the auditors throughout the year on any questions or concerns regarding proper accounting or internal control procedures before the year-end closing process.
    - *Current Status: the Ryland SBC-assigned Interim CBO was in regular contact with the contracted auditors to ensure the outcome of a clean audit.*
    - *By "clean audit", we mean that there were no audit adjustments; however, there were audit findings that caused concern for WPUSD. These findings were:*
        - *Personnel Action Forms are not consistently reviewed/approved by management. This weakness in internal controls can lead to payments to individuals who have not been authorized to hire by the Board.*
        - *New Hire, Termination and Pay Changes are not approved by the Board of Directors. This weakness in internal controls can lead to payments to individuals that have not been approved by the Board.*
        - *Salary schedules (step and column increases) are not approved by Management/Board of Directors. This weakness in internal controls can lead to payments to individuals that have not been properly approved by the Board.*

- *No evidence of the Principal's review of the monthly attendance summary reports. This weakness can result in the over or under-reporting of attendance, resulting in inaccurate revenue postings and audit findings.*
- ***These are all significant findings related to weaknesses in internal controls. We requested evidence of implementation of all of the auditor's recommendations (copies of PAFs approved by management, pay changes and terminations on board agendas, salary schedule changes approved in board minutes, principals' signatures on monthly attendance reports had not been received as of the date of this report).***

- *The Prior Year findings, from the 2011-12 audit report, had been implemented.*

5. Require a formal interim audit exit meeting with the auditors to make the charter school aware of any issues that surface during the interim audit.
   - *Current Status: the Ryland SBC-assigned Interim CBO conducted the formal audit exit meeting with the auditors.*

Subsequently, a follow-up meeting of District and Charter staff was held to review the status of the above corrective action plan, along with answering any questions of the District relative to their review of the 2012-13 Second Interim reports. Mr. Heimbichner provided a written update on the status of the plan, attached as Attachment B. Included in the response were details regarding:

- Obtaining the services of Crowe Horwath to conduct agreed upon procedures of HCS's ADA
  - *Current Status: ADA review was completed and clean per Crowe Horwath*
- Discussions with legal counsel on switching audit firms in order to obtain a different perspective on the audit and to obtain a greater degree of training for staff on year-end audit processes.
  - *Current Status: Upon approval of legal counsel, and as recommended by both WPUSD and the Placer COE, HCS changed its audit firm to Crowe Horwath for the 2012-13 fiscal year. In spring 2014, HCS changed its audit firm and contracted for bookkeeping and accounting functions with Delta Managed Solutions, LLC (DMS) as back-office provider. They recommended and the board approved auditor Feddersen and Co LLP to conduct the 2013-14 annual audit. It is unclear as to whether the audit firm will conduct the audit in compliance with GASB, CSAM, standard public school district disclosures, or Governmental "Yellow Book" Auditing Standards.*
    - *Training on year-end audit processes is not planned for this year.*
- Horizon obtained a year-end close checklist from Ryland SBC, and for the 2013 calendar year, placed Ryland SBC-assigned personnel in the Business Office as Interim CBO upon the resignation of Cliff Bautista (former HCS CBO).
  - *Current Status: Ryland SBC provided an on-site, interim CBO until December 2013, or half of the 2013-14 fiscal year. The charter school has chosen to hire DMS for CBO and accounting services. There is no CBO working at HCS, providing direct supervision to business office staff, reviewing journal entries, reconciliations or transactions, or providing training on proper business office procedures or year-end close. The CEO, with very limited accounting background, is approving journal entries and monthly payroll. There are no assurances that journal entries are proper or payroll reporting is accurate.*
  - *The new organizational chart shows an Assistant Superintendent of Business Services and Support, who will be placed in charge of the business office and human resources. The appointee is currently an administrator of a Montessori school and has been assigned to the district office starting July 1. Details as to her responsibilities, both*

technical and administrative, are not yet available. WPUSD will need to meet with the administration and new Assistant Superintendent of Business Services and Support to be sure she is up to date on the District's requirements and the Charter's ability to provide various documents, assumptions, internal controls and reports.

- Obtaining the on-going services of Crowe Horwath to perform the annual financial audit, provide on-going assistance and training in the months and years ahead to ensure that Horizon's financial statements and operations are in compliance with all legal and financial requirements.
  - *Current Status: HCS changed its audit firm to Crowe Horwath for the 2012-13 fiscal year only. In recent months, HCS has again changed its audit firm, choosing to contract with Feddersen and Co LLP.*
- 2012-13 Second Interim was submitted to WPUSD by the end of February 2013, as requested by the District. All questions of the District were addressed in the follow-up meeting.
  - *Current Status: Ryland SBC as Interim CBO worked with HCS and WPUSD in completing the following financial statement in the ESCAPE Financial System:*
    - *2012-13 Second Interim and Unaudited Actuals*
    - *2013-14 Budget Development and First Interim*
  - *The 2013-14 Second Interim Financial Statement is the first report prepared since Ryland SBC left and is not in the ESCAPE Financial System. It is our understanding that the financial reporting processes have been moved to DMS. ESCAPE is still kept up to date for Revenue and Expense, since all the HCS cash has not yet been moved out of the County Treasury.*
  - *The contract with DMS states that all reports (budget, interim, actual) will be SACS compliant, so all documents should be presented in an unrestricted/restricted manner.*
- Moving the former CBO to full retirement and working with Ryland SBC as Interim CBO until a replacement can be found.
  - *Current Status: The position was posted in mid-March 2013, with a closing date the beginning of April. Ryland SBC was contracted to assist in the interviewing and hiring process. However, as of this report date – the CBO position has not been filled. During our follow-up review, we were informed that the Administration regards DMS as the current CBO, and DMS' principal is listed as such on the Horizon website. (See concerns above regarding physical CBO on site, in charge of and supervising an entire business office operation.)*
  - *The Fiscal Coordinator is processing budget transfers and reconciling cash accounts, but has no one reviewing the reconciliations. Given the lack of a CBO in charge of the $20M operation, there are potential serious internal control and transparency concerns for the oversight agency.*

Financial Condition

One of the largest components of the original work performed by Ryland SBC was performing a review of the financial condition of the charter schools and determining its fiscal viability. The Ryland SBC-assigned Interim CBO worked with staff to review, prepare analyses, compare variances, adjust budgets, book journal entries and come to some level of satisfaction that the books of the charter school were as accurate as they could be and that the financial position of the charter is fiscally sound.

Fiscal Year 2013-14 – the Ryland SBC-assigned CBO produced the First Interim report and MYP; it was presented to the Board at the December board meeting. At that time, the district was in declining enrollment, PSCL still owed HCS over $1.5 million, but the organization overall had enough fund balance to be fiscally viable.

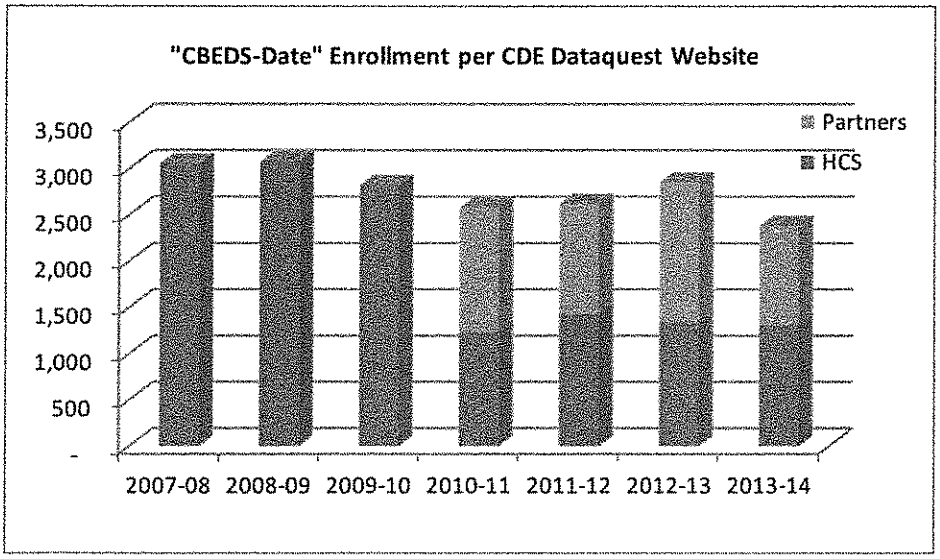
The Second Interim report for 2013-14 was completed by DMS; a review of this report indicates deficit spending for the next two years, but adequate fund balance to sustain the overall deficit spending.

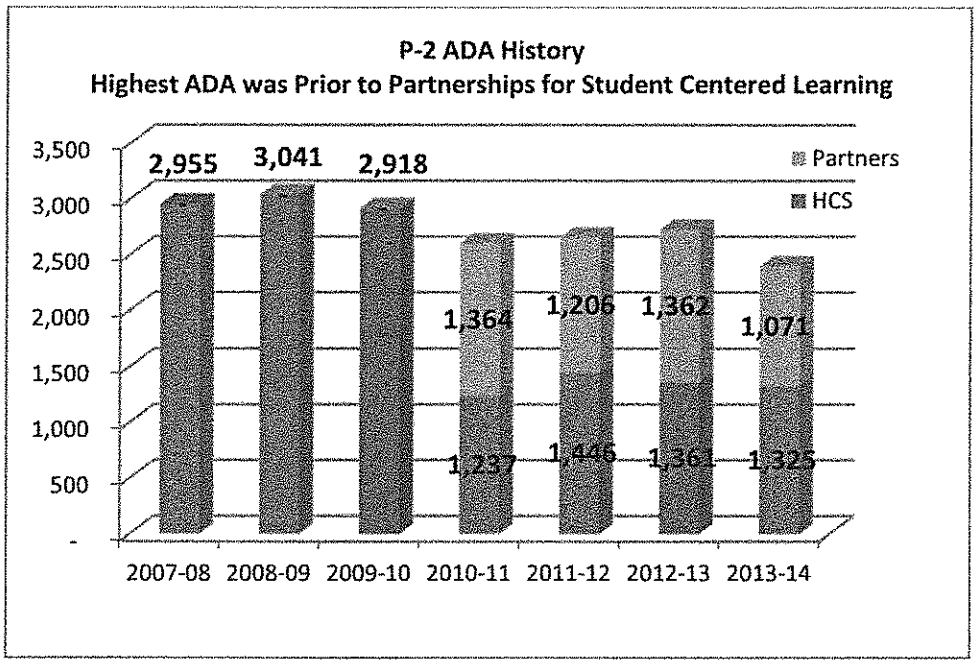
Trends in Apportionments, Block Grants and now LCFF
While not directly proportional to the levels of ADA and the changes between years due to State budget cuts and fluctuations in funding, block grant apportionments and categorical block grant funding has trended primarily as ADA has trended - declining up to 2010-11 and generally increasing thereafter.

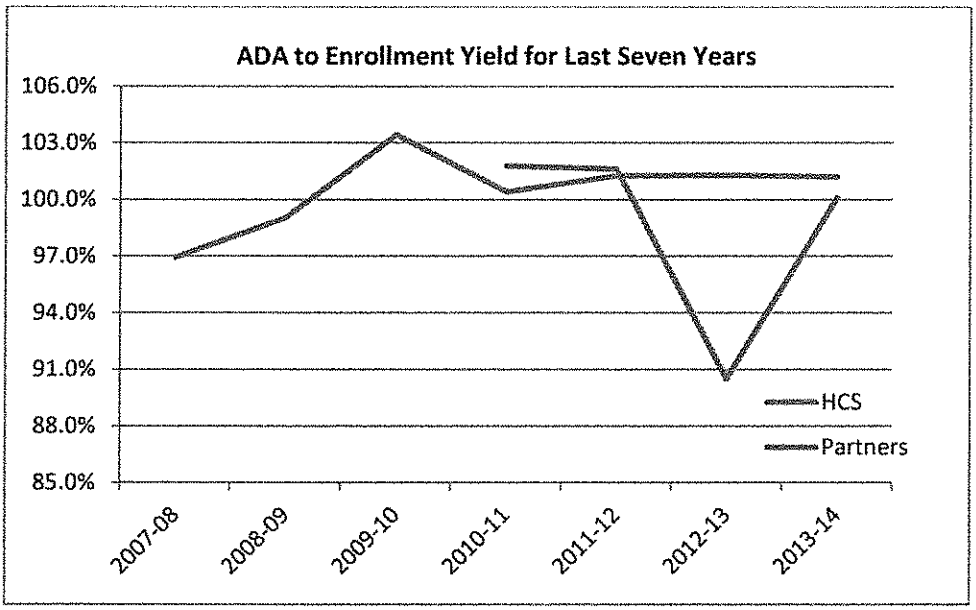
With the introduction of the Local Control Funding Formula (LCFF) in 2013-14, both HCS charters saw increases in per-ADA funding: HCS at approximately 4.6% or $295.36 per ADA, and PSCL at approximately 4.1% or $262.99 per ADA.

ADA and Enrollment Trends
While enrollment, and therefore ADA, have varied over the last six or seven years, the trend since 2010-11 when PSCL charter school was approved has been in a decreasing direction until this year. Even with the loss of enrollment and attendance due to the closure of the Advanced Learning Academy (ALA) in the fall 2013, the actual 2012-13 P-2 ADA remained over 2,700 (HCS at 1,361 and PSCL at 1,362) indicating no great decreases to the overall charter school due to the loss, and negative publicity, of this program.

However, for the same reporting period in 2013-14, ADA is down dramatically to an actual 2013-14 P-2 ADA of 2,396 (a loss of 327 ADA). HCS was down 36 ADA to 1,325 while PSCL was down 291 ADA to 1,031. **This combined 12% drop in ADA is significant, and is cause for a focused review of actual enrollment for 2014-15.**







Categorical Funds and Special Education

Upon assuming duties as the Interim CBO, Ryland SBC reviewed entitlements to various categorical programs and examined the expected funding, cash flow, and expenditures, including special education. At the time of the prior report, all programs had been reviewed and adjusted for current year and any prior year award adjustments. No significant deficiencies were discovered.

- *Current Status: Throughout the tenure of Ryland SBC at HCS, the processes of reviewing and monitoring the categorical funds of HCS continued with no significant deficiencies. With the*

movement to DMS, there are no records at the charter school to indicate that this review and the related budget transfers are occurring.

Budget Transfers and Journal Entries

Ryland SBC also conducted random sampling of budget transfers and journal entries for the prior report. As errors were identified, we worked with staff to correct the individual items and change the accounting processes and practices to prevent the errors from recurring in the future. Adjustments and balancing were needed not only in the budget, for balancing between the two charters and adjusting for expenses that were not originally budgeted, but in the general ledger, specifically the balance sheet. Cash accounts hadn't been reconciled; items remained in suspense accounts; and receivables and payables from 2011-12 had not been cleared out. In addition, since HCS is no longer occupying or paying for the lease on 290 Technology Drive in Rocklin (ALA), the tenant improvements of over $800,000 had to be written off. All of these reconciliations and related adjustments were made, and procedures are in place for balancing to be completed on a monthly basis.

- *Current Status: During the tenure of Ryland SBC at HCS, all budget transfers and journal entries were reviewed by the Interim CBO for accuracy, clarity, and compliance. Upon the departure of Ryland SBC, journal entries are being done by the Fiscal Coordinator and are then reviewed by the Superintendent. Budget transfers are done by business office staff at the request of the Fiscal Coordinator, and then reviewed by the Fiscal Coordinator. In both cases, there is the potential for error, misinformation, and even collusion. No review by a trained, top management business official is occurring.*

Cash Flow

As of the original report date, the cash flow projections indicated that both HCS and PSCL would end the 2012-13 fiscal year and the next two years with a positive ending cash balance. However, HCS made a $3.2 million interfund cash transfer to PSCL at the end of Fiscal 11-12. It was the recommendation of Ryland SBC that a repayment plan be established to replenish the HCS funds essentially borrowed by PSCL. This would not only establish a true picture of the fiscal health of each charter, but also serve to heighten public transparency. See above for budget impact of the transfers between schools.

- *Current Status: In the beginning of fiscal 2013-14, there was a $1.5 million repayment of funds from PSCL to HCS, but additional borrowing was needed at First Interim, which still leaves an outstanding $1.5 million owed to HCS. The MYP includes annual transfers of $1.46M and $1.12M, so the total owed by PSCL to HCS at the end of 2015-16 would be $4.08M without some kind of change in operations.*
    - *We received documents that describe a Learning Center Fee-For-Use charge to PSCL by HSC that is intended to eliminate the liability over time. The details of this plan, its breadth, rates to be charged and total "fees" anticipated to be booked are unknown at this time.*
- *While the reports submitted by DMS are contracted to be SACS compliant, no cash flow projection was submitted with the Second Interim budget report.*
- *In addition, our current review determined that the current Fiscal Coordinator has been completing the cash reconciliations, but upon the exit of Ryland SBC as Interim CBO, she has had no one to review them.*

Ending Fund Balance and the Balance Sheet
As of the original report date, a review of Ending Fund Balances indicates that HCS and PSCL will end the current fiscal year and two subsequent years with a positive Ending Funding Balance which exceeds State required minimums. It should be noted that this assessment does not include the recommended repayment discussed above of the $3.2 million ending fund balance transfer between HCS and PSCL.

- *Current Status: Second Interim report for 2013-14 and related MYP indicates deficit spending by the combined charter schools for the current and one future year, however, there is more than adequate fund balance to absorb the deficit spending.*

Staffing for Budget Purposes
Ryland SBC also recommended to the Administration the following as a means of ensuring appropriate budget development practices:

1. Establishment of documented staffing and case load ratios and/or formula allocations
    - *Current status: We were informed throughout the year that this is something the Administration was working on and would have a better picture of once the teaching staff got accustomed to the new master schedule. We saw no documentation that this has occurred or is in process.*
2. Annual and mid-year staffing needs assessment for potential layoff notices
    - *Current status: Although HCS continued to lose enrollment, with enrollment down more than 300 from 2012-13, the Administration declined to look at staffing allocations or adjusting to current enrollment trends.*
3. Consistent and formulaic application of Supervising Teacher salary calculations
    - *Current status: We were informed that this is something the Administration was working on and they would have a better picture once the teaching staff got accustomed to the new master schedule. We saw no documentation that this has occurred or is in process.*
4. Movement of the position control responsibility to Business Services
    - *Current status: We were informed by Administration that this recommendation would not be possible until the situation regarding the paid administrative leave of the current HR Director was resolved. The HR Director was placed on paid administrative leave in June of 2013, and is still on paid leave as of this report. This type of prolonged and unresolved leave allows for significant miscommunication and mistrust.*
5. Movement of the payroll responsibility to Business Services
    - *Current status: Originally, the Administration agreed that this change would occur at the beginning of fiscal 2013-14. However, the payroll staff was never informed by the Administration of the change in leadership. The attempts of the Interim CBO to include the payroll staff within the business services scope of responsibility were met with hostility by staff, and refusal. In the end, this recommendation was never implemented and communication between payroll and the business office is limited at best.*

Operations: Business Office Staffing
One of the original report tasks completed by Ryland SBC was short interviews of all business office staff. We were looking to establish not only a rapport, but an idea of where each employee felt they fit into the organization, what they thought was going well, where they thought improvements could be

implemented and if they were in engaged in their jobs. At that time, almost without exception, all individuals interviewed enjoyed their jobs and believed in the mission of HCS.

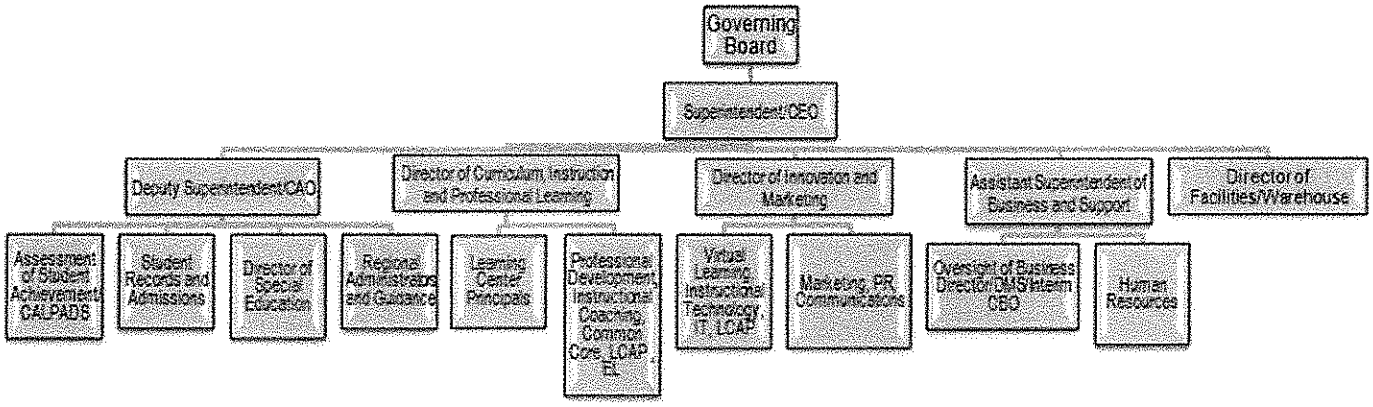
- *Current status: During the Interim CBO tenure of Ryland SBC, we noted a consistent and obvious decline in employee morale. This included instances of misconduct, refusal to work cooperatively within and outside the business office, and absenteeism. Repeated attempts to bring these concerns to the Administration were met with delayed responses, no response, or in some cases refusal to respond.*

In conjunction with a study of internal controls and improving efficiencies, job descriptions were collected and compared to the actual duties being performed by various staff members. The employee handbook was reviewed and updates were proposed. Board policies in the areas of staffing and compensation were found to be lacking, or non-existent, and all board policies are currently being revised and scheduled to be brought to the Board for approval.

- *Current status:*
  - ***Job Descriptions** – Ryland SBC proceeded as instructed to begin job description reviews and to make recommendations for changes. When initial recommendations were given to Administration to review, we were told that Administration would review them and decide how to proceed. Months went by with no decision or communication. Staff continued to be concerned and even commented that "nothing ever changes at HCS". As of this report, we were given no documented changes in job descriptions, and there were no job descriptions for new positions or old positions cited in the Board Minutes.*
  - ***Employee Handbook**—Ryland SBC was given no documentation that would indicate that the recommended changes to the current Employee Handbook were ever implemented. In fact, the Employee Handbook currently attached to the HCS website was "Revised in July 2008". We also saw no indication that revisions to the Employee Handbook were ever reviewed and/or approved by the Board.*
  - ***Board Policies**—In the Board Minutes of July 22, 2013, Section 14.01 Board Self Examination, it states that "Cynthia Wood and/or Craig Heimbichner will oversee review of all Board Policies and Governance Policies. All will then come to the Board for approval." In reviewing subsequent month Board Minutes, we found the following documented evidence:*
    - *Board Policy 1.0 Global Ends was approved as revised at the December 19, 2013 Board Meeting.*
    - *Board Policy 2.0 Global Executive Constraints was approved as revised, allowing authorization for Administration to approve emergency amendments to existing contracts not to exceed $500, at the February 13, 2014 Board Meeting. (This policy would NOT allow amendments to personnel contracts >$500, such as for the COO, to be approved by the CEO without going to the Board.)*
    - *We found no other documented evidence that Board Policy changes or revisions were brought to the Board for discussion or approval though April 2014.*
  - ***Governance Policies**—In the Board Minutes of July 22, 2013, Section 15 Governance Policies, it states that "Cynthia Wood handed out a set of Human Resources Policies to the Board. The Board will review these policies and bring feedback to the August 15th meeting. Cynthia Wood will pull Finance Policies for the Board as well. The Board will establish a timeline to review each policy section".*

- *In reviewing subsequent months' Board Minutes, we found evidence that several Human Resources Policies were brought to the Board for discussion at the September 19, 2013 meeting. Yet, we found no documented evidence that any Human Resources Polices changes or revisions were ever brought to the Board for approval through April 2014.*
- *In reviewing subsequent months' Board Minutes, we found no evidence that any Finance Policies were brought to the Board for discussion or approval through April 2014.*

➢ ***Organizational Chart*** *– A recently developed organizational chart was presented for inclusion in this report. As it relates to business, the new organizational chart shows an Assistant Superintendent of Business Services and Support, to be placed in charge of the business office and human resources. As previously stated, the appointee is currently an administrator/principal of a Montessori school and has been assigned to the district office instead of the school site starting July 1. Details as to her responsibilities, both technical and administrative, are not yet available. WPUSD will want to meet with the Administration and the new CBO to be sure she is up to date on the District's fiscal requirements and the Charter's ability to provide various documents, assumptions, internal controls and reports.*



As part of the original report scope, a meeting was held between the Ryland SBC Interim CBO and the charter's Fiscal Coordinator, to discuss job duties, real versus perceived needs, and what is and is not working process-wise in the business office. After looking at strengths, weaknesses, pros and cons, it was determined that the busiest duties related to the high volume accounts payable functions. The biggest need was for trained mail sorting and faxing of POs to vendors. These were clerical tasks that do not require accounts payable technician level salaries. Ideas to explore to increase productivity in this area included:

- Using student workers, especially in an internship capacity, for consistent and reliable help from recommended high school students
- Fully utilize the current receptionist position to perform these duties at no additional cost
    - *Current status: Neither of these options were explored or implemented by HCS*

In the original report, an area identified for immediate focus was the need for staff training in general accounting processes, including contributions/encroachment, indirect, fixed assets & liabilities, cash control, A/R and A/P accruals, and fund balance identification and meaning. Due to a lack of training in the past, the year-end closing process has been cumbersome and fraught with errors and audit findings.

- *Current status: As stated in sections above, attempts to identify and secure staff trainings in the above areas were met with mixed messages, delayed or non-existent communication, and a general lack of urgency. While Ryland SBC was on site as the Interim CBO, countless hours were devoted to a "training-as-you-go approach" to help individual staff members understand, comprehend and succeed at their respective job duties.*

The prior report identified that the lack of board policies, training and appropriate oversight in the past has lead to a number of deficiencies in the business operation. Due to the areas of focus identified in the original report, it was determined that a full-time CBO was needed to bring the business office operations into compliance with all policies, mandates and accounting practices. The former CBO was moved to full retirement, and the position was advertised; it appears that the charter school will be moving a principal into the CBO position next fiscal year.

- *Current status: As of the writing of this revised report a full year later, the position of CBO remains unfilled. In addition, the Director of Human Resources has been on paid administrative leave since June 2013. Due to the areas of focus identified by Ryland SBC, we still believe it is imperative that a CBO or equivalent cabinet level position be established – and filled. In meeting with the Administration, we were informed that HCS was in the process of developing a new high level position that would oversee both the Human Resources Office and Business Office. [See new organizational chart above.] Administration also stated that they are reviewing (with the help of DMS, and legal counsel) the current roles within the business office. No evidence of this review or recommendations was delivered.*
- *We were also informed that two other positions are being added at HCS:*
    1. *Placer County Office of Education sent a letter to HCS mandating that they hire a Special Education Director within 90 days. HCS planned to post the position in March 2014. There has been no notification that this position has been filled.*
    2. *Two interviews have already been conducted to hire a new Director of Curriculum and Instruction. As of March 12, discussions were underway by the Administration to resolve the matter that week. As of the date of this report, there is no evidence that this position has been filled.*
- *At the time of our follow-up interviews, we were given no documented evidence that job descriptions, salaries, work calendars, or revised organizational charts had be given to the governing Board for discussion or approval.*

Information came to the forefront, in our prior report, that certain individuals in the business office were accessing streaming features on their computers to watch TV, YouTube, access Facebook and other media sites. It was recommended that HCS develop and enforce an effective "Use Policy" for all computers and internet usage. A staff meeting to discuss proper staff use, professionalism, and being

above reproach in conduct was to be scheduled. In addition, an "admin" function where these streaming features can be selectively turned off or locked out should be investigated.

- *Current status: No evidence of any changes to practice or policy.*

In the original report, Ryland SBC identified the follow recommendations:

1. The need for documented and shared allocation formulae for Spec Ed Services, Student Instructional funds in OPS, department budgets, district office staffing, etc.
   - *Current status: Not implemented*
2. Need for an interim and annual review of the OPS (off-line) Student Instructional Funds System
   - *Current status: Not implemented; it is our understanding this will be conducted by DMS.*
3. Need for appropriate Board involvement, and the movement away from the Carver model
   - *Current status: While we did note above the taking of contracts over $25,000 to the Board for approval, we identified no documented evidence that the Board has moved away from the Carver model.*
4. Updating all Board and governing policies, specifically related to nepotism, re-hiring of retired personnel, vacations pay outs, and other additional compensation.
   - *Current status: We have noted above the limited number of documented Board and Governance Policies that have been brought to the Board for discussion and approval. We have also noted the absence of an update to the Employee Handbook. For all intents and purposes, this was not implemented.*

Operations: Human Resources/Payroll

Current and past practices in the Human Resources department required much scrutiny and analysis—especially in light of the absence of the HR Director. While no substantial board policies exist related to specific payroll and personnel practices, there is an employee handbook that addresses the areas of vacations, cash in lieu of benefits and professional development payments. Some of the findings of the original report in this area were shocking :

- Vacation payouts totaling $120,000, and hundreds of hours each, were made to a select group of 8 confidential and management employees over the last two years. Only base salary is included in the budget, so each year, these vacation payouts create an expense over budget in the related departments. Per the in-depth study conducted, the following was identified:
  - The repeated and continuous practice of some employees within these groups to use vacation payouts to force their vacation accrual balances below the maximum allowable and thereby augment their annual earnings.
    - *Current Status: Per a review of this year's leave report, one employee's vacation balance was 'adjusted' down to the contract limit, although it is unknown whether this was an adjustment on paper or the payment of a balance. The CEO's vacation balance is 32 hours over his 48 day allowed balance and he is still accruing vacation.*
    - *We noted a specific employee who has been gone for most of the year but has only had one day of vacation deducted. While her contract was not available for our review, the employee handbook does not allow even senior management to take off for months at a time without tracking of the leave.*
  - The repeated and continuous practice of some employees within these groups to use vacation payouts to lower their vacation accrual balances even when there was no

danger of hitting the maximums allowable. This practice has allowed employees to continually deplete vacation balances and augment their annual earnings, and in a number of cases these employees took ZERO vacation hours off work over the 2 year period analyzed.

- *Current Status: While there was no direct evidence that vacation payouts had been made, of the ten management/confidential eleven and twelve month employees in the charter, 1,369 vacation hours were earned through May 31 and only 269 hours taken (with one employee using half of those hours and five employees taking zero vacation time this year.)*
- *On a related note, an excessive use of sick leave was noted during this recent review. Two members of the business office had 20 sick days each, and an administrative clerical position had 27 sick days.*

- This practice essentially violates the only written document found in the HCS Employee Handbook that addressed such vacation pay-outs. It states in Section III, Item C that, "*On termination of employment, the employee is paid all accrued but unused vacation at the employee's base rate of pay at the time of his or her termination.*" There is no guidance in the handbook that addresses vacation payouts DURING an employee's continuous employment.
  - *Current Status: Employee Handbook language is the same, no change to HR Policy or the Employee Handbook was identifiable.*
- It is also interesting to note that the HCS Employee Handbook clearly states that, "*HCS provides vacation benefits to eligible employees to enable them to take paid time off for rest and relaxation. HCS believes this time is valuable for employees in order to enhance their productivity and to make their work experience with HCS personally satisfying.*" The current practice of paying out vacation time clearly violates this core belief of HCS.
  - *Current Status: Employee Handbook language is the same, no change to HR Policy or the Employee Handbook was identifiable. Employees are obviously NOT recording the vacation time that they take as only five employees in the charter school had recorded using vacation time for the year.*

- Cash in lieu of benefits was stopped in 2003; however, it was grandfathered in for those employees who had previously selected that option. The cash in lieu amount was the full premium amount for benefits not taken. Typically, a cash in lieu option is structured to save the agency money while still putting some money for benefits in the hands of the employee. A more fiscally sound practice would be to pass along to an employee who selects the in lieu option a portion of the premium amount, incentivizing the employee to take that option and creating a savings for the agency that doesn't have to spend full premium amounts on all employees. Cash in lieu of benefits payments in 2011-12 totaled $184,000.
  - *Current Status: Employee Handbook language is the same, no change to HR Policy or the Employee Handbook was identifiable.*
- Professional growth "stipends" are paid to a select group of employees for <u>any</u> class attended. There were no criteria for the caliber or duration of the classes attended for the employee to receive a permanent increase to their base salary. Professional growth payments in 2011-12 totaled $13,500.
  - *Current Status: Employee Handbook language is the same, no change to HR Policy or the Employee Handbook was identifiable.*

- Raises for a handful of employees were granted over the last several years, even though reductions in force and salary cuts were occurring elsewhere in the organization. These raises do not appear to be board-approved, casting doubt on their legitimacy. Ryland SBC recommended strict adherence to the Board-Adopted Salary Schedules and a minimum annual review of all salary schedules and job classifications for the potential need to re-bench employee placement on them.
    - *Current Status: We found no documented evidence that any current, new, or revised Salary Schedules were taken to the Board for discussion or approval. Historically, salary schedules have been revised and/or corrected but have not been brought to the Board for approval. Payroll, Benefits, and Human Resources have access to the shared EXCEL documents with all the various versions of the schedules, and staff is often confused as to which schedule is most current. When Ryland SBC brought this to the attention of the Administration, we were told that the Administration did not want to bring this issue forward as it would just "raise questions". Ryland SBC continued to recommend this and after a few moths was told that it would be reviewed in February 2014—however there is no Board documented evidence that this has taken place.*
    - *In our follow-up interviews for this report, we were told and given a copy of a new salary schedule that was developed for the Psychologists—however, there is no Board documentation to indicate it was discussed or approved.*
    - *Our follow-up analysis also revealed that the Superintendent and Assistant Superintendent employment contracts were revised, including salary adjustments, during 2013. We found that the Board approved the revised Superintendent contract after the fact, at the November 21, 2013 Board meeting, and then approved the revised Superintendent contract for 2014 at the May 2014 meeting.*
        - *We found no documented evidence that the Board discussed or approved the revised Assistant Superintendent contract.*
- HCS pays for both the employer and employee portions of PERS retirement for all classified, confidential and classified management employees. Staff should examine board policy to be sure that this expensive benefit is provided for in policy. The cost for the 11-12 fiscal year for this benefit was $103,000.
    - *Current Status: Employee Handbook language is the same, no change to HR Policy or the Employee Handbook was identifiable. Per the Public Employee Benefit Reforms effective January 2013, employers are no longer allowed to pay the employee portion of PERS. This benefit must be negotiated away in the next several years, or it will be unilaterally implemented under direction of the State of California.*
- Board policies and department practices in the areas of compensation are in the process of being reviewed. As the current administration became aware of each unusual or suspicious payroll activity, more direct investigation by the CEO and CAO occurred. The CEO, in fact, initiated installing the ESCAPE financial system on his computer so he could run reports and examine payments and trends.

Review of the above areas for this revised report indicated that HCS was operating at "status quo". On several occasions, Ryland SBC approached the Administration to remind them of the need to review and make policy changes regarding these and other issues, but we were told that it would be reviewed at a later time—which has not yet happened.

In addition, specific employees were allowed to accumulate comp time and were also allowed to take time off utilizing this comp time. When Ryland SBC brought this to the attention of the Administration, they stated that they were not aware of it. Upon providing the Administration copies of related comp logs, Ryland SBC was told that the Administration would look into it—which also never took place, all the while employees continued to take time off of work using what can only be described as unauthorized comp time.

- *It should be noted that the current HCS Employee Handbook has no reference to the accumulation or use of comp time.*

Adopted Budget 2014-15

Also at the request of Western Placer USD, Ryland SBC was asked to review Horizon's submitted 2014-15 Adopted Budget on behalf of the District. It is encouraging to see the annual surpluses and healthy fund balances. However, there were still on-going concerns addressed in a separate communiqué.

Looking Forward

With the approval of both charters in June of 2013, the next steps in the forward progress for HCS was the establishment of sound Board policy and appropriate Brown Act involvement, the building of a solid cabinet level team, the re-benching of current job descriptions/duties and scope, and diligent efforts to retain and attract students. There was a 'window of opportunity' to actually renew and in some cases re-invent the HCS charter organization for a long future.

- Concurrent with the petition to renew the charter, there was a review in progress to reorganize the staff, including examining the human resources department, the business office, administrative support, the entire central office, facilities staffing – all with the goal of a higher return on employee productivity.
    - *Current Status: As of June 30, CBO position remains unfilled, Director of HR remains on paid administrative leave, job descriptions and scope for other key departments have been left at status quo. Due to these vacancies and the concurrent absenteeism of the Superintendent and Assistant Superintendent—staff continued to not take responsibility for errors or missed deadlines.*
    - *HCS's decision to move to DMS is recent, and a large unknown exists as to its scope of responsibility. In current interviews with staff for this update, it became clear that current staff is uncertain and vague as to the role that DMS is to play in their daily operations—let alone the overall organization.*
    - *Current staff was also uncertain as to who was now responsible for key processes including Budget Development, Negotiations, Year End Close, and the Year End Audit to name a few.*
    - *It is imperative that there be a close, communicative relationship between DMS and HCS staff members. Discussions need to occur immediately to ensure that there are no gaps—including staff supervision, separation of duties, training, staffing needs assessments, financial system approvals, reconciliations and reviews of budget transfer and journal entries, updates to the Board and Administration, staff meetings, key financial deadlines, and State, Federal, Local reporting, etc.*
- Certain board policies were said to have been changed, including the number of and the authorized signatories for warrants and documents.

- *Current Status: As noted above, since the first report was published, only a very limited number of Board policies have been reviewed or revised at the Board level. Initial efforts to begin the process to review and revise all current Board and Governance Policy have largely been halted.*

- Regular staff meetings have been established, and a district office calendar has been developed to improve communication and collegiality.
  - *Current Status: The regular staff meetings established by Ryland SBC were unsupported by the Administration and ceased once Ryland SBC was disengaged.*
- The Education Foundation that had been ignored is coming back into focus and continues to contribute funds to HCS.
  - *No evidence of these contributions is evident per a review of the board minutes.*
- Proactive press releases were previously distributed in an effort to answer questions floating in the community and show a new communicative attitude. The Administration is interested in defending the decades old positive reputation of Horizon and showing the community that they are returning to the solid roots of the original charter.
  - *Current Status: Several press releases and commercial endeavors were generated by the Administration towards this effort in the 2013-14 fiscal year. The related improvement or deterioration in community relations is evidenced by Ryland SBC in current and projected enrollment of the charters. Per the enrollment chart above, it appears that enrollment is at its lowest level of the last seven years. More positive efforts will be needed to regain the enrollment levels of prior years.*
- The IT portion of the Group Access contract was replaced by a new firm without ties to the old administration or IT provider. The switch over to the new system was accomplished over the prior year winter break somewhat seamlessly.
  - *Current Status: The new IT firm contract appears to be working well, however, in our current interviews with staff it become clear that there was no supervisor to direct or manage the IT and Warehouse staff. IT staff was concerned that they did not have the direction or the expertise to manage, budget, or put together the required Technology Plan. Efforts made by Ryland SBC Interim CBO to help out the IT staff in the areas of their budget and plan development were thwarted.*

Our follow-up review also brought to light some new areas of concern:

- **Non-existent Credit Card Policy** – Currently, HCS credit cards are used without a proper policy in place to limited use and mitigate potential fraud. One example includes the use of the credit card provided to the part-time facilities supervisor. He used the card for nearly every purchase he made. Neither the business office staff nor Administration knew about these purchases until the monthly statement came in. The AP staff then took several weeks to process payments due to the lack of proper documentation, original receipts etc. for all credit card holders.
  - We recommend that a detailed and limited use Credit Card policy be developed and approved by the Board that includes the issuance of credit cards to key and necessary personnel only.
- **Non-existent Borrowing/Long-Term Obligation Policy** – There is currently no Board policy in place that defines, limits, or provides any guidance as to how and when the organization can borrow funds and/or obligate the organization to long-term financial obligations. We recommend that a detailed Borrowing and Long-Term Obligation Board Policy be developed and approved by the Board that includes the requirement to notify and get the approval of WPUSD

when any debt or long-term obligations are being considered. Ryland SBC can assist with this policy documentation.

- **Non-existent Professional Development Plan** – Professional development is to be accomplished within the financial limitations of the one-time Common Core SS monies. A long-term PD plan is not available for when these resources are extinguished.
- **12-month Work Calendars vs. Actual Days Worked** – Heightened concern was raised over the number of actual days worked for 12-month employees as compared to their approved 12-month work calendars. While reviewing vacation and leave policies this year for the updated report, we asked for copies of the calendars for twelve month employees. In most districts, twelve month employee calendars are divided up between work days, vacation and holidays. At Horizon, there are also 14 "Unpaid" days that make up the total 260 possible workday calendar. Because the minimum number of days allowed by PERS for a full year retirement credit is 215 days, care must be taken that long term employees who may have earned four weeks of vacation time do not use all of this time or they may be dinged a portion of their service credit. A typical classified calendar compared to the HCS twelve month work calendar follows:

Typical District Twelve-Month Calendar:	**Days**
Possible Work days (52 weeks x 5 days per week)	260
Holidays	(14)
Vacation (two to four weeks)	(20)
Days worked/Calendar days	226
The HCS Twelve-Month Calendar:	
Paid Work Days	247
Holidays	(14)
Maximum Vacation Days for Full Year Credit [1]	(18)
Minimum PERS days for full year service credit	215

[1] Per the Employee Handbook, employees working twelve months with more than ten years' employment with Horizon are to receive twenty days of vacation. However, per analysis above, these employees would lose service credit if they took more than 18 days per year.

- **Current Litigation** – Per statements from Mr. Heimbeichner, CEO, a lawsuit for wrongful discharge by three former ALA teachers was mediated this past year. One more lawsuit remains from a former ALA teacher, and it is scheduled for mediation soon. Brockmeyer (GA) secured a deposition from the Superintendent this past year alleging that HCS owed them money and defaulted on multiple lease obligations, but current HCS legal counsel was able to disprove the charges and the issue so far has gone away. There was one settlement in Special Education this past year. The current HR Director who has been on paid administrative leave since June 2013 has retained a lawyer.

HCS has the potential to be great. However, in order to be great, all the small details have to be secure and in place. With the high absenteeism of the current Administration, and the non-hiring of key personnel for extended periods of time, the organization has suffered. In light of this and marked lack

of forward movement toward the goals outlined in our original report, we recommend that WPUSD increase its oversight on HCS to ensure it remains a going concern. As progress is seen, documented, and streamlined into the fabric of HCS's daily operations to the satisfaction of the WPUSD Board, said oversight can be lessened. Another review of the 2014-15 progress may be called for next spring.

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

Attachments
A - Summary of Leases
B - CEO Implementation of Corrective Action Plan

Revised Leases Schedule
Fiscal 2013-14

APPENDIX A

Property	Program	Term (Mo)	Landlord/ Lessor	Sq Ft	Current Annual Payment	Additional Costs	Deposit/ Prepay	Change in 2013-14
290 Technology, Rocklin	closed - prior enrollment ~ 360	126 [5]	lease ended	20,000	$0	yes [4]	8 months	
3161 Dwight Road, Elk Grove	SAEY - Partners	65	Air Comm'l RE/ Fat Family	11,520	$172,800	yes [2]	6 months	incr of $1,728/mo
1641 Blocker Rd, Auburn **1642 Blocker Rd, Auburn** **1643 Blocker Rd, Auburn**	SKIE - HCS SKIE - Partners Reach - Partners	101	Auburn Creekside	9,578	$206,040	yes [1]	8 months	incr of $412/mo
2800 Nicholas	admin only	116	Buzz Oates	59,502	$241,704	utilities	2 months	
Lincoln Christian Life Center	ALA-4 days/week, 80-150 stud	9	LCLC	unknown	$42,000	no	no	
3144 Venture Drive	admin only	120	Gustafson	18,550	$133,512		1+ month	
845 and 873 First St Lincoln	Montessori - Partners	96	M/M Brammer	7140 [3]	$182,760	utilities	1 month	
711 T Street, Sacramento	Partners	-	lease document not available	-				
Placerville SDA Church	2 days/week; PSCL 4 Core?	12	SDA Church	n/a	$8,190	prop tax, ins	n/a	
975 Reserve, Roseville	was ALA; now Virtual HS PSCL	96	Wentz Constr	5,066	$122,231	NNN [7]	n/a	same
730 Sunrise, Roseville	Special Ed	60	Sundown, LLC	2,130	$45,241	TI [8]	1 month	
Independent Study; no location	HCS main program							
Independent Study; no location	Excel - HCS							
Independent Study; no location	Excel - Partners							
Independent Study; no location	Partners Independent Study							
no location	Pre Enrolled							
	Totals				**$1,154,478**			

2.2.4

ATTACHMENT B

May 12, 2014

To: Terri Ryland

From: Craig Heimbichner

Re: Information requested for update to WPUSD on Horizon

1. "Programs offered, locations, changes to programs and new or closed programs."

This past year Horizon changed its operating model from "programs" to "learning centers" which were open to all students enrolled. Offerings were pared down based on attendance and interest and core academic classes were emphasized to keep the learning center model within budget and consistent with the non-classroom based nature of both Charters. More Supervising Teachers (STs) began meeting with families at the Learning Centers, making them "regional hubs" for both Charters. The locations remain the same as before with only two changes pending as this is written: the lease at 730 Sunrise (Special Education building) and the lease at 975 Reserve Drive in Roseville (Roseville Learning Center) are both up. The Board will be considering a Letter of Intent to secure a new lease this August and combine both programs into one facility at 333 Sunrise at the Roseville Gateway building, next to Sierra College (the old Roseville Hospital), a change which has been reviewed fiscally by our financial support provider, Delta Managed Solutions (DMS).

2. "Provide written update on outstanding legal issues (personnel, parents, leases, special ed, etc.)"

A lawsuit for wrongful discharge by three former ALA teachers was mediated this past year. One more lawsuit remains from a former ALA teacher that will go to mediation soon. Brockmeyer secured a deposition from me this past year alleging that Horizon owed him money and defaulted on leases, but our attorney and our business office was able to prove the opposite and the issue went away. There was one settlement in Special Education this past year [note to Terri: I'm double checking this one as I write]. Rhonda Chance has secured an attorney while on paid leave but that issue is being resolved with Horizon's counsel. This is a confidential matter and I can provide details if requested. [Terri, let's discuss this...there are confidential issues which can be shared with WPUSD and their Board but are sensitive for a public report and how they are presented...]

3. "Provide current org chart...update on hiring"

The org chart is being redone this week and will be taken to the Board. The intent is to provide greater administrative infrastructure and internal control while unburdening key individuals from too many roles and responsibilities. Two interviews have been done to hire a C&I Director and

discussions are underway to resolve this matter this week. PCOE sent a letter last week mandating that Horizon hire a Special Education Director within 90 days and we will be posting to do so. A new, high level position is in development to come to the Board this week with a revised org chart. This position will cover HR and also oversight/review of Business for internal controls. In addition, we are reviewing the current roles within the business office [again, this one we should discuss and I'll explain.] This is all being done with review from Young, Minnie and Corr as well as DMS. Finally, since our Deputy/CAO is out on leave with a serious medical condition, building a team like this will help relieve many overstretched responsibilities and allow her to focus on academic assessment and other related issues upon return.

4. PD plan will be sent in a separate email.
5. Craig's contract in Board packet for this week.
6. Auditing form...please see Yvonne...

4.24

Horizon Charter Schools

Response to July 2014 Ryland School Business Consulting Memorandum

September 2014

This document contains the response from Horizon Charter Schools to the statements posed in the July 2014 Ryland School Business Consulting memorandum, provided to Scott Leaman, Superintendent, Western Placer USD

4.25

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HORIZON
CHARTER SCHOOLS

Quality Education through Personalized Learning

September 2014

Horizon Charter Schools received a full five year renewal of both charters and began to implement numerous positive changes, in spite of heavily impacted staffing shortfalls. Both charters, for example, are now solvent and enrollment is growing. Guidance policies were implemented and Governing Board adopted. Contracts were routinely taken to the Governing Board in the interest of complete transparency and accountability. Common Core instructional materials were purchased; an LCAP (Local Control and Accountability Plan) was created and taken to the Governing Board for approval. Negotiations have concluded for both bargaining units for the 2013/2014 school year. Regular communications were provided to the Horizon Charter Schools community via newsletters, and updates on the website. Horizon Charter Schools made enormous strides forward in the agreed-upon areas of curricular planning, professional development, board review, and financial stability. Key staff positions for curriculum, special education, human resources and business were filled effective July 1, 2014.

4.27

Lease Agreements

Q) Current Status:
Ryland SBC suggested that Board policy be revisited and, for the protection of staff and to strengthen internal controls, all large contracts and agreements greater than $25,000 will be taken to the Board for approval. From our review of current practices, it appears that many contracts greater than $25,000 is being taken to the Board for approval, as suggested. However, changes increasing the Fat Family trust lease payments in Elk Grove by over $1,000 per month are not found in any minutes.

A) Response/Action Plan to Current Status:
All contracts and agreements greater than $25,000 are being taken to the Governing Board for discussion and action. There was no cost increase to the Fat Family trust lease, for the Elk Grove Learning Center. On 8/15/2013, the Governing Board approved $139,392. The year to date expense, captured in Escape, was $153,287.85. The difference was one month's rent, at $13,248. This payment was processed on 6/24/2013, as a prior year, pre-paid rent. There was also a onetime rent adjustment of $647.85, created as a 2014 closing liability.

Q) Current Status:
After reviewing the contract amounts that were included in board documents, the Elk Grove lease was increased once by $6,300 over the Group Access lease of 2012-13, the Auburn lease increased $4,000 from the 2012-13 lease amount, and the 975 Reserve Drive lease amount remained the same. The second increase to the Elk Grove lease, to Fat Family Trust, was for $1,200 per month and no evidence of board approval could be found.

A) Response/Action Plan to Current Status:
All contracts and agreements greater than $25,000 are being taken to the Governing Board for discussion and action. On 8/15/2013, the Governing Board approved a purchase order in the amount of $206,877, for the Auburn Learning Center lease. The amount paid was $206,047.16.

Separate/direct agreements have been made with the property owners of the Elk Grove Learning Center and the Auburn Learning Center. The lease for the Elk Grove Learning Center went to the Governing Board, on August 15, 2013. The lease for the Auburn Learning Center also went to the Governing Board, August 15, 2013. The lease for 975 Reserve expired in May of 2014. This location is no longer in use by Horizon Charter Schools.

Effective July 1, 2014, all lease matters, in regards to the facilities for Horizon Charter Schools, are taken to the Governing Board for discussion and action.

Q) Current Status:
Per Craig Heimbichner, CEO of Horizon Charter Schools, "Brockmeyer secured a deposition this past year alleging that Horizon owed him money and defaulted on leases, but the [Horizon] attorney and business office was able to prove the opposite and the issue went away." No evidence of this settlement was provided when requested.

A) Response/Action Plan to Current Status:
Horizon Charter Schools satisfied the allegation, through attorney mediation, that all lease payments had been made in full, in accordance with lease deadlines.

Q) Current Status:
During Ryland SBC's review of board policies currently in practice, many contracts exceeding $25,000 are now being taken to the Board on a regular basis. This new practice should ensure more than one HCS representative is involved in the transactions, and all long-term activities being approved by the board before leases and commitments are signed.

• The prior facilities director no longer works for HCS.

A) Response/Action Plan to Current Status:
All policies exceeding $25,000 require discussion and action by the Horizon Charter School's Governing Board.

The facilities position will be posted for hire on November 15, 2014, following the hire of the Chief Business Official.

Average Daily Attendance Audit

Q) Current Status:
Crowe Horwath encountered no double counting or over-reporting of ADA. Exceptions in the prior year were noted and were reviewed and corrected prior to any interim testing performed in conjunction with the prior year audit.

• Training in attendance accounting processes and procedures was suggested by Crowe-Horwath for teachers and staff and was to be implemented by HCS before the end of the school year.

• Training occurred in 2013, but no additional training since that time.

A) Response/Action Plan to Current Status:

Crowe- Horwath provided the following training:

1) **August 5, 2013**
All administration were given training regarding attendance, calendaring and master agreement compliance.

2) **August 9, 2013**
All staff training, regarding independent study and attendance requirements, was provided at the annual Horizon Charter School's In-Service Day.

3) **July 22, 2013**
The Business Office received additional training on items relating to year end closing.

Additional Business Office trainings include:

1) **September 2013**
LCFF – California School Services

2) **March 2014**
Charter Schools New Rules, New Challenges -California School Services

3) **May 2014**
May Revise – California School Services

4) **May 2014**
LCFF - PCOE

Other:

1) **April 3, 2014**
Jerry Simmons, Associate, from Young, Minnie and Core, LLP, provided Brown Act training for the Governing Board and staff.

2) **August 14, 2014**
Delta Managed Solutions provided training on Charter School Finance for the Governing Board and staff.

3) **Fall 2014**
Feddersen & Co., LLP will be providing training on attendance and accounting procedures for Horizon Charter School's staff at the time of their on-site fiscal audit review, tentatively scheduled for late October 2014.

Audited Financial Statements and Corrective Action Plan

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

Q) Current Status:
During the tenure that Ryland SBC was engaged as the Interim CBO for HCS, the Ryland SBC-assigned Interim CBO began having staff meetings to discuss professional development, cross-training, deadlines, etc. with the business and payroll/benefits staff. While the administration stated that they were on-board with the recommended Ryland SBC changes, and approved the Ryland SBC report, as well as giving the Interim CBO the "green light" to proceed—the Administration did not approve conferences/workshops for the staff, especially during the year-end period. In addition, after a couple of months of cross-training efforts were underway— the Administration directed the Interim CBO to NOT include individuals from payroll/benefits in the cross-training efforts which heightened staff concern as to roles and responsibilities during the year-end close process.
A) Response/Action Plan to Current Status:
Horizon Charter School's Administration supported the training process put in place by Ryland/School Business Consulting. The reference to denial of conferences was specific to a request for the Business Office staff to attend the charter schools conference in Palo Alto, CA. During that time period, there was no approval of out of area conferences, for any employee groups. There was an exception made for Special Education. SELPA requested and funded the attendance for a transition workshop in San Diego, CA.

This year, the 2014 charter schools conference will be held in Sacramento, CA. which will provide for local attendance.

Due to a confidential personnel matter, the Administration directed the Interim Chief Business Official NOT to include individuals from payroll/benefits in the cross training efforts.

Q) Current Status:
In past years, communication between the different departments was not effective, which made the accessing of information difficult. Examples: 1) obtaining information for tracking enrollment and attendance, and 2) obtaining information regarding benefits tracked in certain liabilities accounts. It has been noted that this disjointedness and lack of communication continues.
A) Response/Action Plan to Current Status:
The enrollment analysis is ongoing and updated weekly. This information is provided to Western Placer USD.

The statements regarding interdepartmental communications are based upon limited communications with staff during work hours. There is always an opportunity to improve communications.

Interdepartmental meetings occur monthly. On July 31, 2014, all staff from the Nicolaus and Venture locations attended a meeting. The Deputy Superintendent will continue to schedule monthly interdepartmental meetings.

2. Contract with an outside consultant to perform year-end closing for 2012-13 fiscal year.

Q) Current Status:
Although closing the year for 2012-13 was cumbersome; errors continued to be made. Ryland SBC was able to review and correct, and the result was a clean audit in terms of no audit adjustments. The findings noted were in HR and Attendance; two departments that the Interim CBO was not directly supervising and which were managed directly by the Assistant Superintendent. Unfortunately, the Assistant Superintendent was on multiple leaves and the detailed supervision and direction did not occur for the non-business office departments. It is important to note that those who first needed the training in the areas that the Ryland report identified were the Administration, as well as the business office. All staff involved in the year-end close, budgeting or business office functions was not scheduled nor attended appropriate training.

A) Response/Action Plan to Current Status:
Year- end closing for the 2013/2014 fiscal year will be completed by Delta Managed Solutions, with assistance by Horizon Charter Schools. The final 2013-2014 unaudited actuals report has been approved by the Horizon Charter Schools Governing Board and delivered to Western Placer USD and Placer County Office of Education; prior to Education Code statutory deadlines. The audit firm of Feddersen & Co., LLP, will provide training to Horizon Charter Schools staff on attendance, accounting and internal controls.

3. Implement a year-end closing checklist with tasks assigned to the appropriate staff, allowing for review of those tasks that require it.

Q) Current Status:
Ryland SBC provided the year-end closing checklist. It is unknown what process will be used during the upcoming year-end close process.

A) Response/Action Plan to Current Status:
Response Provided by Delta Managed Solutions:
Delta Managed Solutions will provide the year end closing for the 2013/2014 school year. Delta Managed Solutions has completed over 200 year-end closings for California charter schools, since 2003. Their staff is conversant with all necessary steps required for year-end closings. A new and additional step this year was the completion of full SACS official export files for each school, allowing for standardized review of year-end actuals by Western Placer USD, Placer County Office of Education and California Department of Education.

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

Q) Current Status:
The Ryland SBC-assigned Interim CBO was in regular contact with the contracted auditors to ensure the outcome of a clean audit.

• By "clean audit", we mean that there were no audit adjustments; however, there were audit findings that caused concern for WPUSD. These findings were:

- Personnel Action Forms are not consistently reviewed/approved by management. This weakness in internal controls can lead to payments to individuals who have not been authorized to hire by the Board.
A) Actual Audit Recommendation: Personnel Action Forms should be reviewed by the appropriate individuals. Evidence of review should be formally documented.

Action Plan: Policies and procedures have been established for Personnel Action Forms to be reviewed and approved by the Superintendent, Deputy Superintendent, and Chief Business Official, before being filed in the employee's personnel file. Effective July 1, 2014, all salary schedules, new hires, and terminations will be approved by the Superintendent, Deputy Superintendent, Chief Business Official and the Governing Board.

- New Hire, Termination and Pay Changes are not approved by the Board of Directors. This weakness in internal controls can lead to payments to individuals that have not been approved by the Board.
B) Monthly, Human Resource reports to the Governing Board include new hires, terminations and staffing changes. This was effective August 25, 2014.

- Salary schedules (step and column increases) are not approved by Management/Board of Directors. This weakness in internal controls can lead to payments to individuals that have not been properly approved by the Board.
C) All salary schedules are under review and will be taken to the Horizon Charter School's Governing Board, for discussion and action. Current salary schedules will go to the Governing Board meeting on October 16, 2014.

- No evidence of the Principal's review of the monthly attendance summary reports. This weakness can result in the over or under-reporting of attendance, resulting in inaccurate revenue postings and audit findings.
D) Actual Audit Recommendation: Principal should review the monthly attendance summary and evidence their review with either a signature/initial or the date of review.

Action Plan: Administration has established a process to include the Principal review and approval of Site Based Attendance Reports. This process was implemented during the 2013/2014 school year.

- These are all significant findings related to weaknesses in internal controls. We requested evidence of implementation of all of the auditor's recommendations (copies of PAFs approved by management, pay changes and terminations on board agendas, salary schedule changes approved in board minutes, principals' signatures on monthly attendance reports had not been received as of the date of this report).
E) Monthly, Human Resource reports to the Governing Board include new hires, terminations and staffing changes. This was effective August 25, 2014.

All salary schedules are under review and will be taken to the Horizon Charter Schools Governing Board for discussion and action. Current salary schedules will go to the Governing Board meeting, on October 16, 2014.

Feddersen & Co., LLP, will be conducting an on-site training session, regarding internal controls, in November 2014.

Administration has established a process to include the Principal with the review and approval of Site Based Attendance Reports. This process was implemented during the 2013/2014 school year.

Delta Managed Solutions is in regular contact with Horizon Charter School's auditors.

Q) Current Status:
Upon approval of legal counsel, and as recommended by both WPUSD and the Placer COE, HCS changed its audit firm to Crowe Horwath for the 2012-13 fiscal year. In spring 2014, HCS changed its audit firm and contracted for bookkeeping and accounting functions with Delta Managed Solutions, LLC (DMS) as back-office provider. They recommended and the board approved auditor Feddersen and Co LLP to conduct the 2013-14 annual audit. It is unclear as to whether the audit firm will conduct the audit in compliance with GASB, CSAM, standard public school district disclosures, or Governmental "Yellow Book" Auditing Standards.

A) Response/Action Plan to Current Status:

Response Provided by Delta Managed Solutions:

1. Feddersen & Co., LLP completes all audited financial statements in full compliance with California Schools Accounting Manual (CSAM), all public school disclosures pursuant to the EEAP "K-12 Audit Guide for Local Education Agencies", and the Governmental "Yellow Book" Auditing Standards.
2. Regarding GASB, the 2012-13 audit was done using GASB standards (governmental accounting and modified accrual) when typically non-profit charter schools are done using FASB (financial accounting and full accrual). Locally-funded charters use GASB, while non-profit charters authorized under EC 47604 (like both HCS charters) are typically audited using the FASB basis of accounting. Here is a quote from Section 810-1 of the 2013 California School Accounting Manual about this (bold text added):

3. Governmental agencies such as traditional school districts and county offices of education use the governmental fund accounting model and the modified accrual basis of accounting their governmental activities. Charter schools that are governmental use this basis of accounting. The authoritative source of GAAP for this model is the Governmental Accounting Standards Board (GASB)

4. Not-for-profit charter schools approved under *Education Code* Section 47604 that operate as or are operated by a nonprofit public benefit corporation pursuant to Section 501(c) (3) of the *Internal Revenue Code* typically use the not-for-profit accounting model and the accrual basis of accounting. The authoritative source of GAAP for this model is the Financial Accounting Standards Board (FASB).

Q) Current Status:
Training on year-end audit processes is not planned for this year.
A) Response/Action Plan to Current Status:
Response Provided by Delta Managed Solutions:
Feddersen & Co., LLP, will be conducting training on the Horizon Charter School's staff requirements for year-end audit preparation, focusing primarily on attendance accounting and internal controls. Delta Managed Solutions will provide additional training regarding on-site preparation for the annual audit. Both will take place in November 2014.

Q) Current Status:
Ryland SBC provided an on-site, interim CBO until December 2013, or half of the 2013-14 fiscal years. The charter school has chosen to hire DMS for CBO and accounting services. There is no CBO working at HCS, providing direct supervision to business office staff, reviewing journal entries, reconciliations or transactions, or providing training on proper business office procedures or year-end close. The CEO, with very limited accounting background, is approving journal entries and monthly payroll. There are no assurances that journal entries are proper or payroll reporting is accurate.
A) Response/Action Plan to Current Status:
Delta Managed Solutions was hired effective January 1, 2014, to provide business office services to Horizon Charter Schools, including accounting and payroll services. Delta Managed Solutions prepares and reviews all journal entries, performs all reconciliations (using a second reviewer to preserve proper accounting controls), and has a highly trained staff experienced in all business office procedures and year-end closings. While Delta Managed Solutions is off-site and direct supervision of Horizon Charter School's business office staff is handled by Horizon Charter Schools management, Delta Managed Solutions does handle all tasks requiring professional accounting and finance training. All payroll reporting is handled by Delta Managed Solutions, including STRS/PERS reporting and EDD/IRS reporting. Critical finance tasks such as; journal entry review, reconciliations, and payroll transactions are handled by trained and supervised personnel, at all times.

The Chief Business Official position has been posted three times:
- **March 21, 2013** - No candidate selected
- **July 10, 2013** - Candidate offered position. The candidate's district offered a financial incentive. The candidate chose to stay in his current position.
- **September 3, 2014** -closing on September 26, 2014 - Interviews to be held on October 15, 2014

Q) Current Status:
The new organizational chart shows an Assistant Superintendent of Business Services and Support, who will be placed in charge of the business office and human resources. The appointee is currently an administrator of a Montessori school and has been assigned to the district office starting July 1. Details as to her responsibilities, both technical and administrative, are not yet available. WPUSD will need to meet with the administration and new Assistant Superintendent of Business Services and Support to be sure she is up to date on the District's requirements and the Charter's ability to provide various documents, assumptions, internal controls and reports.

A) Response/Action Plan to current Status:
The Chief Business Official position has been posted for the third time. Closing of the posting is September 9, 2014. Delta Managed Solutions was hired, effective January 1, 2014, to provide business office services to Horizon Charter Schools, including accounting and payroll services. As before, Horizon Charter Schools and Western Placer USD will participate in the interviewing process.

Included, please find the revised organizational chart for Horizon Charter Schools. This chart will satisfy the internal control request, up to the hiring of the Chief Business Official position. The position of Assistant Superintendent of Business Services and Human Resources will serve as liaison for internal controls. The Fiscal Coordinator will continue to provide internal controls, within the Business office. Delta Managed Solutions reviews and approves all reconciliations, to preserve proper accounting controls.

Horizon Charter Schools continues to work with Western Placer USD senior staff, regarding ongoing business issues and requirements.

Q) Current Status:
HCS changed its audit firm to Crowe Horwath for the 2012-13 fiscal year only. In recent months, HCS has again changed its audit firm, choosing to contract with Feddersen and Co LLP.

A) Response/Action Plan to Current Status:
Response Provided by Delta Managed Solutions:

a. Crowe Horwath's price quote of $35,000 plus $7,500 for the Form 990 is above market. Feddersen quoted $19,800 including the 990, which is typical for charter schools of HCS' size and scope.

b. While Crowe Horwath is a large and experienced auditing firm, their experience in auditing charter schools appeared limited. Rather than receiving training from the auditors, HCS staff indicated that there was a significant amount of "on-site auditor training" to familiarize the auditors with basics of how charter school funding and operations worked in California.
c. The State Controller's Office initially rejected HCS' 2012-13 audit. This is a rejection of the actual audit document due to non-compliance with proper audit procedures, not a rejection of the fiscal condition of the school. Specifically, SCO stated that since Crowe Horwath didn't say auditing each school separately was impossible due to internal issues, they must audit each school separately and can't just submit a "combined" audit with additional "unaudited" pages showing the breakout. They also stated a failure to provide the 5-digit code required by the K-12 Audit Guide. The SCO letter is available upon request.
d. Further, based on the State Controller website for rejected K-12 audits (http://cpads.sco.ca.gov/CPAList.aspx) – Crowe Horwath had a 30% initial rejection rate (25 out of 83 in 2011-12) while Feddersen had 0% (0 of 15 rejected). While this may be because larger audits have a higher rejection rate, the combination of the HCS audit being rejected and the overall Crowe Horwath rejection rate was certainly a factor in the decision to switch auditors.
e. Delta Managed Solutions works with seven different independent audit firms for their 31 school clients and felt that three of these firms could best meet the needs of HCS. DMS contacted three audit firms experienced with charter school audits for schools of HCS' size and scope (Feddersen, Hosaka Rotherham, and Vincenti, Lloyd and Stutzman). Feddersen was the sole respondent and as DMS and HCS found their proposal met the School's needs, the recommendation for approval of Feddersen was submitted to the Board which the Board then approved.

Q) Current Status:
Ryland SBC as Interim CBO worked with HCS and WPUSD in completing the following financial statement in the ESCAPE Financial System:

- 2012-13 Second Interim and Unaudited Actuals

A) Response/Action Plan to Current Status:
Delta Managed Solutions prepared a fully SACS compliant document including official export files and presented it in an unrestricted/restricted manner. Ongoing communication continues with Horizon Charter Schools, Western Placer USD, and Delta Managed Solutions to ensure all reporting requirements of Western Placer USD are in full compliance.

- 2013-14 Budget Development and First Interim

A) <u>Response Provided by Delta Managed Solutions:</u>
The 2013-14 fiscal year is now closed and the fiscal condition has continued to improve, since December 2013. Both schools showed a surplus for 2013-14 and both schools are projected to show additional surpluses in each subsequent year. No deficit spending is anticipated at this time.

While this report is dated July 2014 and was updated since the original July date to the final release in mid-September, no fiscal data from the 2014-2015 Budget approved in June is included or reflected in the analysis. As this data shows substantial improvement, it is important to consider the latest available data when analyzing Horizon Charter Schools' fiscal condition.

Q) Current Status:
The 2013-14 Second Interim Financial Statement is the first report prepared since Ryland SBC left and is not in the ESCAPE Financial System. It is our understanding that the financial reporting processes have been moved to DMS. ESCAPE is still kept up to date for Revenue and Expense, since all the HCS cash has not yet been moved out of the County Treasury.
A) Response/Action Plan to Current Status:
Currently Delta Managed Solutions provides the Business office services. APTA is the financial system they use which is a fully SACS-compliant accounting system used by school districts and charter schools nationwide. ESCAPE will continue to be used to track incoming revenues.

Q) Current Status:
The contract with DMS states that all reports (budget, interim, actual) will be SACS compliant, so all documents should be presented in an unrestricted/restricted manner.
A) Response/Action Plan to Current Status:
Delta Managed Solutions will provide all reports (budgets, interim, actual) in fully SACS compliant format, which includes an unrestricted/restricted breakout.

Q) Current Status:
The position was posted in mid-March 2013, with a closing date the beginning of April. Ryland SBC was contracted to assist in the interviewing and hiring process. However, as of this report date – the CBO position has not been filled. During our follow-up review, we were informed that the Administration regards DMS as the current CBO, and DMS' principal is listed as such on the Horizon website. (See concerns above regarding physical CBO on site, in charge of and supervising an entire business office operation.)
A) Response/Action Plan to Current Status:
The Chief Business Official position has been posted three times:
- **March 21, 2013** - No candidate selected
- **July 10, 2013** - Candidate offered position. The candidate's district offered a financial incentive. The candidate chose to stay in his current position.
- **September 3, 2014** -closing on September 26, 2014 - Interviews to be held on October 15, 2014

A) Response Provided by Delta Managed Solutions:
Delta Managed Solutions is a contracted business services provider to HCS and currently fulfills all duties typically handled by an on-site CBO, working collaboratively with HCS staff and reporting to HCS management and the HCS Board. No critical fiscal management tasks are being performed by,

an untrained personnel, or are being left uncompleted. Hundreds of charter schools in California use a third-party, offsite back office services provider as the school's CBO and this relationship is well-established as a viable method of ensuring all fiscal tasks are successfully handled. While we continue to seek an outstanding on-site CBO as a full-time HCS employee, the primary goal, in the meantime, is ensuring the fiscal solvency of the charter. Until such time as an outstanding CBO candidate is available to become a full-time employee, the combination of HCS management and DMS off-site support provides the requisite oversight and supervision on-site, while ensuring highly trained and qualified financial professionals handle the detailed financial tasks such as journal entries and reconciliations described above.

In addition, Western Placer USD provides regular fiscal oversight, through quarterly meetings and regular communications from the Western Placer USD Assistant Superintendent of Business Services.

Q) Current Status:

The Fiscal Coordinator is processing budget transfers and reconciling cash accounts, but has no one reviewing the reconciliations. Given the lack of a CBO in charge of the $20M operation, there are potential serious internal control and transparency concerns for the oversight agency.

A) Response/Action Plan to Current Status:

Response Provided by Delta Managed Solutions:

HCS business office staff functions are now handled by DMS (under the overall direction of HCS management and the Board). DMS prepares and reviews all journal entries, performs all reconciliations (using a second internal reviewer to preserve proper accounting controls), and has a highly trained staff experienced in all business office procedures and year-end closings.

Financial Condition

Categorical Funds and Special Education

Q) Current Status:
Throughout the tenure of Ryland SBC at HCS, the processes of reviewing and monitoring the categorical funds of HCS continued with no significant deficiencies. With the movement to DMS, there are no records at the charter school to indicate that this review and the related budget transfers are occurring.

A) Response/Action Plan to Current Status:
Response Provided by Delta Managed Solutions:
When DMS came on board, not only did they begin categorical compliance on all existing programs, but assisted HCS in applying for several categorical funds that HCS was not previously participating in, including Title I Part A, Prop 39 Clean Energy, the Charter School Facility Grant, and others, which is adding several hundred thousand dollars per year to HCS revenues. DMS maintains all fiscal compliance reporting for all categorical revenues and works closely with HCS' Fiscal Coordinator regarding budget transfers to ensure all categorical spending is correctly tracked, including but not limited to special education MOE and Excess Cost reporting.

Budget Transfers and Journal Entries

Q) Current Status:
During the tenure of Ryland SBC at HCS, all budget transfers and journal entries were reviewed by the Interim CBO for accuracy, clarity, and compliance. Upon the departure of Ryland SBC, journal entries are being done by the Fiscal Coordinator and are then reviewed by the Superintendent. Budget transfers are done by business office staff at the request of the Fiscal Coordinator, and then reviewed by the Fiscal Coordinator. In both cases, there is the potential for error, misinformation, and even collusion. No review by a trained, top management business official is occurring.

A) Response/Action Plan to Current Status:
All budget transfers and journal entries are reviewed Delta Managed Solutions for accuracy, clarity, and compliance. In this area there is no case for error, misinformation, and/or collusion. Over site review is being provided by Delta Managed Solutions.

Cash Flow

Q) Current Status:
In the beginning of fiscal 2013-14, there was a $1.5 million repayment of funds from PSCL to HCS, but additional borrowing was needed at First Interim, which still leaves an outstanding $1.5 million owed to HCS. The MYP includes annual transfers of $1.46M and $1.12M, so the total owed by PSCL to HCS at the end of 2015-16 would be $4.08M without some kind of change in operations.

A) Response/Action Plan to Current Status:
Response Provided by Delta Managed Solutions
The Multi Year Projection referred to was the 2013-14 second interim. Between then and the 2014-15 Budget, the fiscal situation has improved and no additional transfers are foreseen from Horizon Charter Schools to Partners for Student Centered Learning. Partners for Student Centered Learning, plans to repay Horizon Charter Schools in full, from budget surpluses within three fiscal years.

Q) Current Status:
We received documents that describe a Learning Center Fee-For-Use charge to PSCL by HSC that is intended to eliminate the liability over time. The details of this plan, its breadth, rates to be charged and total "fees" anticipated to be booked are unknown at this time.
A) Response/Action Plan to Current Status:
Response Provided by Delta Managed Solutions:
Previously, all learning centers were charged to Partners for Student Centered Learning even though they were used by HCS – going forward, HCS' intent is simply to allocate the cost of the learning centers pro-rata to the charter using them. This re-allocation is not expected to generate sufficient funds to repay HCS – that repayment is from overall budget surpluses resulting from improved fiscal condition since the 2013-2014 First Interim.

Q) Current Status:
While the reports submitted by DMS are contracted to be SACS compliant, no cash flow projection was submitted with the Second Interim budget report.
A) Response/Action Plan to Current Status:
Response Provided by Delta Managed Solutions:
The cash flow report for the Second Interim budget was provided following WPUSD request, showing a full 24 months of actuals and projected monthly cash flow, and an updated version has been included in all subsequent budget information provided to WPUSD

Q) Current Status:
In addition, our current review determined that the current Fiscal Coordinator has been completing the cash reconciliations, but upon the exit of Ryland SBC as Interim CBO, she has had no one to review them.
A) Response/Action Plan to Response:
Response Provided by Delta Managed Solutions:
Delta Managed Solutions is completing cash reconciliations for 2014/2015 school year, with a Delta Managed Solutions staff member completing the reconciliations and a second Delta Managed Solutions staff member (the AP Supervisor) reviewing and approving all reconciliations.

Ending Fund Balance and the Balance Sheet

Q) Current Status:
Second Interim report for 2013-14 and related MYP indicates deficit spending by the combined charter schools for the current and one future year, however, there is more than adequate fund balance to absorb the deficit spending.
A) Response/Action Plan to Current Status:
Response Provided by Delta Managed Solutions:
The deficit spending in the 2013-2014 Second Interim has now been updated-neither the 2013-14 Unaudited Actuals or the 2014-14 Final Budget project any deficit spending by either charter at any point through the three-year range of the Multi-Year Projection.

Staffing for Budget Purposes

1. Establishment of documented staffing and case load rations and/or formula allocations.

Q) Current Status:
We were informed throughout the year that this is something the Administration was working on and would have a better picture of once the teaching staff got accustomed to the new master schedule. We saw no documentation that this has occurred or is in process.
A) Response/Action Plan to Current Status:
Delta Managed Solutions will provide detailed staffing information to Horizon Charter Schools' management and will assist Horizon Charter Schools in determining case load ratios and formula allocations.

2. Annual and mid-year staffing needs assessment for potential layoff notices.

Q) Current Status:
Although HCS continued to lose enrollment, with enrollment down more than 300 from 2012-13, the Administration declined to look at staffing allocations or adjusting to current enrollment trends.
A) Response/Action Plan to Current Status:
Horizon Charter Schools is now experiencing substantial enrollment and ADA growth. Horizon Charter Schools' management is closely reviewing staffing allocations to ensure alignment with enrollment trends.

3. Consistent and formulaic application of Supervising Teacher salary calculations.

Q) Current Status:
We were informed that this is something the Administration was working on and they would have a better picture once the teaching staff got accustomed to the new master schedule. We saw no documentation that this has occurred or is in process.

A) Response/Action Plan to Current Status:
Delta Managed Solutions will provide detailed staffing information to Horizon Charter Schools' management and will assist Horizon Charter Schools in determining case load ratios and formula allocations.

4. Movement of the position control responsibility to Business Services.

Q) Current Status:
We were informed by Administration that this recommendation would not be possible until the situation regarding the paid administrative leave of the current HR Director was resolved. The HR Director was placed on paid administrative leave in June of 2013, and is still on paid leave as of this report. This type of prolonged and unresolved leave allows for significant miscommunication and mistrust.

A) Response/Action Plan to Current Status:
This is a confidential personnel matter.

5. Movement of the payroll responsibility to Business Services.

Q) Current Status:
Originally, the Administration agreed that this change would occur at the beginning of fiscal 2013-14. However, the payroll staff was never informed by the Administration of the change in leadership. The attempts of the Interim CBO to include the payroll staff within the business services scope of responsibility were met with hostility by staff, and refusal. In the end, this recommendation was never implemented and communication between payroll and the business office is limited at best.

A) Response/Action Plan to Current Status:
This is a confidential personnel matter.

Operations: Business Office Staffing

Q) Current Status:
During the Interim CBO tenure of Ryland SBC, we noted a consistent and obvious decline in employee morale. This included instances of misconduct, refusal to work cooperatively within and outside the business office, and absenteeism. Repeated attempts to bring these concerns to the Administration were met with delayed responses, no response, or in some cases refusal to respond.
A) Response/Action Plan to Current Status:
This is a confidential personnel matter.

Q) Current Status:
Job Descriptions – Ryland SBC proceeded as instructed to begin job description reviews and to make recommendations for changes. When initial recommendations were given to Administration to review, we were told that Administration would review them and decide how to proceed. Months went by with no decision or communication. Staff continued to be concerned and even commented that "nothing ever changes at HCS". As of this report, we were given no documented changes in job descriptions, and there were no job descriptions for new positions or old positions cited in the Board Minutes.
A) Response/Action Plan to Current Status:
Several meetings regarding job descriptions were held in early 2014. Old job descriptions are being rewritten, as needed, for open positions. New job descriptions are being developed for new positions. During the 2014/2015 school year, job descriptions will be reviewed by the Horizon Charter Schools Governing Board as developed.

Q) Current Status:
Employee Handbook—Ryland SBC was given no documentation that would indicate that the recommended changes to the current Employee Handbook were ever implemented. In fact, the Employee Handbook currently attached to the HCS website was "Revised in July 2008". We also saw no indication that revisions to the Employee Handbook were ever reviewed and/or approved by the Board.
A) Response/Action Plan to Current Status:
The last revision of the employee handbook was done in 2011. The employee handbook is under revision, with assistance from Delta Managed Solutions and legal review.

Q) Current Status:
Board Policies—In the Board Minutes of July 22, 2013, Section 14.01 Board Self Examination, it states that "Cynthia Wood and/or Craig Heimbichner will oversee review of all Board Policies and Governance Policies. All will then come to the Board for approval." In reviewing subsequent month Board Minutes, we found the following documented evidence:

- Board Policy 1.0 Global Ends was approved as revised at the December 19, 2013 Board Meeting.

- Board Policy 2.0 Global Executive Constraints was approved as revised, allowing authorization for Administration to approve emergency amendments to existing contracts not to exceed $500, at the

February 13, 2014 Board Meeting. (This policy would NOT allow amendments to personnel contracts >$500, such as for the COO, to be approved by the CEO without going to the Board.)

- We found no other documented evidence that Board Policy changes or revisions were brought to the Board for discussion or approval though April 2014.

A) Response/Action Plan to Current Status:

Governing Board policy review is an ongoing continuing process and will continue during the 2014/2015 school year. In June 2014, the Guidance policies were brought to the Governing Board, for review and approval. Scheduled policies go before the Governing Board each month.

Q) Current Status:

Governance Policies- In the Board Minutes of July 22, 2013, Section 15 Governance Policies, it states that "Cynthia Wood handed out a set of Human Resources Policies to the Board. The Board will review these policies and bring feedback to the August 15th meeting. Cynthia Wood will pull Finance Policies for the Board as well. The Board will establish a timeline to review each policy section".

A) Response/Action Plan to Current Status:

For the 2014/2015 school year, the Assistant Superintendent of Business Services and Human Resources will continue the review of policies and procedures. The policy focus will be on internal control, negotiated outcomes and position control.

Q) Current Status:

Governance Policies - In reviewing subsequent months' Board Minutes, we found evidence that several Human Resources Policies were brought to the Board for discussion at the September 19, 2013 meeting. Yet, we found no documented evidence that any Human Resources Polices changes or revisions were ever brought to the Board for approval through April 2014.

A) Response/Action Plan to Current Status:

For the 2014/2015 school year the Assistant Superintendent of Business Services and Human Resources will continue the review of policies and procedures. The policy focus will be on internal control, negotiated outcomes and position control.

Q) Current Status:

Governance Policies - In reviewing subsequent months' Board Minutes, we found no evidence that any Finance Policies were brought to the Board for discussion or approval through April 2014.

A) Response/Action Plan to Current Status:

We look forward to filling the Chief Business Official position. This position will work closely with administration, in the preparation of finance policies. If a qualified Chief Business Official candidate is not available by December 2014, Delta Managed Solutions will provide a comprehensive set of Finance Policies for Horizon Charter School's review and approval.

Organizational Chart

Q) Current Status:
Neither of these options were explored or implemented by HCS

- Using student workers, especially in an internship capacity, for consistent and reliable help from recommended high school students

- Fully utilize the current receptionist position to perform these duties at no additional cost

A) Response/Action Plan to Current Status:
The need does not exist at this time. Should a need arise; Horizon Charter Schools is open to exploring student workers.

Q) Current Status:
As stated in sections above, attempts to identify and secure staff trainings in the above areas were met with mixed messages, delayed or non-existent communication, and a general lack of urgency. While Ryland SBC was on site as the Interim CBO, countless hours were devoted to a "training-as-you-go approach" to help individual staff members understand, comprehend and succeed at their respective job duties.

A) Response/Action Plan to Current Status:
Horizon proactively trained staff in the areas below:
- **September 2013**
LCFF - California School Services
- **March 2014**
Charter schools New Rules, New Challenges – California School Services
- **May 2014**
May Revise –California School Services

Q) Current Status:
As of the writing of this revised report a full year later, the position of CBO remains unfilled. In addition, the Director of Human Resources has been on paid administrative leave since June 2013. Due to the areas of focus identified by Ryland SBC, we still believe it is imperative that a CBO or equivalent cabinet level position be established – and filled. In meeting with the Administration, we where informed that HCS was in the process of developing a new high level position that would over see both the Human Resources Office and Business Office. [See new organizational chart above.] Administration also stated that they are reviewing (with the help of DMS, and legal counsel) the current roles within the business office. No evidence of this review or recommendations was delivered.

A) Response/Action Plan to Current Status:
The Chief Business Official position has been posted three times:
- **March 21, 2013** - No candidate selected
- **July 10, 2013** - Candidate offered position. The candidate's district offered a financial incentive. The candidate chose to stay in his current position.
- **September 3, 2014** -closing on September 26, 2014 - Interviews to be held on October 15, 2014

The Director of Human Resources is a confidential personnel matter.

We were also informed that two other positions are being added at HCS:

Q) Current Status:
Placer County Office of Education sent a letter to HCS mandating that they hire a Special Education Director within 90 days. HCS planned to post the position in March 2014. There has been no notification that this position has been filled.
A) Response/Action Plan to Current Status:
The Special Education Director Position was filled July 1, 2014.

Q) Current Status:
Two interviews have already been conducted to hire a new Director of Curriculum and Instruction. As of March 12, discussions were underway by the Administration to resolve the matter that week. As of the date of this report, there is no evidence that this position has been filled.
A) Response/Action Plan to Current Status:
The position of Director of Curriculum., Instruction and Professional Development was filled July 1, 2014.

Q) Current Status:
At the time of our follow-up interviews, we were given no documented evidence that job descriptions, salaries, work calendars, or revised organizational charts had be given to the governing Board for discussion or approval.
A) Response/Action Plan to Current Status:
Several meetings regarding job descriptions were held in early 2014. Old job descriptions are being rewritten, as needed, for open positions. New job descriptions are being developed for new positions. As of July 1, 2014, all job descriptions are reviewed by the Horizon Charter Schools Governing Board.

Q) Current Status:
Information came to the forefront, in our prior report, that certain individuals in the business office were accessing streaming features on their computers to watch TV, YouTube, access Facebook and other media sites. It was recommended that HCS develop and enforce an effective "Use Policy" for all computers and internet usage. A staff meeting to discuss proper staff use, *professionalism, and being above reproach in conduct was to be scheduled. In addition, an "admin" function where these streaming features can be selectively turned off or locked out should be investigated.*

-No evidence of any changes to practice or policy.
A) Response/Action Plan to Current Status:
Access to streaming features on all employee computers is restricted by security software.

In the original report, Ryland SBC identified the following recommendations:

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

Q) Current Status:
Not implemented
A) Response/Action Plan to Current Status:
Response Provided by Delta Managed Solutions:
Delta Managed Solutions has included estimated allocation formulae in the 2014-2015 Final Budget. It includes splits of FTE's across departments and charters, proper administrative direct cost allocations, facility use splits, and special education direct and indirect cost allocation. DMS continues to work with HCS staff to ensure these allocations remain in alignment with HCS.

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

Q) Current Status:
Not implemented; it is our understanding this will be conducted by DMS.
A) Response/Action Plan to Current Status:
Response Provided by Delta Managed Solutions:
Delta Managed Solutions will assist HCS staff in a comprehensive review of the OPS system, including but not limited to allocations of student instructional funds. The first interim/annual review is scheduled for, January 2015.

3. Need for appropriate Board involvement, and the movement away from the Carver model.

Q) Current Status:
While we did note above the taking of contracts over $25,000 to the Board for approval, we identified no documented evidence that the Board has moved away from the Carver model.

A) Response /Action Plan to Current Status:
The Carver Model, a corporate model of governance, exists to separate the confusion of roles between Board governance via policy setting and management execution of policies via administrative actions. Governing Board oversight was specifically increased, at each Board meeting, for full review of contracts, agreements, and personnel actions.

4. Updating all Board and governing policies, specifically related to nepotism, re-hiring of retired personnel, vacations pay outs, and other additional compensation.

Q) Current Status:
We have noted above the limited number of documented Board and Governance Policies that have been brought to the Board for discussion and approval. We have also noted the absence of an update to the Employee Handbook. For all intents and purposes, this was not implemented.
A) Response/Action Plan to Current Status:
The last revision of the employee handbook was 2011. The employee handbook is under revision during the 2014/2015 school year. Policy changes will be noted within the handbook revision and taken to the Governing Board.

Operations: Human Resources/Payroll

Q) Current Status:
Per a review of this year's leave report, one employee's vacation balance was 'adjusted' down to the contract limit; although it is unknown whether this was an adjustment on paper or the payment of a balance. The CEO's vacation balance is 32 hours over his 48 day allowed balance and he is still accruing vacation.

A) Response/Action Plan to Current Status:
Due to Escape's functionality, a restriction of capping specific hours is not available, thus, manual adjustment is done at the end of each school year for employees who accrue over the allotted vacation within the year.

Q) Current Status:
We noted a specific employee who has been gone for most of the year but has only had one day of vacation deducted. While her contract was not available for our review, the employee handbook does not allow even senior management to take off for months at a time without tracking of the leave.

A) Response/Action Plan to Current Status:
Attached is leave documentation for the 2013/14 school year.

Q) Current Status:
While there was no direct evidence that vacation payouts had been made, of the ten management/confidential eleven and twelve month employees in the charter, 1,369 vacation hours were earned through May 31 and only 269 hours taken (with one employee using half of those hours and five employees taking zero vacation time this year.)

A) Response/Action Plan to Current Status:
There were no vacation payouts given in the 2013/2014 school year. There are eight management/confidential staff who are eleven and twelve month employees. Two employees are under contract. One employee is on administrative leave.

Actual hours used by the eight management/confidential employees:
Total vacation hours: 1,017
Total taken: 276
Total adjusted: 160
In addition, there were 21.5 furlough days taken by these management/confidential employees.

On a related note, an excessive use of sick leave was noted during this recent review. Two members of the business office had 20 sick days each, and an administrative clerical position had 27 sick days.

This practice essentially violates the only written document found in the HCS Employee Handbook that addressed such vacation pay-outs. It states in Section III, Item C that, "*On termination of employment, the employee is paid all accrued but unused vacation at the employee's base rate of pay at the time of his or her termination.*" There is no guidance in the handbook that addresses vacation payouts DURING an employee's continuous employment.

Q) Current Status:
Employee Handbook language is the same, no change to HR Policy or the Employee Handbook was identifiable.
A) Response/Action Plan to Current Status:
The last revision of the employee handbook was 2011. The employee handbook is under revision during the 2014/15 school year. Policy changes will be noted within the handbook revision and taken to the Board.

It is also interesting to note that the HCS Employee Handbook clearly states that, "HCS provides vacation benefits to eligible employees to enable them to take paid time off for rest and relaxation. HCS believes this time is valuable for employees in order to enhance their productivity and to make their work experience with HCS personally satisfying." The current practice of paying out vacation time clearly violates this core belief of HCS.

Q) Current Status:
Employee Handbook language is the same, no change to HR Policy or the Employee Handbook was identifiable. Employees are obviously NOT recording the vacation time that they take as only five employees in the charter school had recorded using vacation time for the year.
A) Response/Action Plan to Current Status:
During the time of this review, nine employees in the charter school earned vacation, of which five employees reported vacation time used.

Cash in lieu of benefits was stopped in 2003; however, it was grandfathered in for those employees who had previously selected that option. The cash in lieu amount was the full premium amount for benefits not taken. Typically, a cash in lieu option is structured to save the agency money while still putting some money for benefits in the hands of the employee. A more fiscally sound practice would be to pass along to an employee who selects the in lieu option a portion of the premium amount, incentivizing the employee to take that option and creating a savings for the agency that doesn't have to spend full premium amounts on all employees. Cash in lieu of benefits payments in 2011-12 totaled $184,000.

Q) Current Status:
Employee Handbook language is the same, no change to HR Policy or the Employee Handbook was identifiable.
A) Response/Action Plan to Current Status:
Cash in lieu was discontinued in 2003, grandfathering in 14 classified employees and 22 certificated employees. The last revision of the employee handbook was 2011. The employee handbook is under revision during the 2014/2015 school year. Policy changes will be noted within the handbook revision and taken to the Governing Board.

Professional growth "stipends" are paid to a select group of employees for any class attended. There were no criteria for the caliber or duration of the classes attended for the employee to receive a permanent increase to their base salary. Professional growth payments in 2011-12 totaled $13,500.

Q) Current Status:
Employee Handbook language is the same, no change to HR Policy or the Employee Handbook was identifiable.
A) Response/Action Plan to Current Status:
The professional growth stipends were frozen as of the 2013/2014 school year.

Raises for a handful of employees were granted over the last several years, even though reductions in force and salary cuts were occurring elsewhere in the organization. These raises do not appear to be Board-approved, casting doubt on their legitimacy. Ryland SBC recommended strict adherence to the Board-Adopted Salary Schedules and a minimum annual review of all salary schedules and job classifications for the potential need to re-bench employee placement on them.

Q) Current Status:
We found no documented evidence that any current, new, or revised Salary Schedules were taken to the Board for discussion or approval. Historically, salary schedules have been revised and/or corrected but have not been brought to the Board for approval. Payroll, Benefits, and Human Resources have access to the shared EXCEL documents with all the various versions of the schedules, and staff is often confused as to which schedule is most current. When Ryland SBC brought this to the attention of the Administration, we were told that the Administration did not want to bring this issue forward as it would just "raise questions". Ryland SBC continued to recommend this and after a few moths was told that it would be reviewed in February 2014—however there is no Board documented evidence that this has taken place.
A) Response/Action Plan to Current Status:
All salary schedules are under review and will be taken to the Horizon Charter Schools Governing Board for discussion and action. Current salary schedules will go to the Governing Board meeting in October 2014.

In our follow-up interviews for this report, we were told and given a copy of a new salary schedule that was developed for the Psychologists—however, there is no Board documentation to indicate it was discussed or approved.

Our follow-up analysis also revealed that the Superintendent and Assistant Superintendent's employment contracts were revised, including salary adjustments, during 2013. We found that the Board approved the revised Superintendent contract after the fact, at the November 21, 2013 Board meeting, and then approved the revised Superintendent contract for 2014 at the May 2014 meeting.

Q) Current Status:
We found no documented evidence that the Board discussed or approved the revised Assistant Superintendent contract.
A) Response/Action Plan to Current Status: The contract for the Deputy Superintendent will be presented to the Governing Board at the November 2014, Governing Board meeting.

Q) Current Status:
Employee Handbook language is the same, no change to HR Policy or the Employee Handbook was identifiable. Per the Public Employee Benefit Reforms effective January 2013, employers are no longer allowed to pay the employee portion of PERS. This benefit must be negotiated away in the next several years, or it will be unilaterally implemented under direction of the State of California.
A) Response/Action Plan to Current Status:
All employees hired after January 2013 pay the employee portion of their PERS.

The last revision of the employee handbook was 2011. The employee handbook is under revision during the 2014/2015 school year. Policy changes will be noted within the handbook revision and taken to the Governing Board.

Q) Current Status:
Board policies and department practices in the areas of compensation are in the process of being reviewed. As the current administration became aware of each unusual or suspicious payroll activity, more direct investigation by the CEO and CAO occurred. The CEO, in fact, initiated installing the ESCAPE financial system on his computer so he could run reports and examine payments and trends.
A) Response/Action Plan to Current Status:
Governing Board policy and department practices are under review with the leadership team of Horizon Charter Schools. This includes participation by Delta Managed Solutions.

Q) Current Status:
It should be noted that the current HCS Employee Handbook has no reference to the accumulation or use of comp time.
A) Response/Action Plan to Current Status:
Governing Board policy and department practices are under review with the leadership team of Horizon Charter Schools. This includes participation by Delta Managed Solutions.

The last revision of the employee handbook was 2011. The employee handbook is under revision during the 2014/2015 school year. Policy changes will be noted within the handbook revision and taken to the Board.

Looking Forward

Q) Current Status:
As of June 30, CBO position remains unfilled, Director of HR remains on paid administrative leave, job descriptions and scope for other key departments have been left at status quo. Due to these vacancies and the concurrent absenteeism of the Superintendent and Assistant Superintendent—staff continued to not take responsibility for errors or missed deadlines.
A) Response/Action Plan to Current Status:
The Chief Business Official position has been posted three times:
- **March 21, 2013** - No candidate selected
- **July 10, 2013** - Candidate offered position. The candidate's district offered a financial incentive. The candidate chose to stay in his current position.
- **September 3, 2014** -closing on September 26, 2014 - Interviews to be held on October 15, 2014

Effective July 1, 2014, the Assistant Superintendent of Business Services and Human Resources has been working with the human resources department.

Q) Current Status:
HCS's decision to move to DMS is recent, and a large unknown exists as to its scope of responsibility. In current interviews with staff for this update, it became clear that current staff is uncertain and vague as to the role that DMS is to play in their daily operations—let alone the overall organization.
A) Response/Action Plan to Current Status:
Horizon Charter Schools has been meeting on a regular basis with Delta Managed Solutions and Western Placer USD, regarding all areas of over site. There have been ongoing meetings and discussions with the Horizon Charter Schools Business Office and Delta Managed Solutions staff.

Q) Current Status:
Current staff was also uncertain as to who was now responsible for key processes including Budget Development, Negotiations, Year End Close, and the Year End Audit to name a few.
A) Response/Action Plan to Current status:
Delta Managed Solutions is responsible for the Business Office services of budget development, daily accounting functions and year end close.

Q) Current Status:
It is imperative that there be a close, communicative relationship between DMS and HCS staff members. Discussions need to occur immediately to ensure that there are no gaps—including staff supervision, separation of duties, training, staffing needs assessments, financial system approvals, reconciliations and reviews of budget transfer and journal entries, updates to the Board and Administration, staff meetings, key financial deadlines, and State, Federal, Local reporting, etc.
A) Response/Action Plan to Current Status:
There is an ongoing series of meetings, discussions and written communications to provide for better communication.

Certain board policies were said to have been changed, including the number of and the authorized signatories for warrants and documents.

Q) Current Status:
As noted above, since the first report was published, only a very limited number of Board policies have been reviewed or revised at the Board level. Initial efforts to begin the process to review and revise all current Board and Governance Policy have largely been halted.
A) Response/Action Plan to Current Status:
Governing Board policies are agenized monthly.

Regular staff meetings have been established, and a district office calendar has been developed to improve communication and collegiality.

• Current Status:
The regular staff meetings established by Ryland SBC were unsupported by the Administration and ceased once Ryland SBC was disengaged.
A) Response/Action Plan to Current Status:
The Business office attends regular department meetings. Administration participates as needed.

The Education Foundation that had been ignored is coming back into focus and continues to contribute funds to HCS.

Q) Current Status:
No evidence of these contributions is evident per a review of the board minutes.
A) Response/Action Plan to Current Status
The Education Foundation was primarily established to provide for annual student scholarships. Many learning centers contribute monies to the Foundation through fund raising efforts. A separate audit is done annually for the Horizon Charter Schools Foundation.

Proactive press releases were previously distributed in an effort to answer questions floating in the community and show a new communicative attitude. The Administration is interested in defending the decades old positive reputation of Horizon and showing the community that they are returning to the solid roots of the original charter.

Q) Current Status:
Several press releases and commercial endeavors were generated by the Administration towards this effort in the 2013-14 fiscal year. The related improvement or deterioration in community relations is evidenced by Ryland SBC in current and projected enrollment of the charters. Per the enrollment chart above, it appears that enrollment is at its lowest level of the last seven years. More positive efforts will be needed to regain the enrollment levels of prior years.

A) Response/Action Plan to Current Status:
Horizon is proud of the efforts made to stabilize enrollment and expects to increase enrollment during the 2014/2015 school year.

Q) Current Status:
The new IT firm contract appears to be working well, however, in our current interviews with staff it become clear that there was no supervisor to direct or manage the IT and Warehouse staff. IT staff was concerned that they did not have the direction or the expertise to manage, budget, or put together the required Technology Plan. Efforts made by Ryland SBC Interim CBO to help out the IT staff in the areas of their budget and plan development were thwarted.
A) Response/Action Plan to Current Status:
IT reported directly to the Superintendent or Deputy Superintendent. Sixteen meetings were held with the IT staff over the 2013/2014 school year. IT was also included in seven CRC/Warehouse/IT/Maintenance meetings. Often, after CRC/Warehouse/IT/Maintenance meetings, an impromptu IT meeting was held in addition to what is shown above.

During the 2014/2015 school year, the Director of Innovation & Marketing is working with IT regarding the Horizon Charter Schools technology plan.

Our follow-up review also brought to light some new areas of concern:

Q) Current Status:
Non-existent Credit Card Policy – Currently, HCS credit cards are used without a proper policy in place to limited use and mitigate potential fraud. One example includes the use of the credit card provided to the part-time facilities supervisor. He used the card for nearly every purchase he made. Neither the business office staff nor Administration knew about these purchases until the monthly statement came in. The AP staff then took several weeks to process payments due to the lack of proper documentation; original receipts etc. for all credit card holders.
- We recommend that a detailed and limited use Credit Card policy be developed and approved by the Board that includes the issuance of credit cards to key and necessary personnel only.
A) Response/Action Plan to Current Status:
Horizon Charter Schools' credit card policy will go to the Governing Board, November 2014.

Q) Current Status:
Non-existent Borrowing/Long-Term Obligation Policy – There is currently no Board policy in place that defines, limits, or provides any guidance as to how and when the organization can borrow funds and/or obligate the organization to long-term financial obligations. We recommend that a detailed Borrowing and Long-Term Obligation Board Policy be developed and approved by the Board that includes the requirement to notify and get the approval of WPUSD when any debt or long-term obligations are being considered. Ryland SBC can assist with this policy documentation.

A) Response/Action Plan to Current Status:
Horizon Charter School's borrowing and/or long term obligation policy is located in the Horizon Board Policy Manual. Number II, Executive Limitations, page number seven through ten outlines Horizons financial activity and conditions. Given Horizon Charter Schools current net asset balance, no external borrowing of any kind is anticipated for the foreseeable future.

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

A) Response/Action Plan to Current Status:
The professional development plan will be developed by the Director of Curriculum, Instruction and Professional Development, who was hired on July 1, 2014.

Q) Current Status:
12-month Work Calendars vs. Actual Days Worked – Heightened concern was raised over the number of actual days worked for 12-month employees as compared to their approved 12-month work calendars. While reviewing vacation and leave policies this year for the updated report, we asked for copies of the calendars for twelve month employees. In most districts, twelve month employee calendars are divided up between work days, vacation and holidays. At Horizon, there are also 14 "Unpaid" days that make up the total 260 possible workday calendar. Because the minimum number of days allowed by PERS for a full year retirement credit is 215 days, care must be taken that long term employees who may have earned four weeks of vacation time do not use all of this time or they may be dinged a portion of their service credit. A typical classified calendar compared to the HCS twelve month work calendar follows:

Typical District Twelve-Month Calendar:	Days
Possible Work days (52 weeks x 5 days per week)	260
Holidays	(14)
Vacation (two to four weeks)	(20)
Days worked/Calendar days	226

The HCS Twelve-Month Calendar:	
Paid Work Days	247
Holidays	(14)
Maximum Vacation Days for Full Year Credit [1]	(18)
Minimum PERS days for full year service credit	215

[1] Per the Employee Handbook, employees working twelve months with more than ten years' employment with Horizon are to receive twenty days of vacation. However, per analysis above, these employees would lose service credit if they took more than 18 days per year.

A) Response/Action Plan to Current Status:

The twelve month work calendar vs. actual days worked is under review by the Assistant Superintendent of Business Services and Human Resources.

Current Litigation

Q) Current Status:

Per statements from Mr. Heimbichner, CEO, a lawsuit for wrongful discharge by three former ALA teachers was mediated this past year. One more lawsuit remains from a former ALA teacher, and it is scheduled for mediation soon. Brockmeyer (GA) secured a deposition from the Superintendent this past year alleging that HCS owed them money and defaulted on multiple lease obligations, but current HCS legal counsel was able to disprove the charges and the issue so far has

Gone away. There was one settlement in Special Education this past year. The current HR Director who has been on paid administrative leave since June 2013 has retained a lawyer.

A) Response/Action Plan to Current Status:

Legal personnel matter is closed.

All supporting documents/exhibits have been reviewed by Western Placer USD.

CONSENT

AGENDA

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
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 Minutes:
- September 2, & 16, 2014 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 7, 2014

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- September 2 & 16, 2014 Regular Board of Trustee Meeting

RECOMMENDATION:

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

wp/rk/factform

Western Placer Unified School District
Regular Meeting of the Board of Trustees
September 2, 2014, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS THEATER
790 J Street, Lincoln, CA 95648

MINUTES

2013-2014 Goals & Objectives (G & 0) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

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

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

Others Present:
Scott Leaman, Superintendent
Audrey Kilpatrick, Assistant Superintendent of Business & Operations
Ryan Davis, Assistant Superintendent of Personnel Services
Kerry Callahan, Assistant Superintendent of Educational Services
Chuck Whitecotton, PHS Principal
Heather Steer, Facilities Director
Rosemary Knutson, Secretary to the Superintendent
Carol Percy, Lincoln News Messenger

5:35 P.M. START

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

5:40 P.M.

2. CLOSED SESSION – Lincoln High School - Library

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

2.2 PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release

2.3 STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C.48918
Student Discipline/Expulsion Pursuant to E.C. 48918
Student Expulsion # 14-15 A

2.4 INTERDISTRICT ATTENDANCE APPEAL

a. Interdistrict Request Appeal 14/15 - 61
b. Interdistrict Request Appeal 14/15 - 62
c. Interdistrict Request Appeal 14/15 - 63
d. Interdistrict Request Appeal 14/15 – 64
e. Interdistrict Request Appeal 14/15 – 65

7:00 P.M.

3. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE–Lincoln High Theater

The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

3.1 CONFERENCE WITH LABOR NEGOTIATOR

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

No action was taken

3.2 PERSONNEL

Public Employee Employment/Discipline/Dismissal/Release

No action was taken

3.3 STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C.48918

Student Discipline/Expulsion Pursuant to E.C. 48918
Student Expulsion # 14-15 A

Motion by Mr. Carras, seconded by Mr. Haley, and passed by a 4-1(**Ayes**: *Haley, Long, Wyatt,* **No:** *Armitage*) vote to expel student for the calendar year ending 2015.

3.4 INTERDISTRICT ATTENDANCE APPEAL

a. Interdistrict Request Appeal 14/15 - 61

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

b. Interdistrict Request Appeal 14/15 - 62

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

c. Interdistrict Request Appeal 14/15 – 63

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

d. Interdistrict Request Appeal 14/15 – 64

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

e. ~~Interdistrict Request Appeal 14/15 – 65~~ – Withdrew appeal

4. CONSENT AGENDA

4.1 Approval of Meeting Minutes for:
- August 5, & 19th, 2014 Regular Board of Trustee Meeting

4.2 Approval of Warrants
4.3 Classified Personnel Report
4.4 Certificated Personnel Report
4.5 Ratification of Professional Services Agreement for Library/Media Services.
4.6 2014-15 Agricultural Career Technical Education Incentive Grant
4.7 Agreement for Preventative Maintenance between Gold State Equipment Repair and WPUSD.
4.8 Statement of Engagement – Technology Review Between Quest Technology Management and WPUSD.

Motion by Mr. Armitage, seconded by Mr. Haley, and passed by a 5-0 (**Ayes**: *Armitage, Carras, Haley, Long, Wyatt,* **No:** *None*) roll call vote to approve consent agenda with the correction to minutes of August 5, 2014.

5. COMMUNICATION FROM THE PUBLIC

No communication from the public.

6. REPORTS & COMMUNICATION

6.1 Lincoln High School, Student Advisory – Jillian Loya reported the following:
- Link Crew went well
- Football team lost to Ponderosa High
- The Zoo, good turnout and great support, made 2,000 dollars.
- New Student Rally for students transferring into the district, and foreign exchange students
- Golf team did well
- Volleyball has started
- FFA is having a Blood drive
- This year is much better than last year, class sizes are smaller

6.2 Western Placer Teacher's Association – Tara McCroskey had no report
6.3 Western Placer Classified Employee Association – Mike Kimbrough, was not present
6.4 Superintendent - Scott Leaman reported the following:
- Enrollment updates

- District Office Hours during Christmas Break, City Hall office front doors will be closed December 24th through January 2, 2015.
- LHS would like to revisit the movie policy.
- Will present a new set of goals at the next board meeting
- All district administration visited schools for Back to School Night
- Presented Do's and Don'ts for Measure A

7. PUBLIC HEARING

Education Code 60119 requires that the governing board of a school district hold an annual instructional materials public hearing to determine whether the district has sufficient standards-aligned textbooks or instructional materials for students in each of its schools. A ten-day notice of the Public Hearing is required. Notices of Public Hearing were sent to news media and to our local schools on August 2014. Our Public Hearing will be held on September 2, 2014

The Public Hearing was open at 7:24 for instructional materials. There being no questions on the Public Hearing on Instructional Materials, the hearing was closed at 7:25.

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

8.1 Action **APPROVE RESOLUTION NO. 14/15.3 INSTRUCTIONAL MATERIALS – Callahan** *(14-15 G & O Component I, II, III, IV, V)*

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

Roll call vote:

Kerry Callahan reported the materials have been delivered, from TK to 12th grade curriculum. Motion by Mr. Haley, seconded by Mr. Carras, and passed by a 5-0 (**Ayes**: *Long, Armitage, Carras, Haley, Wyatt,* **No:** *None*) roll call vote to approve Resolution No. 14/15.3 for Instructional Materials.

8.2 Discussion/ Action **APPROVE RESOLUTION NO. 14/15.8 REGARDING AUTHORIZATION TO TEACH ASSIGNED SUBJECTS – Davis** *(14-15 G & O Component I, II, III, IV, V)*

•Pursuant to Education Code 44256(b), and in order to ensure proper credentialing and teacher consistency for one of our assignments the District administration is making a recommendation that the Board approve Resolution No 14/15.8 which will allow two certificated teachers to teach Social Science for the entire 2014-2015 school year in an middle school departmentalized setting at grades 6-8 at Glen Edwards Middle School. The teachers have consented to this assignment.

Ryan Davis presented Resolution No. 14/15.8 for approval. Motion by Mr. Carras, seconded by Mr. Armitage, and passed by a 5-0 (**Ayes**: *Armitage, Carras, Haley, Long, Wyatt,* **No:** *None*) roll call vote to approve Resolution No. 14/15.8 allowing two teachers to teach Social Science for the 2014-15 school year.

8.3 Action **ADOPTION OF NEW AND REVISED POLICIES, REGULATIONS AND EXHIBITS PERTAINING TO ENGLISH LANGUARE LEARNERS – Callahan** *(14-15 G & O Component I, II, III, IV, V)*

•Revised policies/regulations/exhibits pertaining to Education for English Language Learners are being presented for approval by the Board of Trustees.

- BP/AR 6174 Education for English Language Learners
- Exhibit (1) 6174 Education for English Language Learners
- Exhibit (2) 6174 Education for English Language Learners
- Exhibit (3) 6174 Education for English Language Learners

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

8.4 Action **APPROVAL OF LEASE-LEASE BACK AGREEMENT WITH BRCO CONSTRUCTORS, INC. FOR LINCOLN HIGH SCHOOL KITCHEN HVAC REPLACEMENT – Steer** *(14-15 G & O Component I, II, III, IV, V)*

•Staff is seeking to engage in a Lease Leaseback Agreement with BRCO Constructors, Inc. for replacement of Kitchen HVAC system at Lincoln High School.

Heather Steer reported on the lease-lease back agreement for replacing HVAC unit system. Motion by Mr. Carras, seconded by Mr. Armitage, and passed by a 5-0 (**Ayes**: *Armitage, Carras, Haley, Long, Wyatt,* **No:** *None*)vote to approve the Lease-Lease Back Agreement with BRCO Constructors to replace the high school kitchen HVAC system.

8.5 Information **FACILITIES DEPARTMENTAL UPDATE SUMMER PROJECTS 2014 – Steer** *(14-15 G & O Component I, II, III, IV, V)*

•This item is a Board of Trustees informational update on current Facilities projects and work that was completed the summer of 2014.

Heather Steer reviewed projects that were done during the summer of 2014.

- Still working on Safety
- Demolished a portable, and replaced a roof at Sheridan
- Paved Blacktop at Creekside Oaks, and Kindergarten area. Extended walkway at Carlin C. Coppin
- Roofing at First Street School
- HVAC work is still going on at CCC, the next phase will be about six weeks working on the temperature system throughout.
- LHS Computer Labs got new Carpeting, along with five portables throughout the district.
- Cabinets installed in the Special Education class in Lincoln High.

8.6 Information/ Discussion **2013-14 DISTRICT GOALS AND OBJECTIVES – Leaman** *(14-15 G & O Component I, II, III, IV, V)*

•The final 2013-14 Board Goals and Objectives will be presented to the Board.

Scott presented goals, and highlighted the following areas:

- LHS shows 48% to transfer into a 4 year
- PLC show a much larger commitment with early release Monday
- The district has a 95% attendance rate, due to communication and SARB
- Facilities continue working with developers

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.

- Twelve Bridges High School
- Lincoln Crossing Elementary South/Facilities Update
- Foreign Exchange Student Criteria
- Community Breakfast

9.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Haley no report

Mr. Long no report

Mr. Armitage School starting out great, likes the digits package, likes the integration, help and examples.

Mr. Carras reminded everyone about the Trustee dinner, and shared he will be having outpatient surgery tomorrow.

Mrs. Wyatt shared Rotary has taken bikes, and flyers to all elementary schools, and will be starting book buddies on Sept. 11th at Creekside Oaks.

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- September 16, 2014 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School

11. ADJOURNMENT

There being no further business the meeting was adjourned at 7:51 p.m.

_____

Kris Wyatt, President

_____

Damian Armitage, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
September 16, 2014, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS THEATER
790 J Street, Lincoln, CA 95648

MINUTES

2013-2014 Goals & Objectives (G & 0) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

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

Others Present:
Scott Leaman, Superintendent
Audrey Kilpatrick, Assistant Superintendent of Business & Operations
Ryan Davis, Assistant Superintendent of Personnel Services
Kerry Callahan, Assistant Superintendent of Educational Services
Chuck Whitecotton, PHS Principal
Rosemary Knutson, Secretary to the Superintendent
Carol Percy, Lincoln News Messenger

6:15 P.M. START

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

6:20 P.M.

2. CLOSED SESSION – Lincoln High School - Library

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

2.2 PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release
- CL 14/15.1

2.3 INTERDISTRICT ATTENDANCE APPEAL
a. Interdistrict Request Appeal 14/15 - 66

7:00 P.M.

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

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

No action taken

3.2 PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release
- CL 14/15.1

The Board of Trustees took action in closed session to unanimously approve and ratify the separation and release agreement between employee CL 14/15.1 between CSEA and WPUSD

3.3 INTERDISTRICT ATTENDANCE APPEAL
a. Interdistrict Request Appeal 14/15 - 66

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

4. CONSENT AGENDA
4.1 Classified Personnel Report
4.2 Certificated Personnel Report
4.3 Student Discipline Stipulated Expulsion Student # 14/15 – B.
4.4 Ratify MOU between Placer County Office of Education and WPUSD, school year 2014-15.
4.5 Approval of Contract with La Quinta Inn & Suites and WPUSD and Approval of Out of State Travel – Lincoln High School Field Trip to Ashland Oregon.
4.6 Request for Approval of films

Mr. Carras requested to pull item 4.6 from the consent agenda for discussion. Motion by Mr. Haley, seconded by Mr. Armitage, and passed by a 5-0 (**Ayes**: *Haley, Long, Armitage, Carras, Wyatt,* **No:** *None*) roll call vote to approve consent agenda as presented with the exception of item 4.6.

Kerry Callahan explained the request came from LHS for permission to show the following movies listed. This would be for grades 9-12th, with parent permission, students without permission will be sent to another class, with alternative assignment. Motion by Mr. Haley, seconded by Mr. Armitage, and passed by a 4-1 (**Ayes**: *Haley, Long, Armitage, Wyatt,* **No:** *Carras*) roll call vote to approve item 4.6 on consent agenda.

5. COMMUNICATION FROM THE PUBLIC

Kiera LeRoy, 5th grader at Lincoln Crossing Elementary read the following:

Good Evening, Last year I was here to talk about an event we put on for Autism Awareness and I wanted to update you on what has happened from that event.

First, the Autism Awareness event was attended by Good Day Sacramento and it was a hit! I want to thank both Mr. Damian Armitage and Mrs. Kris Wyatt for attending the event.

What came out of our events was amazing. I saw some of my classmates go up and talk to other kids they never have. They asked others to join them in play that they never thought to ask. People started treating each other better.

But I felt it just could not end there. I wanted to make this an everyday thing going forward here at LCE.

I asked my choir teachers Mrs. Adams if we could start a club here at LCE that would bring students closer together, help us become leaders and focus on issues that are important to kids.

Mrs. Adams and I have started the LCE Leadership Ambassadors program. Teachers from the 4th and 5th grade classes have selected one boy and a girl from each of their classes to be ambassadors.

These ambassadors will meet every Wednesday to talk, plan and support awareness and greatness in our school.

We are extremely lucky to have a Principal Mr. Rodriguez, the entire teaching staff, the entire school staff and the PTC to be giving us such amazing support.

Our first meeting established the Welcoming Committee, which mirrors two other schools in our district that has students meeting kids at their parent's cars, opening the door for them, and then wishing the parents a great day.

This has greatly improved our traffic flow and made mornings so much more pleasant.

We also have plans for a Pink Out day on October 3rd, to raise awareness for Cancer. We are excited to see what comes of this day and I have already personally contact the Susan G. Komen Foundation for any support they can provide us.

Some of our other plans that we are currently working on making real is a buddy program, where an upper class student is a buddy of a lower class student. As a Leadership team we will be able to have events that buddies will be able to do together and build a strainer bond within our school.

One of my favorite ideas is school retreats. We would like to have days where we attend a retreat at our school and develop a closer bond. We would like to have us work on team building with not only our students together, but also have the teachers participate in these retreats. Allow us to get to know each other better, but also to allow us to understand who we are better as well.

Again I want to thank you all for your support of us students here in the Western Placer Unified School District and we hope that we make you proud. My dream is that this program grows throughout the district and shows the world that us kids together can make a big difference in the

world by making us stronger from an earlier age and continue on as we grow and become the leaders of tomorrow.

6. REPORTS & COMMUNICATION

6.1 Lincoln High School Student Advisory – Jillian Loya

6.2 Western Placer Teacher's Association – Tara McCroskey thanked everyone for the BBQ.

6.3 Western Placer Classified Employee Association – Mike Kimbrough, no report

6.4 Superintendent - Scott Leaman reported the following:

- Had the pleasure to attend the football game, was a great event.
- Enjoyed the BBQ tonight, great to have everyone there.
- Attending school sites, everything seems to be going well.
- Added additional staff in special education
- Measure A is ongoing, will have information on the website
- School's Group requested an information night.
- Presented at S.C.H.O.O.L breakfast orientation,
- Attended a Shady Creek and OLE meeting, all 6th graders for both schools
- Attended the Sheridan MAC, explained to them the district will be extending the band width in Sheridan.
- Make sure to check board packets for meeting locations.

7. ♦ACTION ♦DISCUSSION ♦INFORMATION

7.1 Discussion/ Action **APPROVE RESOUTION NO. 14/15.9 TO ADOPT THE 2014-15 WESTERN PLACER UNIFIED SCHOOL DISTRICT GANN LIMIT - Kilpatrick** *(14-15 G & O Component I, II, III, IV, V)*

•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. These appropriation limits, commonly called Gann Limits, allow government spending to grow at a rate no faster than inflation and change in population.

Audrey Kilpatrick presented the Gann Limit Resolution for approval Motion by Mr. Carras, Mr. Haley and passed by a 5-0 (**Ayes**: *Armitage, Carras, Haley, Long, Wyatt,* **No:** *None*) roll call vote to approve Resolution No. 14/15.9 adopting the 2014-15 Western Placer Unified School District Gann Limit.

7.2 Information **UPDATED 2014-15 WESTERN PLACER UNFIED SCHOOL DISTRICT LCAP – Leaman/Kilpatrick/Callahan** *(14-15 G & O Component I, II, III, IV, V)*

•The Board approved the WPUSD 2014-15 Local Control Accountability Plan (LCAP) on June 18, 2014. Subsequent to that date the Placer County Office of Education (PCOE) reviewed the District's LCAP. PCOE met with administration reviewed suggested updates related to expanding program description or information placement on the LCAP. Those suggestions do not materially change the LCAP or the multi-year plan as presented and approved on June 18, 2014. The suggested changes were made and are presented to the board

for informational purposes only. As there were multiple stakeholders involved in the development of the LCAP it is important that the board and those stakeholders be provided with the updated 2014-15 LCAP.

Mr. Leaman reported the LCAP is being brought back in order to update the board as to changes that were made. PCOE has approved the LCAP with minor formatting changes. This will be the one that will be used.

7.3 Discussion **REQUEST TO CHANGE BP 6161.11 RE MULTIMEDIA/FILMS – Callahan** *(14-15 G & O Component I, II, III, IV, V)*

•Lincoln High School administration requests the following changes to BP6161.11:

1. Remove the requirement of parent/guardian approval before an instructor (in grades 9-12) can show a "PG-13" rated film.
2. Remove the requirement of board approval before an instructor is allowed to show an "R" rated film.

Kerry Callahan presented the recommended changes, and asked the board to include it to read grades 9-12. She would also like to add administration approval for all films in grades 6-12, unless included in lesson plans. This policy will be brought back for board approval.

7.4 Discussion **AR 5111.2 RE NONRESIDENT FOREIGN EXCHANGE STUDENTS – Callahan** *(14-15 G & O Component I, II, III, IV, V)*

•As a result of concerns regarding placement of nonresident foreign exchange students, the board requested a discussion regarding best practices for working with foreign exchange programs.

Kerry Callahan presented policy AR 5111.2 regarding nonresident foreign exchange students, asking for changes to the policy. Kris Wyatt suggested the following are needed; a form listing no more than five per organization; get organizations to start thinking about a timeline, like Springtime; and it also helps when the students know English. Paul Carras recommended posting organizations that are approved and a timeline for applying at the high school, on the website. Scott recommended having an MOU with the exchange organizations. They need to understand we only give an honorary diploma. Kerry Callahan will put together an MOU and bring back for approval. It was recommended the time should be April, before school is out.

7.5 Information **2014-15 TESTING DATES – Callahan** *(14-15 G & O Component I, II, III, IV, V)*

•Each year the California Department of Education (CDE) disseminates guidelines and timelines for administering various state assessments. The enclosed 2014-15 testing dates for WPUSD are aligned with these guidelines and timelines to ensure our compliance in administering the state required student assessments for 2014-2015.

Kerry Callahan presented Testing Dates for information, and reviewed which tests are still being administered. She will work with Kevin to make sure not everyone is testing on the same date.

7.6 Action **DISPOSAL OF SURPLUS ITEMS - Kilpatrick** *(14-15 G & O Component I, II, III, IV, V)*

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

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

7.7 Discussion/ Action **APPROVAL OF THE 2013-14 UNAUDITED ACTUALS - Kilpatrick** *(14-15 G & O Component I, II, III, IV, V)*

•The 2013-14 Unaudited Actuals are included for the Board of Trustees, and an executive summary of significant items is included.

Audrey presented unaudited actuals for approval. Motion by Mr. Armitage, seconded by Mr. Carras, and passed by a 5-0 (**Ayes**: *Armitage, Carras, Haley, Long, Wyatt,* **No:** *None*) vote to approve the 2013-14 Unaudited Actuals.

7.8 Action **ADOPTION OF REVISED/NEW POLICIES, REGULATIONS AND EXHIBITS – Leaman** *(14-15 G & O Component I, II, III, IV, V)*

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

- BP/AR 1114 District-Sponsored Social Media
- BP 1100 Communication with the Pubic
- BP 1160 Political Processes
- BP 2121 Superintendent's Contract
- BP 2140 Evaluation of the Superintendent
- BP 7310 Naming of Facility
- BB 9123 Clerk
- BB 9130 Board Committees
- BB 9140 Board Representatives
- BB 9150 Student Board Members
- BB 9220 Board of Trustees Elections
- BB 9223 Filling Vacancies
- BB 9320 Meetings and Notices

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

5.1.14

8. BOARD OF TRUSTEES

8.1 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.

- Twelve Bridges High School
- Lincoln Crossing Elementary South/Facilities Update
- Foreign Exchange Students Criteria
- Community Information Breakfast - Spring

8.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Haley - no report
Mr. Long grandson went to the Army yesterday, with several other Lincoln boys.
Mr. Armitage thanked Tara for the BBQ
Mr. Carras also thanked Tara, the BBQ was great
Mrs. Wyatt thanked Tara, it was fun. Attended the OLE meeting, it was great to see the change in the parents when the meeting was over. Mr. Hess and Mr. Fowler did a great job.

9. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- **October 7, 2014** 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School
- **October 21, 2014** 7:00 P.M., Regular Meeting of the Board of Trustee – Twelve Bridges Middle School

10. ADJOURNMENT

There being no further information the meeting was adjourned at 8:25 p.m.

_____
Kris Wyatt, President

_____
Damian Armitage, Clerk

_____
Scott Leaman, Superintendent

5.1.15

Rosemary Knutson, Secretary to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Approval of Warrants

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Audrey Kilpatrick
Assistant Superintendent of
Business and Operations

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

DEPARTMENT:
Business Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
October 7, 2014

ROLL CALL REQUIRED:
N/A

BACKGROUND:

The Board of Trustees will consider approval of warrants paid since the September 2, 2014 board meeting.

RECOMMENDATION:

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

wp/rk/factsheetwarrants

Checks Dated 09/26/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85393607	09/26/2014	PACIFIC GAS & ELECTRIC CO	01-5510		17,659.57
85393608	09/26/2014	"DANIELSEN COMPANY, THE"	13-4380	186.36	
			13-4710	2,967.46	
			Unpaid Sales Tax	1.04-	3,152.78
85393609	09/26/2014	APPLE INC.	01-4300		107.45
85393610	09/26/2014	CROWN DISTRIBUTING INC.	13-4380		898.90
85393611	09/26/2014	PIZZA GUYS	13-4710		1,569.41
85393612	09/26/2014	PROPACIFIC FRESH	13-4710		393.39
85393613	09/26/2014	SARA LEE	13-4710		215.78
85393614	09/26/2014	SCHOOL SPECIALTY INC	01-4300		626.38
85393615	09/26/2014	STAFFORD MEAT COMPANY	13-4710		288.00
85393616	09/26/2014	STEMFINITY LLC	01-4300		117.35
85393617	09/26/2014	TARGET BANK	01-4300		73.05
85393618	09/26/2014	VENDMART OF SACRAMENTO	13-4710		457.07
85393619	09/26/2014	WPUSD PETTY CASH FUND	01-3701	34.16	
			01-4300	164.00	
			01-5800	41.85	
			01-8675	107.50	
			01-8699	94.00	
			13-4300	238.00	
			13-4710	74.00	
			13-9340	1,425.50	2,179.01
85393620	09/26/2014	ERIN MOORE	13-4710		41.45
85393621	09/26/2014	PAULA ALLEN	13-4710		47.40
85393622	09/26/2014	ACI SPECIALTY BENEFITS ACI ENTERPRISES INC	01-3901		2,475.00
85393623	09/26/2014	AIRGAS	01-4300		22.32
85393624	09/26/2014	BANK OF AMERICA #4408	01-4300	168.54	
			01-4400	811.22	
			11-5200	355.40	1,335.16
85393625	09/26/2014	CDW GOVERNMENT INC	01-4400		536.43
85393626	09/26/2014	DELL	01-4400		1,414.40
85393627	09/26/2014	DELTA EDUCATION INC	01-4100		1,689.55
85393628	09/26/2014	DISCOVERY OFFICE SYSTEMS	01-5600		64.13
85393629	09/26/2014	FOLLETT EDUCATIONAL SERVICES	01-4100		4,429.73
85393630	09/26/2014	GOPHER SPORT	01-4300		160.54
85393631	09/26/2014	GRAINGER .	01-4300		238.28
85393632	09/26/2014	HANDWRITING WITHOUT TEARS	01-4100		805.47
85393633	09/26/2014	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		452.20
85393634	09/26/2014	HOUGHTON MIFFLIN COMPANY	01-4100		100.13
85393635	09/26/2014	INTEGRATED FIRE SYSTEMS INC	01-5600		287.50
85393636	09/26/2014	J & J SCREEN & GLASS	01-5600		208.20
85393637	09/26/2014	J C PAPER	01-4300		8,813.93
85393638	09/26/2014	JABBERGYM INC.	01-5800		1,377.50
85393639	09/26/2014	KRONICK MOSKOVITZ TIEDEMANN	01-5810		380.50
85393640	09/26/2014	LEARNING SOLUTIONS INC	01-5800		1,782.44

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

Checks Dated 09/26/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85393641	09/26/2014	MAYER-JOHNSON LLC	01-4300	821.13	
			Unpaid Sales Tax	57.28-	763.85
85393642	09/26/2014	NYSTROM - DIVISION OF SOCIAL STUDIES SCHOOL SERVICE	01-4100		705.16
85393643	09/26/2014	OFFICE DEPOT	01-4300		71.60
85393644	09/26/2014	PEARSON EDUCATION	01-5800		31,500.00
85393645	09/26/2014	SAC VAL JANITORIAL SALES	01-4300		972.71
85393646	09/26/2014	SAFETY-KLEEN SYSTEMS INC	01-5800		2,631.12
85393647	09/26/2014	SCHOOLOGY	01-4300		10,980.00
85393648	09/26/2014	SIERRA FOOTHILLS ACADEMY	01-5800		6,765.82
85393649	09/26/2014	SIERRA OFFICE SUPPLIES &	01-4300		66.49
85393650	09/26/2014	SIG EMPLOYEE BENEFITS TRUST	76-9554		630,765.75
85393651	09/26/2014	SILVER KITE	01-4300		440.63
85393652	09/26/2014	SOLUTION TREE	01-4300		9,206.84
85393653	09/26/2014	TOTAL EDUCATION SOLUTIONS	01-5800		446.25
85393654	09/26/2014	ULINE	01-4300		150.77
85393655	09/26/2014	WESTERN BLUE AN NWN COMPANY	01-4300		1,032.56
85393656	09/26/2014	Elena T. Bessette	01-4300		268.68
85393657	09/26/2014	Stacey Brown	01-4300		45.63
85393658	09/26/2014	Rosa E. Castro	12-4300		23.05
85393659	09/26/2014	Laurel A. Etchepare	01-4300		48.44
85393660	09/26/2014	Raymond R. Gonzales	01-4300		49.04
85393661	09/26/2014	Derek C. Hutchinson	01-5200		136.75
85393662	09/26/2014	Wendy K. Meagher	01-4300		166.61
85393663	09/26/2014	Karen A. Roberts	01-5200		8.96
85393664	09/26/2014	ACADEMIC PLANNERS PLUS	01-4300		711.11
85393665	09/26/2014	AMERICAN LEGACY PUBLISHING	01-4300		409.10
85393666	09/26/2014	APPLE INC.	01-4300		1,618.17
85393667	09/26/2014	BANK OF AMERICA #2696	01-4200	64.47	
			01-4300	118.24	182.71
85393668	09/26/2014	BARNES & NOBLE BOOKSTORES	01-4300		251.64
85393669	09/26/2014	BEST BUY FOR BUSINESS	01-4300		4,792.68
85393670	09/26/2014	BIO CORPORATION	01-4300		79.94
85393671	09/26/2014	CALTRONICS BUSINESS SYSTEMS	01-5600		276.80
85393672	09/26/2014	CARSON-DELLOSA PUBLISHING	01-4300		17.14
85393673	09/26/2014	CONTINENTAL ATHLETIC SUPPLY	01-5800		916.30
85393674	09/26/2014	CURRICULUM ASSOCIATES INC.	01-4100		765.74
85393675	09/26/2014	DE LAGE LANDEN	01-5600		129.39
85393676	09/26/2014	DISCOVERY OFFICE SYSTEMS	01-4300	374.07	
			01-5600	372.77	746.84
85393677	09/26/2014	EAI EDUCATION ERIC ARMIN INC.	01-4300	110.38	
			Unpaid Sales Tax	7.11-	103.27
85393678	09/26/2014	EASTBAY / FOOTLOCKER.COM	01-4300		3,080.18
85393679	09/26/2014	EDUCATORS PUBLISHING SERVICE	01-4300		149.00
85393680	09/26/2014	EDULINK SYSTEMS	01-4300		300.00
85393681	09/26/2014	ESGI - EDUCATIONAL SOFTWARE FOR GUIDING INSTRUCTION	01-4300		745.00

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

Checks Dated 09/26/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85393682	09/26/2014	FOXBRIGHT	01-4300		1,300.00
85393683	09/26/2014	LAKESHORE LEARNING MATERIALS	01-4300		698.28
85393684	09/26/2014	LAMINATION DEPOT	01-4300		244.97
85393685	09/26/2014	LINCOLN COMMUNITY FOUNDATION	01-4300		5,641.00
85393686	09/26/2014	NASCO MODESTO	01-4300		775.12
85393687	09/26/2014	OFFICE DEPOT	01-4300	872.75	
			01-4400	566.94	1,439.69
85393688	09/26/2014	PCOE - PLACER CO OFFICE OF ED	01-5200		2,100.00
85393689	09/26/2014	RAY MORGAN CO. / CHICO	01-4300		45.32
85393690	09/26/2014	REALLY GOOD STUFF	01-4300	184.97	
			Unpaid Sales Tax	11.72-	173.25
85393691	09/26/2014	RISO PRODUCTS OF SAC INC	01-4300	2,488.42	
			01-4400	1,075.00	3,563.42
85393692	09/26/2014	SCHOLASTIC MAGAZINE	01-4300		138.60
85393693	09/26/2014	SCHOOL SPECIALTY INC	01-4300		254.29
85393694	09/26/2014	STUDIO MONET, LLC	01-4300		175.00
85393695	09/26/2014	THE ACTIVE NETWORK INC	01-5800		2,070.00
85393696	09/26/2014	TIME FOR KIDS	01-4300		675.80
85393697	09/26/2014	TROXELL COMMUNICATIONS	01-4300		345.08
85393698	09/26/2014	WESTERN BLUE AN NWN COMPANY	01-4300	113.01	
			01-4400	510.63	623.64
85393699	09/26/2014	Abbie Faingold	01-5800		250.00
85393700	09/26/2014	Nicole Wells	01-5800		250.00
		Total Number of Checks	**94**		**787,685.58**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	83	147,815.81
11	Adult Education Fund	1	355.40
12	Child Development Fund	1	23.05
13	Cafeteria Fund	10	8,802.72
76	Payroll Fund	1	630,765.75
	Total Number of Checks	94	787,762.73
	Less Unpaid Sales Tax Liability		77.15-
	Net (Check Amount)		**787,685.58**

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

Checks Dated 09/19/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85392349	09/19/2014	CITY OF LINCOLN	01-5540	5,144.88	
			01-5550	8,846.98	
			01-5570	44,407.44	58,399.30
85392350	09/19/2014	PACIFIC GAS & ELECTRIC CO	01-5510		84,027.96
85392351	09/19/2014	SPURR	01-5530		1,682.02
85392352	09/19/2014	Sandi L. Miller	01-5200		351.45
85392353	09/19/2014	Amy L. Pettersen	01-4300		65.89
85392354	09/19/2014	ADD SOME CLASS	21-4300	355.06	
			21-6400	11,434.08	
			25-4300	20,456.80	
			25-4400	23,036.15	
			25-6400	5,049.98	60,332.07
85392355	09/19/2014	ADVANCED INTEGRATED PEST	01-5800		1,301.00
85392356	09/19/2014	APPLE COMPUTER INC	01-4300	15.30	
			01-4400	92.15	107.45
85392357	09/19/2014	APPROVED SAFE & LOCK	01-4300	143.81	
			01-5600	96.50	240.31
85392358	09/19/2014	ATTAINMENT COMPANY INC	01-4300		133.88
85392359	09/19/2014	CAWEE - CALIF ASSOCIATION OF WORK EXPERIENCE EDUCATORS	11-5200		600.00
85392360	09/19/2014	CITRUS HEIGHTS SAW & MOWER	01-4365		177.99
85392361	09/19/2014	CPU PUBLICATIONS LOS ANGELES CO OFFICE OF ED	01-4300		111.43
85392362	09/19/2014	DELTA EDUCATION INC	01-4100		1,249.04
85392363	09/19/2014	FOLLETT EDUCATIONAL SERVICES	01-4100		414.74
85392364	09/19/2014	GOLD COUNTRY CLASSIFIED INC.	01-5800		141.20
85392365	09/19/2014	GRAINGER .	01-4300		109.15
85392366	09/19/2014	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		723.25
85392367	09/19/2014	INTEGRATED FIRE SYSTEMS INC	01-4300	41.85	
			01-5600	575.00	
			35-5800	6,222.50	6,839.35
85392368	09/19/2014	LEARNING SOLUTIONS INC	01-5800		583.06
85392369	09/19/2014	LOVE AND LOGIC INSTITUTE, INC	01-4300	2,577.20	
			Unpaid Sales Tax	179.80-	2,397.40
85392370	09/19/2014	LOWE'S	01-4300		2,183.94
85392371	09/19/2014	LOZANO SMITH, LLP	01-5810		2,172.01
85392372	09/19/2014	MCGRAW-HILL	01-4100		257.75
85392373	09/19/2014	MEDICAB OF SACRAMENTO/SIERRA	01-5800		830.00
85392374	09/19/2014	MISSION UNIFORM SERVICE INC	01-4300	71.12	
			01-5800	1,139.22	1,210.34
85392375	09/19/2014	ODYSSEY LEARNING CENTER, INC.	01-5800		3,692.26
85392376	09/19/2014	OREGON LAMINATIONS COMPANY	01-4300	37.08	
			Unpaid Sales Tax	2.09-	34.99
85392377	09/19/2014	PEARSON EDUCATION	01-4100		101,592.15
85392378	09/19/2014	PITNEY BOWES CREDIT CORP ACCOUNT #16271873867	01-5600		1,996.00
85392379	09/19/2014	PLACER COUNTY SELPA	01-5800		4,013.74

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Checks Dated 09/19/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85392380	09/19/2014	PLACER COUNTY AIR POLLUTION	01-5800		3,097.64
85392381	09/19/2014	PRECISION ENVIRONMENTAL & POWER, INC.	01-4400		1,049.27
85392382	09/19/2014	RAINFORTH GRAU ARCHITECTS	35-6210		5,812.13
85392383	09/19/2014	RAPID ROOTER	01-5800		500.00
85392384	09/19/2014	RAY MORGAN CO. / CHICO	01-5600		57.40
85392385	09/19/2014	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600	585.64	
			01-7438	22.07	
			01-7439	420.93	1,028.64
85392386	09/19/2014	RFI COMMUNICATIONS & SECURITYRFI ENTERPRISES INC	01-5600		315.00
85392387	09/19/2014	RIEBES AUTO PARTS	01-4365		794.71
85392388	09/19/2014	RSD - REFRIGERATION SUPPLIES	01-4300		196.92
85392389	09/19/2014	SAC VAL JANITORIAL SALES	01-4300		74.37
85392390	09/19/2014	SIERRA FOOTHILLS ACADEMY	01-5800		10,643.05
85392391	09/19/2014	SOUND & SIGNAL INC.	01-5800		381.50
85392392	09/19/2014	TALK TOOLS TM	01-4300	59.26	
			Unpaid Sales Tax	3.59-	55.67
85392393	09/19/2014	TAMARA ELIZABETH WILLIAMS DBA - DOMINO EVENTS	01-5200		500.00
85392394	09/19/2014	UNIVERSAL SPECIALTIES, INC.	01-4300		407.77
85392395	09/19/2014	VALLEY ROCK LANDSCAPE MTRL INC	01-4300		435.38
85392396	09/19/2014	WESTERN BLUE AN NWN COMPANY	01-4300	124.70	
			01-4400	612.75	737.45
85392397	09/19/2014	WESTERN PLACER WASTE	01-5540		129.20
85392398	09/19/2014	Linda S. Lucas	01-4300		16.07
85392399	09/19/2014	"DANIELSEN COMPANY, THE"	13-4380	296.69	
			13-4710	3,533.53	
			Unpaid Sales Tax	6.67-	3,823.55
85392400	09/19/2014	CROWN DISTRIBUTING INC.	13-4380		1,080.24
85392401	09/19/2014	ED JONES FOOD SERVICE	13-4710		6,347.69
85392402	09/19/2014	GOLDEN STATE EQUIPMENT REPAIR	13-5600		485.04
85392403	09/19/2014	MISSION UNIFORM SERVICE INC	13-5800		165.18
85392404	09/19/2014	PIZZA GUYS	13-4710		1,498.57
85392405	09/19/2014	PROPACIFIC FRESH	13-4710		395.63
85392406	09/19/2014	SARA LEE	13-4710		461.40
85392407	09/19/2014	VENDMART OF SACRAMENTO	13-4710		751.67
85392408	09/19/2014	LAURIE GIORDANO	01-8675		125.00
85392409	09/19/2014	Jacqueline S. Banderas	01-5800		52.00
85392410	09/19/2014	Stacey Brown	01-4300		537.29
85392411	09/19/2014	Jessica M. Fernandez	01-4300		105.38
85392412	09/19/2014	Raymond R. Gonzales	01-4300		99.12
85392413	09/19/2014	Gari A. Lambert	01-5200		90.00
85392414	09/19/2014	Caryl J. Nichols	01-5800		52.00
85392415	09/19/2014	Jason R. Noonan	01-4300		499.00
85392416	09/19/2014	Joshua J. O'Geen	01-4300		84.40
85392417	09/19/2014	Justin L. Patterson	01-5800		52.00

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Checks Dated 09/19/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85392418	09/19/2014	William D. Trueman	01-4300		45.49
85392419	09/19/2014	APPLE INC.	01-4400		2,157.70
85392420	09/19/2014	AREA 3 WRITING PROJECT -	01-5200		175.00
85392421	09/19/2014	BARNES & NOBLE BOOKSTORES	01-4300		58.28
85392422	09/19/2014	CURRICULUM ASSOCIATES INC.	01-4300		63.09
85392423	09/19/2014	DE LAGE LANDEN	01-5600		320.35
85392424	09/19/2014	DISCOVERY OFFICE SYSTEMS	01-4300		253.64
85392425	09/19/2014	FITNESS FINDERS	01-4300	409.33	
			Unpaid Sales Tax	26.58-	382.75
85392426	09/19/2014	FOLLETT SCHOOL SOLUTIONS, INC.	01-5200		99.00
85392427	09/19/2014	LAKESHORE LEARNING MATERIALS	01-4300	1,374.01	
			Unpaid Sales Tax	10.32-	1,363.69
85392428	09/19/2014	LOOMIS UNION SCHOOL DISTRICT	01-4300		34.24
85392429	09/19/2014	OFFICE DEPOT	01-4300	388.74	
			01-4400	99.99	488.73
85392430	09/19/2014	ORIENTAL TRADING COMPANY INC	01-4300		45.24
85392431	09/19/2014	PACIFIC ENVIRONMENTAL	01-5800		5,280.00
85392432	09/19/2014	PLACER COUNTY WATER AGENCY	01-4300		427.40
85392433	09/19/2014	POSTMASTER / FRE	01-4300		196.00
85392434	09/19/2014	QUALITY SOUND SYSTEMS	01-4300		652.10
85392435	09/19/2014	QUENCH USA, INC	01-4300		399.90
85392436	09/19/2014	REALLY GOOD STUFF	01-4300	235.87	
			Unpaid Sales Tax	14.68-	221.19
85392437	09/19/2014	RISO PRODUCTS OF SAC INC	01-4300	755.13	
			01-5600	737.00	1,492.13
85392438	09/19/2014	SCHOLASTIC BOOK FAIRS - 13	01-4300		1,444.96
85392439	09/19/2014	SCHOOL SPECIALTY INC	01-4300		1,200.99
85392440	09/19/2014	SIERRA OFFICE SUPPLIES &	01-4300		14.60
85392441	09/19/2014	SOCIAL THINKING PUBLISHING	01-4300		151.58
85392442	09/19/2014	SPHERO ORBOTIX, INC.	01-4300	740.68	
			Unpaid Sales Tax	51.68-	689.00
85392443	09/19/2014	SPRINGVIEW MIDDLE SCHOOL F.I.S.A.L.	01-5300		1,045.00
85392444	09/19/2014	STAPLES ADVANTAGE	01-4300	8,302.82	
			13-4300	457.84	8,760.66
85392445	09/19/2014	SUPER 8 MOTEL	01-5800		237.09
85392446	09/19/2014	U.S. BANK NATIONAL ASSOCIATIONU.S. BANCORP PURCHASING CARD	01-4300	282.89	
			13-4300	106.05	
			13-4710	33.39	
			21-4300	75.00	
			21-5600	362.53	
			25-5200	20.00	879.86
85392447	09/19/2014	UNIVERSITY OF OREGON	01-4200	300.00	
			01-4300	400.00	700.00
85392448	09/19/2014	WESTERN BLUE AN NWN COMPANY	01-4300	3,006.14	
			01-4400	1,850.25	4,856.39

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Checks Dated 09/19/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
		Total Number of Checks	100		415,044.50

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	88	326,302.76
11	Adult Education Fund	1	600.00
13	Cafeteria Fund	11	15,612.92
21	Building Fund #1	2	12,226.67
25	Capital Facilities Fund	2	48,562.93
35	Schools Facilities (Prop 1A)	2	12,034.63
	Total Number of Checks	100	415,339.91
	Less Unpaid Sales Tax Liability		295.41-
	Net (Check Amount)		**415,044.50**

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Checks Dated 09/12/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85390938	09/12/2014	"DANIELSEN COMPANY, THE"	13-4380	174.41	
			13-4710	3,466.71	
			Unpaid Sales Tax	2.03-	3,639.09
85390939	09/12/2014	BUTTE COUNTY OFFICE OF ED	01-5200		360.00
85390940	09/12/2014	CROWN DISTRIBUTING INC.	13-4380		592.76
85390941	09/12/2014	D & P CREAMERY	13-4710		4,462.48
85390942	09/12/2014	ED JONES FOOD SERVICE	13-4710		5,779.95
85390943	09/12/2014	GOLDEN STATE EQUIPMENT REPAIR	13-5600		2,079.05
85390944	09/12/2014	PIZZA GUYS	13-4710		1,226.65
85390945	09/12/2014	PROPACIFIC FRESH	13-4710		407.45
85390946	09/12/2014	SARA LEE	13-4710		447.39
85390947	09/12/2014	SCHOOL SPECIALTY INC	01-4300		832.80
85390948	09/12/2014	VENDMART OF SACRAMENTO	13-4710		489.60
85390949	09/12/2014	KERI KENNEY	13-4710		26.45
85390950	09/12/2014	CITY OF LINCOLN / PG&E REIMB	01-5510		3,043.06
85390951	09/12/2014	JIVE COMMUNICATIONS, INC.	01-5560		185.31
85390952	09/12/2014	PACIFIC GAS & ELECTRIC CO	01-5510		12,766.47
85390953	09/12/2014	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		334.13
85390954	09/12/2014	WAVE DIVISION HOLDINGS	01-5560		8,275.77
85390955	09/12/2014	Susan Bier	01-5800		70.00
85390956	09/12/2014	Mark B. Perkins	01-5200		90.38
85390957	09/12/2014	Karyn L. Quan	01-5800		50.00
85390958	09/12/2014	Lauren M. Quinn	01-4300	67.72	
			01-5200	184.80	252.52
85390959	09/12/2014	Jessica L. Rogers	01-5200		170.00
85390960	09/12/2014	Nancyann M. Rowell	01-5200		126.56
85390961	09/12/2014	A-Z BUS SALES INC	01-4365		1,513.15
85390962	09/12/2014	ACSA - PLACER CO. CHAPTER ATTN: DENNY RUSH	01-5200	560.00	
			01-5300	1,650.00	2,210.00
85390963	09/12/2014	CalPERS	01-5800		500.00
85390964	09/12/2014	CITY OF LINCOLN/NON UTILITY	01-5800		121,260.00
85390965	09/12/2014	COMMITTEE FOR CHILDREN	01-4300	1,500.70	
			Unpaid Sales Tax	104.70-	1,396.00
85390966	09/12/2014	DELTA EDUCATION INC	01-4100		670.65
85390967	09/12/2014	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		957.83
85390968	09/12/2014	EDUCATIONAL DATA SYSTEMS	01-4300		93.95
85390969	09/12/2014	FLEX-PLAN SERVICES, INC.	01-5800		115.50
85390970	09/12/2014	GCR TIRES & SERVICE	01-4360		237.07
85390971	09/12/2014	GRAINGER .	01-4300		116.04
85390972	09/12/2014	HANDWRITING WITHOUT TEARS	01-4100		2,815.85
85390973	09/12/2014	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		274.81
85390974	09/12/2014	HookandLoop.com	01-4300	250.19	
			Unpaid Sales Tax	16.71-	233.48
85390975	09/12/2014	INTEGRATED FIRE SYSTEMS INC	01-4300	337.08	

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Checks Dated 09/12/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85390975	09/12/2014	INTEGRATED FIRE SYSTEMS INC	01-5600	230.00	567.08
85390976	09/12/2014	ISOKINETICS, INC.COM	01-4300	828.74	
			Unpaid Sales Tax	57.81-	770.93
85390977	09/12/2014	J & J SCREEN & GLASS	01-5600		181.47
85390978	09/12/2014	KRISTINE N CORN DBA SIERRA PEDIATRIC THERAPY CLINIC	01-5800		1,201.75
85390979	09/12/2014	LAKE TAHOE RESORT HOTEL	01-5200		586.39
85390980	09/12/2014	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		189.00
85390981	09/12/2014	MCGRAW-HILL	01-4100		443.68
85390982	09/12/2014	PEARSON - PSYCHOLOGICAL CORP.	01-4300		3,299.79
85390983	09/12/2014	PEARSON EDUCATION	01-4100		128,970.53
85390984	09/12/2014	PLACER LEARNING CENTER	01-5800		18,034.40
85390985	09/12/2014	PLATT ELECTRIC SUPPLY, INC.	01-4300		46.12
85390986	09/12/2014	PRO-ED	01-4300	1,183.22	
			Unpaid Sales Tax	75.52-	1,107.70
85390987	09/12/2014	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		219.30
85390988	09/12/2014	SIERRA OFFICE SUPPLIES &	01-4300		639.87
85390989	09/12/2014	STATE OF CALIFORNIA - DOJ	01-5821		241.00
85390990	09/12/2014	SUTTER MEDICAL FOUNDATION	01-5800		178.00
85390991	09/12/2014	TAG / AMS INC	01-5800		125.00
85390992	09/12/2014	TARGET BANK	01-4300		67.28
85390993	09/12/2014	VIKING SHRED LLC	01-4300	326.78	
			01-5800	68.44	395.22
85390994	09/12/2014	WESTERN BLUE AN NWN COMPANY	01-4300		757.88
85390995	09/12/2014	WILCO SUPPLY	01-4300		31.63
85390996	09/12/2014	WORKABILITY REGION 4, INC. CENTER HIGH SCHOOL - S.PACHECO	01-5200		300.00
85390997	09/12/2014	ZEP SALES & SERVICE	01-4300		2,346.08
85390998	09/12/2014	Geni A. Atkinson	01-5200		404.28
85390999	09/12/2014	Vicki W. Bryant	01-4300		53.18
85391000	09/12/2014	Jeanie E. Duncan	01-4300		23.64
85391001	09/12/2014	Stephanie C. Maul	01-4300		61.56
85391002	09/12/2014	Pamela S. Soha	01-4300		48.12
85391003	09/12/2014	Amanda J. Wyatt Retallack	01-4300		114.96
85391004	09/12/2014	Elizabeth Zamora	01-4300		141.19
85391005	09/12/2014	APPLE COMPUTER INC	01-4400		754.38
85391006	09/12/2014	BURKETT'S OFFICE	01-4300	1,626.05	
			13-4300	170.93	1,796.98
85391007	09/12/2014	CALTRONICS BUSINESS SYSTEMS	01-5600		83.66
85391008	09/12/2014	CHEVRON	01-4300		102.81
85391009	09/12/2014	CITY OF ROSEVILLE DBA: MAIDU INTERPRETIVE CENTER	01-5800		837.00
85391010	09/12/2014	CURRICULUM ASSOCIATES INC.	01-4300		63.09
85391011	09/12/2014	DATA MANAGEMENT, INC.	01-4300	174.15	
			Unpaid Sales Tax	12.15-	162.00
85391012	09/12/2014	DEMCO MEDIA	01-4300		133.96

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Checks Dated 09/12/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85391013	09/12/2014	FRY'S ELECTRONICS	01-4300		492.32
85391014	09/12/2014	LAKESHORE LEARNING MATERIALS	01-4300	1,306.78	
			11-4300	545.13	1,851.91
85391015	09/12/2014	LAMINATION DEPOT	01-4300		1,020.71
85391016	09/12/2014	MJB WELDING SUPPLY, INC.	01-4300		18.00
85391017	09/12/2014	NORTHERN SPEECH SERVICES, INC.	01-4300	317.77	
			Unpaid Sales Tax	20.55-	297.22
85391018	09/12/2014	OFFICE DEPOT	01-4300		1,850.39
85391019	09/12/2014	POSTMASTER / COES	01-4300		196.00
85391020	09/12/2014	RAMOS OIL COMPANY	01-4300		2,133.90
85391021	09/12/2014	RAY MORGAN CO. / CHICO	01-5600		148.18
85391022	09/12/2014	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		54.16
85391023	09/12/2014	REALLY GOOD STUFF	01-4300	451.41	
			Unpaid Sales Tax	27.60-	423.81
85391024	09/12/2014	S & S WORLDWIDE	01-4300		129.00
85391025	09/12/2014	SCHOOL SPECIALTY INC	01-4300		121.88
85391026	09/12/2014	SIERRA HAY & FEED	01-4300		18.01
85391027	09/12/2014	SUPER DUPER SCHOOL COMPANY	01-4300	201.89	
			Unpaid Sales Tax	14.09-	187.80
85391028	09/12/2014	TEACHER DIRECT	01-4300	64.25	
			Unpaid Sales Tax	4.49-	59.76
85391029	09/12/2014	TREND ENTERPRISES	01-4300	47.27	
			Unpaid Sales Tax	2.93-	44.34
85391030	09/12/2014	TROXELL COMMUNICATIONS	01-4300		78.70
85391031	09/12/2014	US BANK BUSINESS EQUIPMENT	01-5600		499.38
85391032	09/12/2014	WESTERN BLUE AN NWN COMPANY	01-4400		616.75
85391033	09/12/2014	DANIEL CHRISTIANSEN	01-5800		500.00
		Total Number of Checks	**96**		**354,325.33**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	86	334,794.95
11	Adult Education Fund	1	545.13
13	Cafeteria Fund	11	19,323.83
	Total Number of Checks	**96**	354,663.91
	Less Unpaid Sales Tax Liability		338.58-
	Net (Check Amount)		**354,325.33**

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5.2.10

Checks Dated 09/05/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85389596	09/05/2014	ADD SOME CLASS	21-4300	938.91	
			21-6400	45,559.41	46,498.32
85389597	09/05/2014	ADI HONEYWELL INTERNATIONAL	01-4300		229.78
85389598	09/05/2014	ALPHA CARD	01-4300		127.58
85389599	09/05/2014	APPLE COMPUTER INC	01-4300	92.14	
			01-4400	554.79	646.93
85389600	09/05/2014	APPROVED SAFE & LOCK	01-4300	312.26	
			01-5600	90.00	402.26
85389601	09/05/2014	AVID CENTER	01-5200		4,683.00
85389602	09/05/2014	C & S TELECOMMUNICATIONS INC	01-5600		385.00
85389603	09/05/2014	CITRUS HEIGHTS SAW & MOWER	01-4365		2,065.32
85389604	09/05/2014	CITY OF LINCOLN/NON UTILITY	01-5500		2,329.89
85389605	09/05/2014	CVPSG CENTRAL VALLEY PERSONNEL	01-5300		35.00
85389606	09/05/2014	DAWSON OIL COMPANY	01-4345		6,990.32
85389607	09/05/2014	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		634.55
85389608	09/05/2014	EDUCATIONAL DATA SYSTEMS	01-4300		555.12
85389609	09/05/2014	FARONICS TECHNOLOGIES USA INC	01-5800		109.55
85389610	09/05/2014	GEARY PACIFIC SUPPLY	01-4300		106.18
85389611	09/05/2014	GRAINGER .	01-4300		147.70
85389612	09/05/2014	GUIDING FITNESS	01-5800		850.00
85389613	09/05/2014	JABBERGYM INC.	01-5800		855.00
85389614	09/05/2014	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-5800		761.25
85389615	09/05/2014	LUIS FRASER DBA-DON'T TREAD ON ME REPTILE REMOVAL	01-5800		300.00
85389616	09/05/2014	MEDICAB OF SACRAMENTO/SIERRA	01-5800		830.00
85389617	09/05/2014	PLACER LEARNING CENTER	01-5800		29,974.49
85389618	09/05/2014	PLATT ELECTRIC SUPPLY, INC.	01-4300		158.98
85389619	09/05/2014	RAINFORTH GRAU ARCHITECTS	21-5800		3,029.08
85389620	09/05/2014	ROSEVILLE JOINT UHS DISTRICT BUSINESS DEPARTMENT	01-5200		1,000.00
85389621	09/05/2014	SAC VAL JANITORIAL SALES	01-4300		171.70
85389622	09/05/2014	SCHOOL SERVICES OF CA INC	01-5200		180.00
85389623	09/05/2014	UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL	01-5200		1,450.00
85389624	09/05/2014	WESTERN BLUE AN NWN COMPANY	01-4300	1,302.05	
			01-4400	13,840.54	
			01-5800	10,505.59	
			01-6400	10,726.88	36,375.06
85389625	09/05/2014	WILCO SUPPLY	01-4300		317.61
85389626	09/05/2014	Lauren M. Quinn	01-4300	65.30	
			01-5200	262.38	327.68
85389627	09/05/2014	"DANIELSEN COMPANY, THE"	13-4380	145.38	
			13-4710	3,242.12	
			Unpaid Sales Tax	2.03-	3,385.47
85389628	09/05/2014	CROWN DISTRIBUTING INC.	13-4380		913.50

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

Checks Dated 09/05/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85389629	09/05/2014	ED JONES FOOD SERVICE	13-4710		5,102.07
85389630	09/05/2014	PIZZA GUYS	13-4710		1,370.38
85389631	09/05/2014	PROPACIFIC FRESH	13-4710		425.95
85389632	09/05/2014	SARA LEE	13-4710		624.79
85389633	09/05/2014	VENDMART OF SACRAMENTO	13-4710		1,001.53
85389634	09/05/2014	ALEXANDER DANIELS	73-5850		500.00
85389635	09/05/2014	DANIEL & CINDY BERNARDINI	11-8699		2,440.00
85389636	09/05/2014	DANIEL AMEZCUA	12-8699		12.00
85389637	09/05/2014	Daniel T. Alcorn	01-4300		54.03
85389638	09/05/2014	Krystal G. Arnold	01-5200		204.96
85389639	09/05/2014	Reynaldo A. Cubias	01-4300		51.50
85389640	09/05/2014	Diana C. McCracken	01-4300		64.55
85389641	09/05/2014	Susan M. Nelson	01-4300		54.64
85389642	09/05/2014	Scott E. Pickett	01-4300		76.84
85389643	09/05/2014	Karen A. Roberts	01-4300		6.00
85389644	09/05/2014	Barbara S. Springborn	01-4300		82.50
85389645	09/05/2014	Julie A. Stuckey	01-4300		93.31
85389646	09/05/2014	Daniela M. Thompson	01-4300		181.55
85389647	09/05/2014	Coreena R. Whiteside	01-4300		155.16
85389648	09/05/2014	AIRGAS	01-4300		68.47
85389649	09/05/2014	AMERICAN LEGACY PUBLISHING	01-4300		171.94
85389650	09/05/2014	CALTRONICS BUSINESS SYSTEMS	01-5600		252.36
85389651	09/05/2014	CURRICULUM ASSOCIATES INC.	01-4300		97.28
85389652	09/05/2014	DE LAGE LANDEN	01-5600		232.47
85389653	09/05/2014	DIRECT PRESS 2	01-4300		362.81
85389654	09/05/2014	DISCOVERY OFFICE SYSTEMS	01-4300	193.78	
			01-5600	60.11	253.89
85389655	09/05/2014	FULL COMPASS SYSTEMS	01-4300	191.34	
			Unpaid Sales Tax	13.35-	177.99
85389656	09/05/2014	INTERACT SOCIAL STUDIES SCHOOL SERVICE	01-4300		83.59
85389657	09/05/2014	LAKESHORE LEARNING MATERIALS	01-4300	503.17	
			12-4300	569.53	1,072.70
85389658	09/05/2014	MARRIOTT PIANO SERVICE	01-4300		115.00
85389659	09/05/2014	MASE CENTER	01-5200		400.00
85389660	09/05/2014	MODERN LEARNING PRESS INC	01-4200		399.09
85389661	09/05/2014	OFFICE DEPOT	01-4300		898.54
85389662	09/05/2014	PLACER CO ENVIRONMENTAL HEALTH	01-5800		138.00
85389663	09/05/2014	PLACER COUNTY WATER AGENCY	01-4300		211.56
85389664	09/05/2014	REALLY GOOD STUFF	01-4300	43.66	
			Unpaid Sales Tax	2.43-	41.23
85389665	09/05/2014	RENAISSANCE LEARNING INC.	01-5800		6,639.00
85389666	09/05/2014	SCHOOL SPECIALTY INC	01-4300		406.05
85389667	09/05/2014	SUPERIOR REGION CATA	01-5200		245.00
85389668	09/05/2014	TIME FOR KIDS	01-4300		890.40
85389669	09/05/2014	TROXELL COMMUNICATIONS	01-4400		567.60
85389670	09/05/2014	WESTERN BLUE AN NWN COMPANY	01-4300		340.78

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.

5.2.12

Checks Dated 09/05/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
		Total Number of Checks	**75**		**173,393.83**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	63	107,536.99
11	Adult Education Fund	1	2,440.00
12	Child Development Fund	2	581.53
13	Cafeteria Fund	7	12,825.72
21	Building Fund #1	2	49,527.40
73	Foundation Trust	1	500.00
	Total Number of Checks	75	173,411.64
	Less Unpaid Sales Tax Liability		17.81-
	Net (Check Amount)		**173,393.83**

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

Checks Dated 08/29/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85388562	08/29/2014	PACIFIC GAS & ELECTRIC CO	01-5510		41,043.92
85388563	08/29/2014	Curtis D. Stizzo	01-5200		142.57
85388564	08/29/2014	Eli M. Turner	01-5200		257.15
85388565	08/29/2014	BRCO CONSTRUCTION, INC.	21-5800		9,260.00
85388566	08/29/2014	C & S TELECOMMUNICATIONS INC	01-5600		110.00
85388567	08/29/2014	CAPITOL PUBLIC FINANCE GROUP	01-5800	2,700.00	
			21-5800	5,250.00	7,950.00
85388568	08/29/2014	CDW GOVERNMENT INC	01-5800		420.00
85388569	08/29/2014	D7 ROOFING SERVICES INC.	01-5600		5,406.30
85388570	08/29/2014	DANIEL W. GRIFFEN DBA DANG ELECTRIC	01-5600		5,900.00
85388571	08/29/2014	DELL	01-4400		1,505.91
85388572	08/29/2014	DELTA EDUCATION INC	01-4100		1,944.18
85388573	08/29/2014	DISCOVERY OFFICE SYSTEMS	01-5600		208.10
85388574	08/29/2014	DIVERSE NETWORK ASSOCIATES	01-9500		7,579.00
85388575	08/29/2014	ECONOMIC & PLANNING SYS. INC.	49-5800		5,500.00
85388576	08/29/2014	FOLLETT EDUCATIONAL SERVICES	01-4100		1,284.39
85388577	08/29/2014	GCR TIRES & SERVICE	01-4360		589.01
85388578	08/29/2014	GRAINGER .	01-4300		520.77
85388579	08/29/2014	HANDWRITING WITHOUT TEARS	01-4100		3,625.25
85388580	08/29/2014	HANKIN SPECIALTY EQUIPMENT INC	01-9500		2,147.50
85388581	08/29/2014	HD SUPPLY FACILITIES MAINTENENCE, LTD.	01-4300		703.56
85388582	08/29/2014	HOUGHTON MIFFLIN COMPANY	01-4100		698.68
85388583	08/29/2014	INTEGRATED FIRE SYSTEMS INC	01-5600		1,107.32
85388584	08/29/2014	ISAFE INC	01-5800		2,850.00
85388585	08/29/2014	J & J SCREEN & GLASS	01-5600		2,591.54
85388586	08/29/2014	JCI JOHNSON CONTROLS INC.	35-6270		264,926.00
85388587	08/29/2014	LEONARD GAROFALO - DBA DIVERSIFIED COMPUTER SRVS	01-4300		750.00
85388588	08/29/2014	MCGRAW-HILL	01-4100		2,353.75
85388589	08/29/2014	PEARSON EDUCATION	01-4100		2,232.54
85388590	08/29/2014	PLATT ELECTRIC SUPPLY, INC.	01-4300		101.35
85388591	08/29/2014	PROJECT LEAD THE WAY INC	01-5800		5,000.00
85388592	08/29/2014	PURCHASE POWER	01-4300		4,040.00
85388593	08/29/2014	RFI COMMUNICATIONS & SECURITYRFI ENTERPRISES INC	01-5600		315.00
85388594	08/29/2014	SAC VAL JANITORIAL SALES	01-4300		5,197.63
85388595	08/29/2014	SIERRA OFFICE SUPPLIES &	01-4300		3.19
85388596	08/29/2014	SIG EMPLOYEE BENEFITS TRUST	76-9554		626,624.90
85388597	08/29/2014	SOLON FIRE CONTROL	01-5800		35.00
85388598	08/29/2014	STATE OF CALIFORNIA - DOJ	01-5821		192.00
85388599	08/29/2014	WESTERN BLUE AN NWN COMPANY	01-4300		1,186.95
85388600	08/29/2014	ZIEGELMANN'S REFRIGERATION	01-5600		636.00
85388601	08/29/2014	Rosie A. Kirkland	01-4300		34.31
85388602	08/29/2014	"DANIELSEN COMPANY, THE"	13-4380	435.16	
			13-4710	5,502.74	

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

ESCAPE ONLINE

5.2.14

Checks Dated 08/29/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
			Unpaid Sales Tax	5.27-	5,932.63
85388603	08/29/2014	CROWN DISTRIBUTING INC.	13-4380		1,748.38
85388604	08/29/2014	DISCOUNT SCHOOL SUPPLY	01-4300		419.85
85388605	08/29/2014	ED JONES FOOD SERVICE	13-4710		7,190.80
85388606	08/29/2014	GOLDEN STATE EQUIPMENT REPAIR	13-5600		510.72
85388607	08/29/2014	ORIENTAL TRADING COMPANY INC	01-4300	1,264.41	
			Unpaid Sales Tax	80.70-	1,183.71
85388608	08/29/2014	PIZZA GUYS	13-4710		1,386.92
85388609	08/29/2014	PROPACIFIC FRESH	13-4710		834.13
85388610	08/29/2014	RAFT RESOURCE AREA FOR TEACHING	01-4300		1,012.31
85388611	08/29/2014	S & S WORLDWIDE	01-4300		163.31
85388612	08/29/2014	SAFEWAY INC	01-4300		142.09
85388613	08/29/2014	SARA LEE	13-4710		855.54
85388614	08/29/2014	SIERRA OFFICE SUPPLIES &	13-4300		239.34
85388615	08/29/2014	STAFFORD MEAT COMPANY	13-4710		192.00
85388616	08/29/2014	VALLEJO CITY UNIFIED SD SLIC CO-OP LEAD DIST STU NUTRITION	13-5800		368.30
85388617	08/29/2014	VENDMART OF SACRAMENTO	13-4710		807.64
85388618	08/29/2014	AMANDA LOEW SHERER	13-4710		182.70
85388619	08/29/2014	CAMERON & MONICA MIELE	11-8699		95.00
85388620	08/29/2014	ISMENIA VERGARA	13-4710		18.85
85388621	08/29/2014	KERRIE JOHNSON	13-4710		19.25
85388622	08/29/2014	REBECCA DAVIS	13-4710		33.05
85388623	08/29/2014	TONY & SHEHMAI SHIN	11-8699		125.00
85388624	08/29/2014	Kerry A. Callahan	01-4300		75.08
85388625	08/29/2014	Paula S. Bender	01-4300		490.81
85388626	08/29/2014	Jennifer A. Clark	01-4300		50.07
85388627	08/29/2014	Shannon M. De Arkland	01-4300		76.53
85388628	08/29/2014	Alexis K. Dodge	01-4300		58.60
85388629	08/29/2014	Jaclyn M. Drechsler	01-4300		97.06
85388630	08/29/2014	Brandon D. Lopez	01-4300		336.51
85388631	08/29/2014	Elizabeth A. Oneto	01-4300		192.76
85388632	08/29/2014	Lana M. Parr	01-4300		147.75
85388633	08/29/2014	BARNES & NOBLE BOOKSTORES	01-4300		1,002.01
85388634	08/29/2014	CALTRONICS BUSINESS SYSTEMS	01-5600		4.51
85388635	08/29/2014	CANYON CREEK SOFTWARE	01-5800		254.00
85388636	08/29/2014	CDW GOVERNMENT INC	01-4300	428.07	
			01-4400	536.43	964.50
85388637	08/29/2014	DISCOVERY OFFICE SYSTEMS	01-5600		2.79
85388638	08/29/2014	EFFIE YEAW NATURE CENTER	01-5800		324.00
85388639	08/29/2014	LAKESHORE LEARNING MATERIALS	01-4300	905.43	
			11-4300	373.70	
			12-4300	1,143.77	2,422.90
85388640	08/29/2014	OFFICE DEPOT	01-4300	764.41	
			11-4300	113.96	
			12-4300	266.37	1,144.74

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

ESCAPE ONLINE

Checks Dated 08/29/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85388641	08/29/2014	POSTMASTER / SHERIDAN	01-4300		122.00
85388642	08/29/2014	POSTMASTER / TBMS	01-4300		490.00
85388643	08/29/2014	PRO-TUFF DECALS	01-4300	381.15	
			Unpaid Sales Tax	24.75-	356.40
85388644	08/29/2014	RAY MORGAN CO. / CHICO	01-4300	453.44	
			01-5600	1.68	455.12
85388645	08/29/2014	REALLY GOOD STUFF	01-4300	93.51	
			Unpaid Sales Tax	5.48-	88.03
85388646	08/29/2014	RISO PRODUCTS OF SAC INC	01-5600		1,243.00
85388647	08/29/2014	SCHOOL SPECIALTY INC	01-4300		346.64
85388648	08/29/2014	SOCIAL THINKING PUBLISHING	01-4300		102.13
85388649	08/29/2014	SUPER DUPER SCHOOL COMPANY	01-4300	323.15	
			Unpaid Sales Tax	22.55-	300.60
85388650	08/29/2014	TREND ENTERPRISES	01-4300	86.64	
			Unpaid Sales Tax	5.36-	81.28
85388651	08/29/2014	TROXELL COMMUNICATIONS	01-4400		1,703.88
		Total Number of Checks	**90**		**1,053,368.99**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	69	119,508.88
11	Adult Education Fund	4	707.66
12	Child Development Fund	2	1,410.14
13	Cafeteria Fund	15	20,325.52
21	Building Fund #1	2	14,510.00
35	Schools Facilities (Prop 1A)	1	264,926.00
49	Mello Roos Capital Projects	1	5,500.00
76	Payroll Fund	1	626,624.90
	Total Number of Checks	**90**	1,053,513.10
	Less Unpaid Sales Tax Liability		144.11-
	Net (Check Amount)		**1,053,368.99**

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.

5.2.16

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Classified Personnel Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Ryan Davis
Assistant Superintendent, Personnel Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund/Categorical

MEETING DATE:
October 7, 2014

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 7, 2014

CLASSIFIED/MANAGEMENT

New Hires

1. Name: Cori Gray — Effective: 9/30/14
   Position: Paraprofessional Aide — Site: Creekside Oaks Elementary
   Salary: CSEA, Range 17, Step A — Replacement
   Hours: 5.66 Hours/Day
   Days: 10 Months/Year

2. Name: Desirae Monroe — Effective: 9/29/14
   Position: Instructional Aide — Site: Creekside Oaks Elementary
   Salary: CSEA, Range 15, Step A — Replacement
   Hours: 1 Hour/Day
   Days: 10 Months/Year

3. Name: Christina Mundy — Effective: 9/18/14
   Position: Instructional Aide — Site: Twelve Bridges Elementary
   Salary: CSEA, Range 15, Step A — Replacement
   Hours: 2 Hours/Day
   Days: 10 Months/Year

4. Name: Karen White — Effective: 9/16/14
   Position: Intervention Services Provider — Site: First Street School
   Salary: CSEA, Range 20, Step B
   Hours: 3 Hours/Day
   Days: 10 Months/Year

ADDITIONAL POSITION

1. Name: Jessica Hanna — Effective: 9/29/14
   Position: Paraprofessional Aide — Site: Foskett Ranch Elementary
   Salary: Range 17, Step A
   Hours: 4 Hours/Day
   Days: 10 Months/Year

2. Name: April Thornburg — Effective: 9/23/14
   Position: Intervention Services Provider — Site: Creekside Oaks Elementary
   Salary: Range 20, Step C
   Hours: 3 Hours/4 Days Week
   Days: 10 Months/Year

3. Name: Laree Quinn — Effective: 9/15/14
   Position: Intervention Services Provider — Site: First Street School
   Salary: Range 20, Step A
   Hours: 3 Hours/Day
   Days: 10 Months/Year

RESIGNATIONS

1. **Name:** Amanda Urrutia-Sanders
   Position: Business Administrative Assistant
   Site: District Office
   Hours: 8 Hours/Day
   Effective: 10/7/14

2. **Name:** Heather Steer
   Position: Director of Facilities
   Site: District Office
   Hours: 8 Hours/Day
   Effective: 11/7/14

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Certificated Personnel Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Ryan Davis
Assistant Superintendent of Personnel Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
Categorical/General

MEETING DATE:
October 7, 2014

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 7, 2014

CERTIFICATED/MANAGEMENT

NEW HIRE:

1.	**Name:**	**Shannon Girling**
	Position:	**SDC Elementary Teacher**
	FTE:	**1.0**
	Effective Date:	**October 1, 2014**
	Site:	**Carlin C. Coppin**

REQUEST FOR LEAVE OF ABSENCE:

1.	**Name:**	**Vanessa Gutierrez**
	Position:	**First Grade Teacher**
	FTE:	**1.0**
	Effective Date:	**April 7, 2015**
	Site:	**Twelve Bridges Elementary**

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:

Approval of Contract with Silverado Stages – Lincoln High School Field Trip

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Asst Superintendent - Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund – Student Body Funds and Fundraising

MEETING DATE:

October 7, 2014

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contact with Silverado Stages is for transportation for students and teachers to San Francisco as part of the high school's Physics Club. The trip will be on November 14, 2014. The trip will be funded from Students Body funds and fundraising.

RECOMMENDATION:

Staff recommends the Board ratify the contact with Silverado Stages for transportation for students and teachers for a school sponsored field trip.

Going the Distance for Travelers

241-B Prado Road
San Luis Obispo, CA 93401
Phone: 805-545-8400
Fax: 805-544-7675
Toll Free 800-781-4699
Website: www.silveradostages.com
Email: sales@silveradostages.com

Charter Confirmation

Confirmed: **09/18/14**
Charter No. : **65070**

Marilou Edwards
Lincoln High School
790 J st
Lincoln, CA 95648

Phone: **916-645-6360**
Fax: **916-645-6349**
Order Date **09/18/14**
SalesRep:

Group Name: **San Francisco**
Group Leader: **Marilou Edwards**
Destination: **San Francisco**

Coaches: **1**
Equipment: **1 x 81 SPAB**

Leave Date: **Friday, November 14, 2014**
Spot Time: **7:15 am**
Leave Time: **7:30 am**

Return Date: **Friday, November 14, 2014**

Retn\Drop Time: **7:30 pm**

Pickup Location: **Lincoln High School**
790 J st.
Lincoln, Ca., 95648

Destination Details: **SanFrancisco (TBA)**
San Francisco, CA

Description	# Coaches	Qty	Rate	Charge
81-Pax Coach, Full Day Rate (10-hour max)	1	1.00	$1,850.00	$1,850.00
81-Pax Coach, Extra Hour(s)	1	4.50	$155.00	$697.50
Fuel Surcharge at Time of Booking (Per Mile)	1	300.00	$0.30	$90.00
Environmental fee per day	1	1.00	$1.96	$1.96
Discount	1	1.00	($39.46)	($39.46)

Due Dates	Description	Amount
09/28/14	**Contract**	
09/28/14	**Deposit \ Itinerary**	**$800.00**
10/31/14	**Final Payment**	**$1,800.00**

Transport Charge:	**$2,600.00**
PUC Tax:	**$0.00**
Total Charge:	**$2,600.00**
Amount Paid:	**$0.00**
Balance Due:	**$2,600.00**

This Quote is based in part on certain inherent costs. Should the cost of diesel fuel, workers compensation and/or insurance increase by more than 10% from their cost at the date of this quote, this contract shall be subject to an upward adjustment in proportion to such increase.

If you have not already done so, please provide a detailed itinerary to your charter agent. Please call your charter agent if you have any questions.

9/20/14

Charter Party Authorized Signature Date

5.5.1

Silverado Stages

Going the Distance for Travelers

241-B Prado Road
San Luis Obispo, CA 93401
Phone: 805-545-8400
Fax: 805-544-7675
Toll Free 800-781-4699
Website: www.silveradostages.com
Email: sales@silveradostages.com

Charter Terms and Conditions

Thursday, September 18, 2014
Charter No. : **65070**

Marilou Edwards
Lincoln High School
790 J st
Lincoln, CA 95648

Phone: **916-645-6360**
Fax: **916-645-6349**
Order Date **09/18/14**
SalesRep:

The attached Charter 65070 in the amount of $2,600.00 is forwarded for your review and approval. A signed copy of this contract is required to confirm your charter order. If correct, please sign, date and return this contract along with the required deposit. Please include the charter order number on all the checks.

RATES:
This quote is based on the original services requested and our current tariffs (which are subject to change). In the event of a tariff revision, you will be notified concerning rates in effect for your date of service. The total charges for your charter are subject to change in accordance with your actual itinerary which is due in this office no later than 21 days prior to the Leave Date. The dispatch office must check and approve all itineraries for compliance with the terms of this contract. Upon completion of the charter, additional hours or miles exceeding the agreed amount will be billed to you based on the tariffs in effect at the time of the charter. Rates are computed based on time or mileage from Silverado terminal. Any additional charges must be paid within 7 days of receipt of invoice. Unless written into this agreement, driver gratuities are not included in your costs. Customers are responsible (including booking and payment) for providing each driver with a single room on overnight trips and rooms may be required on 1-day charters that exceed 12 consecutive hours. Customers are responsible for payment of any tolls, parking fees, entry fees or other miscellaneous fees required to perform this trip unless written into this contract. Customers are responsible for the costs to repair any and all damages caused by Customer's party to the coach and for any additional cleaning fees for coaches returned in poor condition. Past due accounts will accrue interest at the rate of 1 1/2 per cent per month (18% annually).

DEPOSITS:
A deposit, as listed on your contract, of thirty percent (30%) of the total amount of the charter is due within seven days of receiving this contract in order to confirm your booking. Full payment is required no later than 14 days prior to the Leave Date. Silverado Stages, Inc. reserves the right to cancel this charter if payments are not received by the due dates.

CANCELLATIONS:
All cancellations must be submitted in writing. A change of departure date is considered to be a cancellation of the scheduled Charter. Charters cancelled 30 days or more prior to the scheduled departure date are subject to a charter cancellation fee of 6% of the total price of the charter with a minimum $50 charge. Cancellations received less than 30 days prior to the scheduled departure date are subject to a charter cancellation fee of 30% of the total price of the charter with a minimum $50 charge. No refunds will be made for cancellations 14 days or less prior to the scheduled departure date.

PROHIBITED SUBSTANCES:
Smoking, drugs, and alcohol are prohibited on all coaches. Food and Drink not allowed without prior approval from the dispatch office. All animals except guide dogs are prohibited on the coaches.

DISCLAIMER:
Silverado Stages, Inc. is not liable for damage to or loss of baggage or other property. Baggage and all other property will be handled at the passenger's own risk and only in an amount that can be conveniently carried in the storage areas of the charter coach. Silverado Stages, Inc. shall not be liable for loss of time or monies due to mechanical failure, inclement weather or traffic. We strive to ensure the best operating condition of accessory systems, but due to unpredictable failure rates of accessory systems, we cannot guarantee the operation of radio/video/P/A systems, air-conditioning and restrooms. No refunds or adjustments are given for accessory systems failures or unavailability. We cannot guarantee the assignment of requested drivers or coaches and we reserve the right to substitute equipment leased from other carriers. Silverado Stages, Inc.'s performance of the services contained in this contract is contingent upon the company's ability to furnish the equipment and perform the services.

I, the undersigned, do hereby accept the Charter Terms and Conditions described above and agree to all adhere to all policies contained herein.

Charter Party Signature

9/30/14
Date

5.5.2

hp LaserJet *3015*

WPUSD ACCOUNTING
9166455295
Sep-30-2014 13:29

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
508	9/30/2014	13:27:27	Send	918055447675	1:29	2	OK

Silverado Stages — *Going the Distance for Travelers*

241-B Prado Road
San Luis Obispo, CA 93401
Phone: 805-545-8400
Fax: 805-544-7675
Toll Free 800-781-4699
Website: www.silveradostages.com
Email: sales@silveradostages.com

Charter Confirmation

Confirmed: 09/18/14
Charter No. : 65070

Marilou Edwards
Lincoln High School
790 J st
Lincoln, CA 95648

Phone: 916-645-6350
Fax: 916-645-6349
Order Date 09/18/14
SalesRep:

Group Name: San Francisco
Group Leader: Marilou Edwards
Destination: San Francisco

Coaches: 1
Equipment: 1 x 81 SPAB

Leave Date: Friday, November 14, 2014
Spot Time: 7:15 am
Leave Time: 7:30 am

Return Date: Friday, November 14, 2014

Retn\Drop Time: 7:30 pm

Pickup Location: Lincoln High School, 790 J st., Lincoln, Ca., 95648

Destination Details: SanFrancisco (TBA), San Francisco, CA

Description	# Coaches	Qty	Rate	Charge
81-Pax Coach, Full Day Rate (10-hour max)	1	1.00	$1,850.00	$1,850.00
81-Pax Coach, Extra Hour(s)	1	4.50	$155.00	$697.50
Fuel Surcharge at Time of Booking (Per Mile)	1	300.00	$0.30	$90.00
Environmental fee per day	1	1.00	$1.95	$1.95
Discount	1	1.00	($39.45)	($39.45)

Due Dates	Description	Amount
09/26/14	Contract	
09/26/14	Deposit \ Itinerary	$860.00
10/31/14	Final Payment	$1,800.00

Transport Charge:	$2,600.00
PUC Tax:	$0.00
Total Charge:	$2,600.00
Amount Paid:	$0.00
Balance Due:	$2,600.00

This Quote is based in part on certain inherent costs. Should the cost of diesel fuel, workers compensation and/or insurance increase by more than 10% from their cost at the date of this quote, this contract shall be subject to an upward adjustment in proportion to such increase.

If you have not already done so, please provide a detailed itinerary to your charter agent. Please call your charter agent if you have any questions.

9/30/14

Charter Party Authorized Signature Date

5.5.3

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:

Approval of Contract with Shady Creek Outdoor School and Event Center– Twelve Bridges Elementary School Field Trip

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Asst Superintendent - Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund – Co-Curricular Site Funds, PTC, Parents

MEETING DATE:

October 7, 2014

ROLL CALL REQUIRED:

No

BACKGROUND:

The attached contact with Shady Creek Outdoor School and Event Center is for participation in a week long outdoor educational program for all fifth grade students at Twelve Bridges Elementary in Spring 2015. The trip will be paid using site co-curricular funds, PTC and parent contributions.

RECOMMENDATION:

Staff recommends the Board ratify the contact with Shady Creek Outdoor School and Event Center for outdoor educational program for a school sponsored field trip.

SHADY CREEK OUTDOOR SCHOOL AND EVENT CENTER

Billing and Reservations:
970 Klamath Lane, Yuba City, CA 95993
(530) 822-2949 - (530) 822-3039 Fax

Camp Address:
18601 Pathfinder Way, Nevada City, CA 95959
(530) 292-3436 – (530) 292-3538 Fax

SUTTER COUNTY Superintendent of Schools

Shannon Cueva, Director

BILLING TO:
Twelve Bridges Elementary
770 Westview Dr.
Lincoln, CA 95648
Attention: Principal

DATE: September 19,2014

INVOICE: 15-0095

Shady Creek Outdoor School Program
Spring 2015 - First Installment

TOTAL CHARGES:	105	participants	@	$	203.00	4-day	$ 21,315.00
		participants		$	224.00	5-day	$ -
						Total	$21,315.00

First Installment 50%

Total Due: $ 10,657.50

Payment Due January 2, 2015

MAKE CHECKS PAYABLE TO: SUTTER COUNTY SCHOOLS OFFICE
Please return check to: Shady Creek Outdoor School, Attn. Willi Slack
970 Klamath Ln., Yuba City, CA 95993

5.6.1

SHADY CREEK OUTDOOR SCHOOL PROGRAM
Management Services Provided By
SUTTER COUNTY SUPERINTENDENT OF SCHOOLS OFFICE
Bill Cornelius, Superintendent
970 Klamath Lane, Yuba City, CA 95993
(530) 822-2949

ENVIRONMENTAL EDUCATION AGREEMENT 2014/2015

THIS AGREEMENT ("Agreement") is entered into between the Sutter County Superintendent of Schools ("Superintendent") **Twelve Bridges** Elementary ("District"). Collectively Superintendent and District shall be referred to as "Parties."

WHEREAS, Superintendent owns an outdoor education facility known as Shady Creek Outdoor School ("Shady Creek"), which is located at 18601 Pathfinder Way, Nevada City, CA, and thereon operates the Shady Creek Outdoor School Program ("Program"), an outdoor educational program for the benefit of public school students; and

WHEREAS, District desires its students to participate in the Program and stay at Shady Creek on the terms and conditions set forth in this Agreement.

The Parties agree as follows:

1. Participation Fee: District will participate in the Shady Creek Outdoor School Program on the terms and conditions set forth in this agreement. District desires to reserve space for **105 pupils** and agrees to pay an amount **equal to $224.00 per pupil** if scheduled for a five-day week and **$203.00** per pupil if scheduled for a four-day week to participate in the Shady Creek Program (Participation Fee). *There will be no adjustment to the per pupil fee for students arriving late or leaving early.* This contractual reserved space is based on numbers supplied by your school administrator. If there is a discrepancy with these numbers contact the Shady Creek office immediately. **Final Payment will be due no later than June 15, 2015.**

2. Deposit. This Participation Fee shall also cover the cost of lodging, food and recreational activities for the adult participants and cabin counselors provided by the District as required by sections 3 and 4 of this Agreement. District shall pay fifty percent (50%) of the Participation Fee for the number of Students identified in Section 1 as a nonrefundable deposit ("Deposit"). The Deposit shall be received by the Superintendent by ***September 1, 2014 for fall scheduled schools and January 2, 2015 for spring scheduled schools*** to reserve participation in the program. The District shall pay the balance of the Participation Fee once actual attendance is computed and final billing received by District. Final billing will be based on actual Student attendance, but in no event shall be less than Eight-five Percent (85%) of the number of Students identified in Section 1.

3. Adult Participation Requirements. District shall require the following adult participants, who shall stay at Shady Creek with the Students.

a. Program Coordinator. District shall designate one Program Coordinator who is responsible for coordinating the District's participation in the Program, including payment of the Participation Fee and coordination of Program activities. The Program Coordinator may be a teacher or administrator otherwise attending the Program. The Program Coordinator shall be responsible for communicating with the Shady

Creek Resident Director or designee to ensure that all requirements of this Agreement have been fulfilled prior to the arrival of the District at Shady Creek.

b. Teachers. District shall provide one teacher for each class of 20 or more Students at no additional cost. Districts with less than 20 students will have a prorated fee for the teachers food and lodging.

c. Administrator: District's attending shall coordinate to provide one administrator for each week Students are in attendance. If more than one district is participating in the Program during the Program Term, Districts shall provide an administrator on a rotating basis. The Shady Creek Director or designee shall be responsible for coordinating the rotation of the Administrator.

d. Nurse. If all Students for the Program Term are from the same District, District shall provide one school nurse or health technician. If more than one district is participating in the Program during the Program Term, Districts shall provide a nurse or health technician on a rotating basis. The Shady Creek Director shall be responsible for coordinating the rotation of the school nurse. The Superintendent will pay the district a $500.00 stipend for providing a School Nurse or a $360.00 stipend for providing a Health Technician.

It is understood that small districts may wish to combine pupils or classes and jointly provide the required instructional and administrative personnel. The Program Coordinator for the District shall work with the Shady Creek Resident Director to confirm that adequate adult supervision is available in the event the District wishes to combine classes or supervision with another participating district.

4. Cabin Counselors. In addition to the adult supervision required in Section 3, District shall provide cabin counselors at a ratio of 1 to 7 for the girls and a ratio of 1 to 9 for the boys and no less than one counselor per cabin and shall establish a selection procedure which ensures competent and responsible counselors. The cabin counselors are not required to be over the age of 18. However, in the event that the cabin counselors are minors, District shall require a parent or guardian of the cabin counselor to sign the release on the counselor health form. Signed release shall be submitted to the Shady Creek Director or designee upon arrival at camp.

5. Transportation. District shall be responsible for providing transportation of all employees, students, counselors and staff to and from Shady Creek.

6. Safety. District shall be solely and completely responsible for the safety of all persons and property during times when District, its employees, volunteers and students access the Shady Creek. District, its employees, volunteers and students shall fully comply with all state, federal and other laws, rules, regulations, and orders relating to safety, and any rules posted at Shady Creek. Failure of the District, any Student or any other Program participant to comply with this section may result in the District, Student or Program participant being removed from the Program or the District not being allowed to participate in the Program in the future. Superintendent shall not be obligated to refund any Participation Fee to the District in the event any Student or other Program participant is removed from the Program as a result of violating this Section.

7. Health Forms and Waiver of Liability: District shall be responsible for collecting a health form including the Waiver of Liability for each student, counselor, and teacher attending camp and submitting to the Shady Creek Director or designee upon arrival.

8. Indemnity. District agrees to indemnify, defend and hold harmless the Superintendent, its officers, agents and employees, from and against any and all claims and losses whatsoever accruing or resulting in connection with performance of this Agreement, and from all claims and losses accruing or resulting to a person, firm, or corporation for damages, injury or death arising out of or connected with this Agreement and participation in the Program and access to Shady Creek. Without limiting the District's indemnification, the District shall maintain in force at all times while participating in the Program a policy or policies of insurance covering such participation including but not limited to the following coverages, and in the minimum limits of liability as stated herein: Comprehensive general liability, including personal injury in combined single limit of $1,000,000.00 (one million dollars).

All such policies shall provide an endorsement naming the Superintendent, his officers, agents, employees, ***as additional insured.*** The above described coverage shall be maintained throughout District's participation in the Program. **District shall file with the Superintendent a certificate of insurance evidencing that the insurance coverage as required herein has been obtained and is currently in effect.**

9. Waiver and Release of Liability. No board member, officer, employee, representative, or agent of Superintendent, shall be personally liable in any manner or to any extent under or in connection with this Agreement District, its employees and participants hereby waive any and all claims of such personal liability.

10. Interpretation. This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed under the laws of the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Sutter. The language in all parts of this Agreement shall be in all cases construed as a whole according to their fair meaning and not strictly for or against either the District or Superintendent. Any headings in this Agreement are included only as a matter of convenience and for reference and in no way define the scope or extent of this Agreement or the construction of any provision.

11. Severability. If any term, provision, condition or covenant of this Agreement or its application to any party or circumstance shall be held, to any extent, invalid or unenforceable, then the remainder of this Agreement shall not be affected.

14. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall, together, constitute one and the same instrument.

15. Entire Agreement; Amendments. This Agreement and the documents referred to in this Agreement constitutes the entire agreement of the Parties hereto with respect to the matters contained herein, and prior or contemporaneous agreements or understandings, oral or written, pertaining to any such matters are merged herein and shall not be effective for any purpose. No provision of this Agreement may be amended or added to except by an agreement in writing which is signed by the Parties hereto or their respect successors-in-interest and indicates that it is an amendment of this Agreement. Neither party shall assign or transfer any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of the other party.

16. Authority. Superintendent has delegated authority to enter into this Agreement with District to the Shady Creek Resident Director.

Western Placer Unified School District

By: _____ Dated: 9/30/14
(Authorized signature)

Sutter County Superintendent of Schools

By: Shannon Guess Dated: 5/6/14
Sutter County Superintendent of Schools

NOTE: Please sign and return one copy to Shady Creek Outdoor School, Sutter County Superintendent of Schools by **July 15, 2014.**

The District designates as Program Coordinator:

Name: _____ From: _____
(school or office)

Phone: _____

Please provide us with an email address for further correspondence:

Email: _____

INFORMATION

DISCUSSION

ACTION

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Corrective Action for PI Year 3
- Evidence of Progress

AGENDA ITEM AREA:
Information

REQUESTED BY:
Kerry Callahan KC

ENCLOSURES:
Yes

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
None

MEETING DATE:
October 7, 2014

ROLL CALL REQUIRED:
None

BACKGROUND:
WPUSD is in year three of Program Improvement (PI) and as a result has been assigned two corrective actions by the state department of education (CDE). These corrective actions are: (1) set aside 10% of our Title I allocation to provide professional development for teachers to strengthen the academic achievement of the LEA's students determined to be in greatest need of assistance, and (2) provide an annual evidence of progress update that summarizes our LEA Plan implementation and analyzes our progress towards student achievement goals based on local assessment data. Attached for your review is our 2013-2014 Evidence of Progress Report that we will submit to CDE by the required deadline of October 14, 2014.

RECOMMENDATION:
Information only.

Western Placer Unified School District (WPUSD) established a five-year LEA Plan for July 1, 2008 - June 30, 2013, with annual updates required. As there were no further updates established by CDE, the LEA Plan was extended for an additional year, through June 30, 2014. With this in mind, the WPUSD LEA Plan strategies and actions implemented during 2013–14 continued to follow through on pre-established districtwide goals.

All students were able to reach high standards, at minimum, attaining proficiency or better in reading and mathematics. English Language Arts (ELA) and Math Professional Learning Community (PLC) work continued to be refined through peer coaching that encouraged teachers to work collaboratively and to identify shared successful teaching strategies with a common goal to produce improved student outcomes in ELA and Math.

PLC collaboration led to the development of ELA and math pacing guides that included regularly scheduled formative assessments and end-of-tri summatives aligned to the Common Core State Standards (CCSS). Summative assessments were developed in the district Online Assessment Reporting System (OARS) database, and they were scheduled online to model Smarter Balanced Assessment (SBAC) expectations.

Placer County Office of Education (PCOE) targeted 6th grade math and CCSS and participants joined a county PLC of math teachers committed to increasing students' immediate and long-term success in math by expanding their own understanding of mathematical concepts and building their repertoire of research-based instructional strategies provided through CCSS Math Camp, Jump Start and Jumping Ahead, and the use of peer coaches.

All English learner students (ELS) have continued to move towards proficiency in English and to reach high academic standards, at minimum attaining proficiency or better in reading/language arts and mathematics. Teachers continued to provide daily English Language Development (ELD) instruction for all ELS with particular awareness of differentiated strategies to enhance support for long-term ELS.

Bi-monthly PLC time remained built into site calendars to include 1 hour of protected time for teachers to collaborate with grade-level teams or curricular departments to work on EL academic performance. PLCs continued to analyze formative and summative assessment EL data to inform classroom instruction and identified students in need of intervention in math and ELA.

Curriculum Based Monitoring (CBM) continued to provide monthly snapshots of the progress of EL literacy, and class, school, and district charts were created to track the progress of ELS as well as analyze trends. Reclassified ELS continued to be monitored by the ELD and Intervention Services office and the identification students in need of immediate and/or strategic intervention was communicated directly to site staff and administrators.

Site administrators conducted, at minimum, weekly walk-throughs at their respective school site, during which programs continued to be monitored to verify meaningful EL access to core ELA and math curriculum as well as the effectiveness of service to ELs in reading/language arts and math including the identification of any additional provisions deemed necessary for intervention.

All students have been and continue to be taught by highly qualified teachers. Only 1 teacher in the entire district remains in progress towards the completion of Cross-Cultural Language and Academic Development (CLAD) requirements, and WPUSD continued to contract with outside vendors to provide professional development within our district. Many teachers have been Gifted and Talented Education (GATE) certified, and peer coaches were provided to support ELA and math instruction.

In addition, WPUSD continued to send teachers to outside venues such as PCOE, SCOE, or through other agencies for high-quality, research-based professional development. Site teams attended the AVID Summer Institute in both July of 2013 and July of 2014. Teams also attended a Laurie Olsen training entitled "Meeting the Needs of Long-Term ELs" in February of 2014, and a training on the enhancement of academic vocabulary with Kate Kinsella in May of 2014.

Finally, WPUSD continued to offer high-quality, research-based professional development to support effective teaching practices with a particular focus on service to ELS as follows:

- CCCSS: Connecting Standards across Grade Levels and Content Areas: August 2013
- English Learner Services and Accountability for Administrators: December, 2013
- ELA/ELD Integration for Administrators: January, 2014
- Meeting the Needs of English Learners: February, 2014
- English Language Development: rigor, relevance, and reflection: May, 2014

In accordance with findings from the Healthy Kids Survey, **all students continue to be educated in learning environments that are safe, drug-free, and conducive to learning.** Site staff was trained in Positive Behavioral Intervention and Supports (PBIS), which has been implemented at all sites, and both staff and parents were trained in Love and Logic to further promote positive behavior and engagement.

WPUSD continued to address any concerns in the promotion of parent and community involvement through regularly scheduled District English Learner Advisory Committee (DELAC) and District Parent Advisory Committee (DAC) meetings that included Local Control Funding Formula (LCFF) / Local Control Accountability Plan (LCAP) training and pro-active participation in the development of the district LCAP.

All students continued to work towards graduation with a diploma from high school. Secondary administrators and counselors continued to audit the placement of ELs in ELA and Math as well as EL Support programs. WPUSD scheduled review classes and coaching to support teachers trained in Guided Language Acquisition Design (GLAD) strategies and intend to send teachers to the initial 6-day GLAD training in other districts as soon as the opportunity becomes available. WPUSD, in conjunction with PCOE, implemented electives at GEMS to support long-term ELs in their content classes utilizing AVID strategies and vertically aligned curriculum.

WPUSD continued to analyze the results of the ELAC needs surveys to respond to parent requests for additional Adult Ed ESL classes, computer literacy classes, and parenting classes. The Latino Literacy Project was added to enhance parent participation in and knowledge of academic achievement. California High School Exit Exam (CAHSEE) Prep and General Educational Development (GED) courses were also added to curve the district drop-out rate. WPUSD continued to provide all necessary communications to parents in a timely manner through screened interpreters and translators, and there are provisions to include an evening Spanish class for parents and staff to enhance the communication with parents in support of student motivation and progress.

WPUSD continued to plan a celebration academic achievement in honor of reclassified ELs and their families. The 2013-14 celebration also included recognition of students who completed 4 years of AVID and were accepted into four year colleges as well as graduating seniors who qualified for the California State Seal of Biliteracy. Parents were engaged by highly motivational speeches in support of bilingualism and the significance of parent involvement in education presented by the WPUSD Superintendent, Scott Leaman, and the Mexican Consulate of Community Affairs, Sergio Ochoa.

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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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 the Updated and Extended Assistant Superintendent of Business and Operations Contract

AGENDA ITEM AREA:
Discussion/Action

REQUESTED BY:
Scott Leaman, Superintendent

ENCLOSURES:
Yes. Assistant Superintendent's Contract

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
October 7, 2014

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board greatly values highly competent and consistent leadership from the District Administration. The attached contract for the Assistant Superintendent of Business and Operations would extend her contract with the District until June 30, 2017. Other than the extension of time and some legally required compliance changes, there are no changes to the compensation contained in this Agreement.

RECOMMENDATION:

Consider Approving the Assistant Superintendent's extended contract.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
AGREEMENT FOR EMPLOYMENT OF
DISTRICT ASSISTANT SUPERINTENDENT OF BUSINESS & OPERATIONS

The following is an Agreement between the Western Placer Unified School District Board of trustees, hereinafter referred to as "Board," and Audrey Kilpatrick, hereinafter referred to as "Assistant Superintendent."

1. Term and Termination:

Pursuant to California Education Code 35031, the Governing Board hereby continues the employment of the Assistant Superintendent for a period commencing October 8, 2014 and ending on June 30, 2017 unless otherwise terminated or extended. The provisions of this Agreement shall become effective on October 8, 2014.

In the event the Board determines the Assistant Superintendent is not to be reemployed upon expiration of this Agreement, she shall be given written notice thereof by the Board at least forty-five (45) days in advance of the expiration of the term of this Agreement.

2. Salary:

The Assistant Superintendent's base salary shall be paid according to the Board adopted Assistant Superintendent salary schedule. The Assistant Superintendent will continue on Step 5 (five) of the Assistant Superintendent Salary Schedule for the 2014-15 school year beginning at the date specified in section one of this agreement.

The opportunity for the Assistant Superintendent to negotiate other benefits and conditions of this Agreement remain open during the life of the remaining Agreement.

3. Duties:

The Assistant Superintendent shall serve as the Assistant Superintendent of Business and Operations of the Western Placer Unified School District. The Assistant Superintendent shall do and perform all services, acts, or things necessary or advisable to manage and conduct the District in this capacity, subject at all times to applicable state and federal laws and the policies set by District's Governing Board, and subject to the consent of the Board when required by the terms of this Agreement or by Board Ordinances, Policies, Rules, or direction, or by applicable law. The specific job duties, services, obligations and expectations are described in the job description for the position of Assistant Superintendent of Business and Operations which is incorporated fully herein.

4. Health and Welfare:

The Assistant Superintendent shall be provided the same health and welfare benefits and disability insurance coverage as employees placed on the classified management salary schedule.

8.2.1

5. Reimbursement of Personal Expenses:

The District shall promptly reimburse the Assistant Superintendent for all reasonable personal expenses incurred in connection with District. Each such expenditure shall be reimbursable only if the Assistant Superintendent furnishes to the District adequate records and other documentary evidence required by federal and state statutes and regulations issued by the appropriate taxing authorities for the substantiation of each such expenditure. Such expenses, include, but are not limited to, the expenses incurred in the attendance of regional, state or national conferences, seminars, hearings, or meetings which are to the benefit and welfare of the District.

6. Membership and Dues:

The District shall pay membership for the state and local chapters of the Association of California School Administrators and an individual membership to the California Association of School Business Officials, if requested by the Assistant Superintendent.

7. Life Insurance:

The District shall pay for the life insurance plan provided to classified management members.

8. Transportation:

The Assistant Superintendent shall be paid for use of her private vehicle in the amount of three-hundred fifty dollars ($350.00) per month.

9. Vacation:

The Assistant Superintendent shall render twelve (12) months of full and regular services to District during each annual period covered by this Agreement, except that she shall be entitled to twenty-two (22) working days annual vacation with pay, and in addition, will receive holidays defined in Education Code §37220. In the event of termination of this Agreement, the Assistant Superintendent shall be entitled to full compensation for unused vacation at the salary rate effective during the school year in which the vacation credit was earned. In no case may more than thirty-five (35) days of vacation be accrued under this contract.

10. Sick Leave:

The Assistant Superintendent shall be entitled to twelve (12) working days of sick leave each current contract year cumulative indefinitely.

11. Evaluation:

The Superintendent shall annually evaluate the performance of the Assistant Superintendent no later than June 30. This evaluation shall be based on the job description incorporated herein and the mutually agreed upon and specified goals and objectives in accordance with the procedures authorized in District policies. The evaluation shall include areas of strength

and improvement. Areas for improvement will include specific written recommendations.

12. Termination:

This Agreement shall terminate upon the happening of any of the following events:

(a) Whenever the Assistant Superintendent and District shall mutually agree to termination in writing;

(b) Upon the death of Assistant Superintendent or permanent incapacity to perform the duties of this office; or

(c) Upon the grounds of cause for dismissal of a classified employee set forth in California Education Code and the District's Administrative Regulation 4218. Assistant Superintendent shall be provided written notice of the charges against her and shall have the right to a closed session meeting with the Board where she shall have the opportunity to respond to the charges with representation by counsel at her expense and the right to present any witnesses relevant to the alleged grounds for termination. This meeting shall be the Assistant Superintendent's exclusive right to any hearing required by law.

13. Early Termination:

Regardless of the term of this Agreement and pursuant to the requirements of Government Code Sections 53260 and 54261, it is hereby agreed that the Board, unilaterally and without cause, may terminate this Agreement and the Assistant Superintendent's status as an employee of the District. In consideration of the Board's right to terminate the Agreement without cause, the District shall pay to the Assistant Superintendent the then current salary for the remainder of the term of this Agreement, or for up to twelve (12) months (see Government Code 53260(a) and 53261) following the effective date of termination, whichever is less. If the Board chooses to terminate the Assistant Superintendent as outlined in this paragraph, health and welfare benefits described in paragraph 4 shall remain in effect for the term of the agreement, not to exceed twelve (12) months.

In accordance with Government Code section 53243 et seq., any cash settlement related to Assistant Superintendent's termination paid by the District, any District payments received by the Assistant Superintendent for paid leave with salary pending an investigation, or District funds provided for the Assistant Superintendent's legal criminal defense (if any) shall be fully reimbursed to the District if the Assistant Superintendent is convicted of a crime involving an abuse of her office or position.

14. Entire Agreement:

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of Assistant Superintendent by the District and contains all of the covenants and Agreements between the parties with respect to that employment in any manner whatsoever.

Each party to this Agreement acknowledges that no representation, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not

8.2.3

contained in this Agreement shall be valid or binding on either party.

15. Modifications:

Any modification of this Agreement will be effective only if it is in writing and signed by both parties.

16. Severability:

The provisions of this Agreement are divisible; if any such provision shall be deemed invalid or unenforceable, such provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.

17. Law Governing Agreement::

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

_____ _____

Scott Leaman, Superintendent Date

_____ _____

Audrey Kilpatrick Date

8.2.4

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:
2014-15 District Goals and Objectives

AGENDA ITEM AREA:
Information/Discussion

REQUESTED BY:
Scott Leaman, Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
District office

FINANCIAL INPUT/SOURCE:
All sources

MEETING DATE:
October 7, 2014

ROLL CALL REQUIRED:
No

BACKGROUND:
Draft 2014-15 objectives based on district goals are being presented the Board at this time.

RECOMMENDATION:
Discuss the document and provide input.

Western Placer Unified School District

Draft Goals and Objectives for the Management Team

2014-15

Initial Draft: September 17, 2014
Board Review and Input: October 7, 2014
Board Approval:
Final Presentation:

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

Goal #1 Develop and continually upgrade a well articulated K-12 academic program

Objective	*Background*	*Benchmark*	*Actions/ Responsibility*	*Final*
1a - Successfully prepare for and administer all required assessments through the California Assessment of Student Performance and Progress (CAASPP) Program to establish our new baseline for tracking growth in student achievement over time.	1a – The state of California has adopted new standards for students' academic achievement and a new aligned accountability system know as CAASPP. In the spring of 2015, students in grades 3-8 and 11 will be required to take various assessments to determine their proficiency in English Language Arts, Math, and Science. These results will be used to establish our district and school achievement baselines. These baselines and future will be used to set future achievement goals and to hold us accountable for growth.	1a – By June 2015, All schools will prepare students to successfully complete their required CAASPP assessments, establishing our district and school baselines. Baseline results from 2014-2015 will be presented to the Board in the Fall of 2015.	• Fully implement our new mathematics curriculum (TK-12) aligned with the new state content standards for student learning. • Develop common pacing schedules, formative assessments, and best instructional strategies in Math, ELA, and Science to monitor student progress toward standards proficiency. • Provide structured and integrated ELD instruction to English learners to accelerate their basic and academic language development. • Ensure all students (including special education and English learner) have access to grade-level appropriate (core) standards, curriculum and instruction. • Provide simulations for students to practice with online assessments tools to better prepare them for the technological aspects of the state assessments.	
			Asst. Supt. of Ed Services / Director of Ed Services/ Director of Spec Ed/ Director of Tech/ Principals/ All Staff	

1b – Plan and enhance opportunities within the curriculum for academically achieving students.	1b – Academic high achieving students require increased opportunities based on their capabilities.	1b – By June 2015, fifty-five percent (55%) of students will meet A-G requirements. Additional Lincoln and Phoenix High School courses will be identified for A – G credit and/or 2 + 2 agreements with Sierra College. Advanced Placement (AP) courses will be offered. GATE/ Differentiation Certification Professional Development workshops will be offered.	• Increase and track A-G opportunities & attainment • Support and increase enrollment in AP courses • Support district GATE and High Achiever programs • Increase 2 + 2 credit courses • Offer GATE Certification • Revise course offerings at PHS to provide A - G credit for students	
			LHS and PHS Admin and Staff/ Asst. Supt. of Ed Services	
1c – Support/monitor local special education offerings.	1c – In recent years, the district has brought many special education programs back to the district; percentage of special needs students has increased.	1c- By June 2015, all programs will be appropriately staffed, all students will be appropriately placed, and all staff will have adequate support to ensure their abilities to provide exemplary services and supports to all our students with special needs.	• Implement special education staffing manual • review student placements and make adjustments and needed • provide monthly PLC supports and trainings to special education staff • Provide training and supports to Gen Ed teachers who provide supports to special education students	
			Director of Spec Ed/ Asst. Supt. of Ed Services/ Spec Ed Staff/ Principals / All Staff	

1d – Support/ monitor alternative education programs.	1d- Not all students respond to traditional K-12 programs. For some students an alternative program is most helpful and appropriate.	1d-By June 2015, increase alternative education offerings in the district and evaluate future options to assist students.	• Develop a plan to expand Independent Study options for students • Pursue concurrent enrollment in various secondary and postsecondary programs • Research and adopt a district platform for online learning for credit recovery, enrichment, etc.	
			Asst. Supt. of Ed Services/ PHS and LHS Admin/ Asst. Supt. of HR/ Asst. Supt. of Business	
1f – Fully implement the newly adopted state standards for ELA/ELD; Literacy in Hist./Soc. Sci., Science, and Technical Subjects; and Mathematics. Begin preparing for the adoption of the Next Generation Science Standards.	1f – Common Core State Standards (CCSS) were adopted by the State of California in 2010 and replace the 1997 California State Standards. Districts and County offices will be assessed and held accountable for the new standards in 2014-2015. The state is in the process of adopting the Next Generation Science Standards to replace the 1998 state standards.	1f – By June, 2015, all core academic teachers and special education teachers will be fully implementing the newly adopted standards, or preparing to implement (Science). Peer Coaches will provide support. Ongoing professional development will be provided to support the development of effective curricular lessons, assessments, and best instructional practices aligned with the new standards.	• Fully implement WPUSD Common Core State Standards • Fully implement newly adopted mathematics materials aligned with state standards • Provide PD for teaching staff • Continue Peer Coach Program • Develop common pacing schedules, formative assessments, and best practices to support student learning • Develop a plan to support ELD K-12 through structured and/or integrated instruction	

			Asst. Supt. of Ed Services/Director of Ed Services/Peer Coaches/Principals/ All Staff	
1g- Continue Local Control Funding Formula with Adequate Reserves/Review, Update and Adopt a Local Control Accountability Plan	1g –2014-15 is the second year of funding through the Local Control Funding Formula (LCFF). Districts are required to report progress on prior year. The 2014-15 Local Control Accountability Plan (LCAP) was adopted and approval by the Board by July, 2015.	1g – By June 2015, submit a 2015-16 budget to the Board with adequate reserves to maintain positive certification. By July, 2015 submit a compliant 2015-2016 Local Control Accountability Plan to the Board for review and approval.	• Update the Board on budget issues • Continue to hold multiple informational meetings with various stakeholders of LCAP • Disseminate information about LCFF and LCAP • Gather input on LCAP • Respond to questions from various stakeholders	
			Superintendent/Asst. Supt. of Ed Services/Asst. Supt. of Business/ District Office Administration/All Staff	
1h - Increase teacher and student use of technology	1h - Common Core State Standards, SBAC assessments and new curriculum require greater use of technology in the classroom and for learning.	1h - By June 2015, teachers will be implementing WPUSD Revised Technology Standards with fidelity to ensure increased teacher and student use of technology. The district will work closely with sites to assess usage of technologies and the needs for additional tools, resources, etc.	• Site Tech Trainers will provide site-level leadership and professional development and assistance; site administration will model and use technology regularly. • Monthly PD will be provided to support staff use of educational technologies • Secondary sites will pilot Schoology a web-based Learning Management System (LMS) to support student learning and enhance communication amongst staff, students, and parents • Assess adequacy of current technologies and needs for more	

			Director of Tech/ Asst. Supt. of Business/ Asst. Supt. of Ed Services/ Principals/ Site Tech Trainers/ All Staff	

Goal #2 Foster a safe, caring environment where individual differences are valued and respected

Objective	*Background*	*Benchmark*	*Actions/ Responsibility*	*Final*
2a – Continue to create consistent and caring environments for students.	2a – Positive student attendance and behavior are an integral part of a successful education.	2a – By June 2015, ensure that established supports are in place to reinforce positive student behavior and attendance. Strengthen where needed.	• Provide district and site attendance goals and incentives of +.5% above last three year average • Continue to monitor SARB and SAM processes • Continue to monitor CARE program at LHS 2014-2015. • Continue to monitor Building Effective Schools Together (BEST) and Positive Behavioral Interventions and Supports (PBIS) programs at selected sites • Add PBIS at TBES and SES • Provide Behavior/Mental Health Specialist supports • Pursue additional monies to support Youth Development	
			Asst. Supt. of Ed Services/ Asst. Supt. of Business/ Director of Ed Services/ Director of Spec Ed/ PHS Principal/ Other Selected Principals/ Behavior/Mental Health Specialists/ Selected Staff	

Goal #3 Provide facilities for all district programs and functions that are suitable.

Objective	*Background*	*Benchmark*	*Actions/ Responsibility*	*Final*
3a – Continue process of Division of State Architect (DSA) Close-Outs on all District sites.	3a – As the State of California via DSA have made Close Out of all school construction projects mandatory, and often a condition of approval for future projects, all California school districts have the need to close out any and all outstanding past projects in compliance with DSA's standards.	3a – Seventy-five percent (75%) of all open projects will be closed out by June 30, 2015.	• Continue the process of working on closing out sites and projects • Update board of progress	
			Asst. Supt. of Business/Facilities Director	
3b - Create and maintain a safe, clean, healthy learning environment consistently and equitably at all school sites.	3b - WPUSD has 11 unique school sites each with unique maintenance and custodial needs.	3b - Continue to complete and update the CASH Facility Inspection Tool for each site with focus on improvement on areas of concern from Facility Inspection Tool (FIT) analysis.	• Review the FIT form with the staff and work with them to complete the form • Prioritize necessary maintenance and improvements by June 2015. • Provide staff with training opportunities as necessary to complete the improvements identified in the FIT forms.	
			Asst. Supt. of Business/Director of Maintenance	

L.8.3.b

3c – Continue to explore options for funding school modernization and construction from the state level to private grants.	3c - With new development starting again in Lincoln, it is important the district continue to educate city and county officials as well as developers regarding the funding shortfall that exists for new school facilities.	3c – Based on updated Facility Master Plan, build relationships with city staff, city council, and developers.	• Advocate for adequate student housing funding with city and county officials, developers, and community. • Keep abreast of the changing regulations on the all State Funding programs and take steps to ensure that WPUSD is in line with those requirements • Continue working in good faith with future Villages within the City of Lincoln sphere of influence to negotiate funding for future schools • Research grants and funding sources as they become available	
			Asst. Supt. of Business/ Facilities Director	
3d – Implement the CCPT grant at the Lincoln High School Farm site and formally acquire Mariner (Rockwell) Ranch.	3e – The district received a 4.4 million dollar grant focused on career technical education. The district also was selected to acquire an additional 500 acres from CalTrans.	3e – By June 2015, working with the Farm Foundation, the grant will be implemented by the district and the agreement with CalTrans will be finalized.	• Work with the Farm Foundation on implementing conservancy options • Finalize purchase of Mariner Ranch	
			Superintendent/LHS Principal/Farm Foundation	

Goal #4 Promote the involvement of the community, parents, local government, business, and service organizations as partners in the education of students.

Objective	*Background*	*Benchmark*	*Actions/ Responsibility*	*Final*
4a – Increase communication content and outlets through the use of appropriate technologies, information, and community resources	4a – Timely communication, both proactive and reactive, is important for parents and the greater community to partner with schools.	4a – By June 2015, school and district websites will be consistently updated in a timely manner. The school district will have a presence at City Council meetings. Service organizations will be visited. Build relationships with local realtors.	• District and Sites update websites • District Office staff will attend City Council meetings • Services Organizations visited • Community resources utilized • Realtor activities organized	
			All Administrative Staff/ Other Selected Staff	

4b – Communication and collaboration with the city will be increased.	4b – Joint partnerships and support including joint use facility agreements, joint future school facility planning, and the library assist district families and community members. Ongoing joint collaborative meetings take place throughout the year. City support for adequate school facilities in the Villages and infill will be sought.	4b – By June 2015, collaboration meetings with the city will continue and other avenues of partnership will be evaluated. City support for appropriate educational facilities will be garnered. Streamlined Joint Use Agreements will be authored.	• Hold meetings with city manager • Update joint use agreements, as needed • Meet with the City concerning Village educational facilities including small group and workshop settings • Author a common Joint Use Agreement	
			Superintendent/District Office Staff	

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

Objective	*Background*	*Benchmark*	*Actions/ Responsibility*	*Final*
5a – Continue Student Wellness Committee co-chaired by the Food Service Director and the Assistant Superintendent of Business to comply with the Reauthorization Act of 2004.	5a – WPUSD has updated the wellness policy as required including developing measurable goals for nutrition education. and physical activity.	5a -As of June 2014, The committee consist of members from food services, physical education, Board of trustees, teachers, nurses, principals, administration and students. The committee was not able to gather volunteers for parent representation. By June 2015, the committee will have a parent representative on the committee. Also, by June 2015, the committee will perform a nutrition and physical activity awareness survey with students.	• Measure nutrition and physical activity awareness through a student survey developed by the committee. • Continue to publish nutrition guidelines for all foods sold on campus through the WPUSD Food Service website.. • Measure the effectiveness of the committee by evaluating the participation of parents and students. • Research grant funding for opportunities to support the student wellness committee goals.	
			Asst Supt Business/Asst Supt Ed Services/Assistant Supt Personnel /Director of Food Services and Food Services Department	

11, 12, 13

5b – Establish a protocol for Suicide Prevention and Response	5b – Like many communities, suicide and attempted suicide is an ongoing issue.	5a -By June 2015, a protocol will be established that addresses possible suicides and attempts. Suicide prevention activities will be initiated.	• Protocol written • Sites trained on protocol • Prevention activities planned and initiated	
			Superintendent/ Deputy Superintendent/ School Psychologists/ PCOE Staff/	

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 7, 2014

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- BP/AR 0420.4 Charter Schools
- BP 0420.42 Charter School Renewal
- BP 0420.43 Charter School Revocation
- BP/AR 5117 Interdistrict Attendance
- BP/AR 5145.7 Sexual Harassment
- BP/AR 5148 Child Care And Development
- BP 6144 Controversial Issues
- BP 6161.11 Supplementary Instructional Materials
- BP/AR 6162.6 Use Of Copyright Materials
- BP 9010 Public Statements
- BB/E 9323.2 Actions By The Board
- BB 9322 Agenda/Meeting Materials
- BB 9323.2 Actions By The Board

RECOMMENDATION:

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

wp/rk/factform

MANUAL MAINTENANCE GUIDESHEET

March/November 2012

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

BP/AR 0420.4 - Charter School Authorization
(BP/AR revised)

Retitled policy and regulation address processes for submission of a charter petition to the district and for the Board's review and approval/denial of the petition. Updated policy describes the circumstances under which petitioners may submit a petition directly to the County Board of Education or the State Board of Education (SBE), and parents/guardians' rights under the Parent Empowerment Act to submit a petition to convert a school into a charter school, Policy also contains material formerly in AR re: the Board's responsibilities for approval/denial of a charter petition and adds language on the petitioners' right to submit a denied petition to the County Board and then the SBE. Updated regulation details the closure procedures that must be included in a petition, deletes outdated material in section "Location of Charter School," and revises the role of the petition review committee.

BP 0420.42 - Charter School Renewal
(BP New)

Policy updated to reflect **NEW LAW (SB 1290)** which requires the Board to consider increases in student achievement for all "numerically significant" student subgroups served by the charter school as the most important factor in determining whether to grant a charter renewal. Policy also reflects provision of SB 1290 requiring that, when making a written finding that the charter school failed to attain its Academic Performance Index (API) growth target, the Board must base its finding on the API growth target in the prior year or in two of the last three years, rather than in the aggregate for the prior three years.

BP 0420.43 - Charter School Revocation
(BP New)

Policy updated to reflect **NEW LAW (SB 1290)** which requires the Board to consider increases in student achievement for all "numerically significant" student subgroups served by the charter school as the most important factor in determining whether to revoke a charter.

BP/AR 5117 - Interdistrict Attendance
(BP/AR revised)

Policy and regulation revised to distinguish the requirements of the interdistrict attendance agreement between the boards of two districts and the permit granted to an individual student. Updated policy also adds board role to approve the agreement and staff role to approve individual permits based on the terms of the agreement, and deletes criteria for denial of the permit that are repeated in AR. Section on "Limits on Student Transfer out of the District to a School District of Choice" revised to reflect **NEW COURT DECISION** which defines "for the duration of the program" for purposes of capping outbound transfers. Regulation updated to reflect **NEW LAW (AB 1156, 2011)** which requires that priority for interdistrict attendance agreements be given to students who are victims of an act of bullying, **NEW LAW (AB 1085, 2011)** which gives county boards in larger counties more time to resolve appeals, and legal requirement regarding provisional enrollment pending a decision of the two districts or during the term of appeal.

BP/AR 5145.7 - Sexual Harassment
(BP/AR revised)

MANDATED policy updated to reflect **NEW OCR GUIDANCE** which clarifies that (1) sexual violence (e.g., rape, sexual assault, sexual battery, sexual coercion) is a form of sexual harassment that must be addressed by districts in the same way as other forms of sexual harassment; (2) districts should provide information about the rights of students and parents/guardians to file a criminal complaint of sexual harassment as applicable; and (3) districts should respond to sexual harassment that comes to their attention even when a victim requests anonymity. Regulation updated to add sexual assault, sexual battery, and

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

BP/AR 5145.7 - Sexual Harassment (continued)

sexual coercion to examples of sexual harassment per **NEW OCR GUIDANCE**. Regulation also reflects information in the OCR guidance that districts may have an obligation to respond to student-on-student sexual harassment which occurs off school grounds or outside school-sponsored or school-related programs or activities, since the sexual harassment may still create a hostile environment for the victim at school.

BP/AR 5148 - Child Care and Development

(BP/AR revised)

MANDATED policy revised to delete reference to school-age community child care services (repealed), add language addressing facilities for child care and development services, deletes options related to ages of children served (now addressed in AR) and hours of operation, and revise material on program evaluation to more directly reflect state requirements. **MANDATED** regulation updated to reflect **NEW LAW** (AB 2084, 2010) which establishes beverage standards for licensed child care centers effective January 1, 2012. Section on "Enrollment" (1) reflects **NEW LAW** (SB 70, 2011) which changes the income threshold for subsidized services, (2) reflects **NEW LAW** (AB 114, 2011) which restores the pre-SB 70 age limit for eligibility for subsidized services, (3) adds legal requirements pertaining to subsidized services for children ages 11-12, and (4) explains that, since the "centralized eligibility list" is not currently funded by the state, it is only available if a county chooses to provide this service at its own expense.

BP 6144 - Controversial Issues

(BP revised)

Policy updated to incorporate material formerly in AR, reference policy that addresses appropriateness of supplementary instructional materials, add consultation with Superintendent or designee as needed to determine appropriateness of the subject matter or resource, add prior parental notification when required or deemed advisable, and add reference to appropriate complaint procedures.

BP 6161.11 – Supplementary Instructional Materials

(BP revised)

Policy updated to change the wording on district criteria on film ratings.

BP/AR 6162.6 - Use of Copyrighted Materials

(BP/AR revised)

Policy updated to reflect **NEW COURT DECISION** (Cambridge University Press v. Becker) reaffirming that federal criteria for determining "fair use" of copyrighted material must be weighed together on a case-by-case basis and do not exclude consideration of other factors. Policy also adds language defining categories of works that may be copyrighted, stating the need to get permission to use a copyrighted work unless the criteria for fair use or another exception are met, and prohibiting students from copying and distributing copyrighted works. Material re: observing license agreements for software moved to AR.

Regulation reorganized and expanded to reflect (1) the need to seek permission of copyright holder before widely distributing a copyrighted work through a web site or other method of communications accessible to the public; (2) the four factors specified in law that must be considered when determining whether an intended use of a copyrighted work meets criteria for "fair use," as clarified by **NEW COURT DECISION** (Cambridge University Press v. Becker); and (3) an exception in federal law pertaining to performance or display of copyrighted works (e.g., motion picture or other audiovisual work) in the course of face-to-face instruction. Regulation also revised to include information about identifying the holder of a copyright and to more directly reflect nonbinding guidelines for copying text, sheet or recorded music, and television programming as stated in U.S. Copyright Office guidance.

MANUAL MAINTENANCE GUIDESHEET

March/November 2012

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

BB 9010 - Public Statements
(BB revised)

Bylaw updated to add concepts related to communicating the district's message in a manner that promotes public confidence in the Board's leadership, refraining from disclosing confidential information, and adhering to the same standards and protocols established for other Board communications when participating on social networking sites, blogs, or other electronic media.

BB/E 9323.2 - Actions by the Board
(BB revised; E(2) added)

Bylaw updated to reflect **NEW LAW (SB 1003)** which expands the types of past Board actions that may be challenged by the district attorney or other interested person provided that certain requirements are met, including the sending of a "cease and desist" letter to the Board within nine months of the alleged violation. New exhibit provides a sample letter that the Board may use to respond to the cease and desist letter with an unconditional commitment to desist from repeating the past action, which would prevent the district attorney or other interested person from filing an action in court.

BB 9322 - Agenda/Meeting Materials
(BB revised)

MANDATED bylaw revised to update material related to the consent agenda/calendar, including deleting outdated information and reflecting **NEW LAW (SB 1003)** which requires the Board to have a separate agenda item (not on consent agenda) when it is considering approving or rescinding its unconditional commitment to refrain from taking certain actions in violation of the Brown Act.

BB/E 9323.2 - Actions by the Board
(BB revised; E(2) added)

Bylaw updated to reflect **NEW LAW (SB 1003)** which expands the types of past Board actions that may be challenged by the district attorney or other interested person provided that certain requirements are met, including the sending of a "cease and desist" letter to the Board within nine months of the alleged violation. New exhibit provides a sample letter that the Board may use to respond to the cease and desist letter with an unconditional commitment to desist from repeating the past action, which would prevent the district attorney or other interested person from filing an action in court.

CHARTER SCHOOLS

The Governing Board recognizes that charter schools may assist the district in offering diverse learning opportunities for district students. In considering any petition to establish a charter school within the district, the Board shall give careful consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.

One or more persons may submit a petition for a start-up charter school to be established within the district. In addition, an existing district school may be converted to a charter school when deemed beneficial by the district and community or when state or federal law requires restructuring of the school because of low performance.

(cf. 0520.2 - Title I Program Improvement Schools)

Any petition for a start-up charter school or conversion charter school shall include all components and signatures required by law and shall be submitted to the Board.

~~The Board of Trustees believes that charter schools provide one opportunity to implement school-level reform and to support innovations which improve student learning. These schools shall operate under the provisions of their charters, federal laws, specified state laws, and general oversight of the Board.~~

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to **ensure compliance of the petition with legal requirements.** ~~gather information about the proposal and suggest components that would align the petition with the district's vision and goals for student learning.~~ As needed, he/she **also** may **meet** ~~work~~ with the petitioners to establish workable plans for technical assistance or contracted services which the district may provide to the proposed charter school.

~~At his/her discretion, the Superintendent or designee may establish a staff advisory committee to review a submitted petition and the supporting documentation. Such a committee may be used to evaluate the completeness of the proposal, the merits of the proposed educational program, the level of community support, and any concerns that should be addressed by the petitioners. The Superintendent or designee shall also consult with legal counsel as appropriate regarding compliance of the proposal with legal requirements.~~

~~*(cf. 1220 - Citizen Advisory Committees)*~~

~~In determining whether to grant or deny a charter, the Board shall carefully review the proposed charter and any supplementary information, consider public and staff input, and determine whether the charter petition adequately addresses all the provisions required by law. The Board shall not deny a charter school petition unless specific written factual findings are made pursuant to law and administrative regulation.~~

8.4.4

CHARTER SCHOOL AUTHORIZATION (continued)

Within 30 days of receiving a petition to establish a charter school, the Board shall hold a public hearing to determine the level of support for the petition by teachers, other employees of the district, and parents/guardians. (Education Code 47605)

(cf. 9320 - Meetings and Notices)

Within 60 days of receiving a petition, or within 90 days with mutual consent of the petitioners and the Board, the Board shall either approve or deny the request to establish the charter school. (Education Code 47605)

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

Approval of Petition

The Board shall approve the charter petition if doing so is consistent with sound educational practice. In granting charters, the Board shall give preference to schools best able to provide comprehensive learning experiences for academically low-achieving students according to standards established by the California Department of Education (CDE) under Education Code 54032. (Education Code 47605)

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

(cf. 0420.42 - Charter School Renewal)
(cf. 0420.43 - Charter School Revocation)

The Board shall ensure that any approved charter contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but not be limited to, fiscal accountability systems, multiple measures for evaluating the educational program, and regular reports to the Board.

(cf. 0420.41 - Charter School Oversight)

The district shall not require any **district** student to attend the charter school **and** ~~nor~~ shall **not** ~~it~~ require any district employee to work at ~~the~~ **a** charter school. (Education Code 47605)

The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school. Any such memorandum of understanding shall be annually reviewed by the Board and charter school and adjusted as necessary.

CHARTER SCHOOL AUTHORIZATION (continued)

It shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the charter to the County Superintendent of Schools, the CDE, and the State Board of Education (SBE). (Education Code 47605)

~~The Board shall ensure that any charter granted by the Board contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but not be limited to, fiscal accountability systems, multiple measures for evaluating the educational program, and regular reports to the Board.~~

~~*(cf. 0500 - Accountability)*~~

Denial of Petition

The Board shall deny any petition to authorize the conversion of a private school to a charter school or that proposes to serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district. (Education Code 47602, 47605; 5 CCR 11965)

Any other charter petition shall be denied only if the Board presents written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605)

1. **The charter school presents an unsound educational program for the students to be enrolled in the charter school.**

2. **The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.**

3. **The petition does not contain the number of signatures required.**

4. **The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).**

5. **The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).**

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll disabled students who reside outside the special education local plan area in which the district participates. (Education Code 47605.7, 47647)

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

8.4.6

CHARTER SCHOOL AUTHORIZATION (continued)

If the Board denies a petition, the petitioners may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to the SBE. (Education Code 47605)

~~The Board shall monitor each charter school to determine whether it makes "adequate yearly progress" as defined by the State Board of Education and federal Title I accountability requirements. If a charter school fails to make adequate yearly progress for two or more consecutive years, the Board shall take action for program improvement in accordance with law, Board policy, and administrative regulations.~~

~~*(cf. 0520.2 - Title I Program Improvement Schools)*~~

~~The Board may consider converting an existing school to a charter school when state or federal law requires restructuring of the school because of low performance or when otherwise deemed beneficial by the district and community.~~

Legal Reference:

EDUCATION CODE
220 Nondiscrimination
17078.52-17078.66 Charter schools facility funding; state bond proceeds
17280-17317 Field Act
17365-17374 Field Act, fitness for occupancy
~~*33054 Waivers*~~
41365 Charter school revolving loan fund
~~*42100 Annual statement of receipts and expenditures*~~
42238.51-42238.53 Funding for charter districts
44237 Criminal record summary
44830.1 Certificated employees, conviction of a violent or serious felony
45122.1 Classified employees, conviction of a violent or serious felony
46201 Instructional minutes
47600-47616.7 Charter Schools Act of 1992~~, as amended~~
47640-47647 Special education funding for charter schools
47650-47652 Funding of ~~first year~~ charter schools*
~~*48000 Minimum age of admission (kindergarten)*~~
~~*48010 Minimum age of admission (first grade)*~~
~~*48011 Minimum age of admission from kindergarten or other school*~~
51745-51749.3 Independent study
~~*52052 Alternative accountability system*~~
53300-53303 Parent Empowerment Act
~~*54032 Limited English or low-achieving pupils*~~
56026 Special education
56145-56146 Special education services in charter schools
~~*60600-60649 Assessment of academic achievement, including:*~~
~~*60605 Academic content and performance standards; assessments*~~
~~*60640-60649 Standardized Testing and Reporting Program*~~
~~*60850-60859 High school exit examination*~~
CORPORATIONS CODE
5110-6910 Nonprofit public benefit corporations

Legal Reference continued: (see next page)

CHARTER SCHOOLS (continued)

Legal Reference: (continued)

GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
~~*54950-54963 The Ralph M. Brown Act*~~
~~*PENAL CODE*~~
~~*667.5 Definition of violent felony*~~
~~*1192.7 Definition of serious felony*~~
CODE OF REGULATIONS, TITLE 5
4800-4808 Parent Empowerment Act
11700.1-11705 Independent study
11960-11969 Charter schools
CODE OF REGULATIONS, TITLE 24
101 et seq. California Building Standards Code
UNITED STATES CODE, TITLE 20
~~*6311 Adequate yearly progress*~~
6316 Program improvement
~~*6319 Qualifications of teachers and paraprofessionals*~~
7223-7225 Charter schools
COURT DECISIONS
Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986
~~*CODE OF FEDERAL REGULATIONS, TITLE 34*~~
~~*200.1-200.78 Accountability*~~
~~*300.18 Highly qualified special education teachers*~~
ATTORNEY GENERAL OPINIONS
89 Ops.Cal.Atty.Gen. 166 (2006)
80 Ops.Cal.Atty.Gen. 52 (1997)
78 Ops.Cal.Atty.Gen. 297 (1995)

Management Resources:

CSBA PUBLICATIONS
The Role of the Charter School Authorizer, Online Course
Charter Schools: A Manual for Governance Teams, rev. ***2009~~5~~***
Charter School Facilities and Proposition 39: Legal Implications for School Districts, 2005
~~*CSBA ADVISORIES*~~
~~*Charter School Facilities and Proposition 39: Legal Implications for School Districts, September 2005*~~
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Sample Copy of Memorandum of Understanding
Special Education and Charter Schools: Questions and Answers, September 10, 2002
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Charter Schools Program, July 2004
The Impact of the New Title I Requirements on Charter Schools, July 2004
WEB SITES
CSBA: http://www.csba.org
~~*California Building Standards Commission: http://www.bsc.ca.gov*~~
California Charter Schools Association: http://www.charterassociation.org
California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs
~~*Education Commission of the States: http://www.ecs.org*~~
National Association of Charter School Authorizers: http://www.charterauthorizers.org
~~*National School Boards Association: http://www.nsba.org*~~
U.S. Department of Education: http://www.ed.gov

CHARTER SCHOOLS

Petition Signatures

~~To be considered by the Board of Trustees~~ **A**a petition for the establishment of a **start-up** charter school ~~within the district~~ must be signed by one of the following: (Education Code 47605)

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the charter school for its first year of operation

2. A number of teachers equivalent to at least one-half of the number of teachers that the charter school estimates will be employed at the school during its first year of operation

If the charter petition calls for an existing public school to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

(cf. 4116 - Permanent/Probationary Status)

In circulating a petition, the petitioners shall include a prominent statement explaining that a **parent/guardian's** signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

Advisory Committee

At his/her discretion, the Superintendent or designee may establish a staff advisory committee to evaluate the completeness of a petition or the merits of a proposed educational program and to identify any concerns that should be addressed by the petitioners. The Superintendent or designee shall also consult with legal counsel, as appropriate, regarding compliance of the charter proposals with legal requirements.

(cf. 2230 - Representative and Deliberative Groups)

Components of Charter Petition

A charter petition shall include affirmations of the conditions described in Education Code 47605(d) as well as reasonably comprehensive descriptions of: (Education Code 47605, 47611.5)

1. The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that

CHARTER SCHOOLS (continued)

program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

The petition shall include a description of annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth. These goals shall be aligned with the state priorities listed in Education Code 52060 that apply to the grade levels served or the nature of the program operated by the charter school. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established by the charter school, goals aligned with those priorities, and specific annual actions to achieve those goals.

(cf. 0420.41 - Charter School Oversight)
(cf. 0460 - Local Control and Accountability Plan)

If the proposed school will serve high school students, the petition shall describe the manner in which the charter school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "A-G" admissions criteria may be considered to meet college entrance requirements.

2. The measurable student outcomes identified for use by the charter school. *Student outcomes* means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each numerically significant subgroup of students served by the charter school. The student outcomes shall align with the state priorities identified in Education Code 52060 that apply for the grade levels served or the nature of the program operated by the charter school.

3. The method by which student progress in meeting the identified student outcomes is to be measured. To the extent practicable, the method for measuring student outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.

(cf. 0510 – School Accountability Report Card)

4. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.

5. The qualifications to be met by individuals to be employed by the school.

CHARTER SCHOOLS (continued)

6. The procedures that the school will follow to ensure the health and safety of students and staff, including the requirement that each school employee furnish the school with a criminal record summary as described in Education Code 44237.

7. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.

8. Admission requirements, if applicable.

9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Governing Board's satisfaction.

10. The procedures by which students can be suspended or expelled.

11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.

12. The public school attendance alternatives for students residing within the district who choose not to attend charter schools.

13. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school.

14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.

15. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.

16. The procedures to be used if the charter school closes, including, but not limited to: (5 CCR 11962)

    a. Designation of a responsible entity to conduct closure-related activities

    b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:

CHARTER SCHOOLS (continued)

(1) The effective date of the closure

(2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure

(3) The students' districts of residence

(4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements

c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above

d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity

e. Transfer and maintenance of personnel records in accordance with applicable law

f. Completion of an independent final audit within six months after the closure of the school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school

g. Disposal of any net assets remaining after all liabilities of the school have been paid or otherwise addressed pursuant to 5 CCR 11962

h. Completion and filing of any annual reports required pursuant to Education Code 47604.33

i. Identification of funding for the activities identified in item #16a-h above

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

1. The facilities to be used by the school, including where the school intends to locate

(cf. 7160 - Charter School Facilities)

8.4.12

CHARTER SCHOOLS (continued)

2. The manner in which administrative services of the school are to be provided

3. Potential civil liability effects, if any, upon the school and district

4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

Location of Charter School

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, provided that: (Education Code 47605, 47605.1)

1. The district is notified prior to approval of the petition.

2. The County Superintendent of Schools and Superintendent of Public Instruction ~~(SPI)~~ are notified before the charter school begins operations.

3. The charter school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

A charter school may establish and locate a resource center, meeting space, or other satellite facility in an adjacent county if both of the following conditions are met: (Education Code 47605.1)

1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.

2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

CHARTER SCHOOL RENEWAL

The Governing Board believes that the ongoing operation of a charter school established within the district should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition in a thorough and timely manner.

(cf. 0420.4 - Charter School Authorization)
(cf. 0420.41 - Charter School Oversight)
(cf. 0420.43 - Charter School Revocation)
(cf. 0500 - Accountability)

A charter school seeking renewal of its charter is encouraged to submit a petition for renewal to the Board sufficiently early before the term of the charter is due to expire.

The signature requirement applicable to new charter petitions shall not be applicable to petitions for renewal. (5 CCR 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. The petition also shall include documentation that the charter school meets at least one of the criteria for academic performance specified in Education Code 47607(b). (Education Code 47607; 5 CCR 11966.4)

The Board shall not grant a renewal until at least 30 days after the charter school submits such documentation of its academic performance. (Education Code 47607)

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. When considering a petition for renewal, the Board shall consider the past performance of the charter school's academics, finances, and operations in evaluating the likelihood of future success, along with plans for improvement, if any. (Education Code 47607; 5 CCR 11966.4)

Each renewal shall be for a period of five years. (Education Code 47607)

The Board shall deny a renewal petition only if it makes a written factual finding setting forth specific facts to support one or more of the following grounds: (Education Code 47605, 47607; 5 CCR 11966.

CHARTER SCHOOL RENEWAL (continued)

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.

2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.

3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).

4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).

5. The charter school has failed to meet at least one of the following criteria of academic performance:

   a. Attainment of its Academic Performance Index (API) growth target in the prior year or in two of the last three years, or in the aggregate for the prior three years

   b. An API ranking in deciles 4-10 in the prior year or in two of the last three years

   c. An API ranking in deciles 4-10 for a demographically comparable school in the prior year or in two of the last three years

   d. Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend, as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school

      In determining whether the charter school satisfies this criterion, the Board shall base its decision on documented, clear, and convincing data; student achievement data including, but not limited to, results from the Standardized Testing and Reporting Program for demographically similar student populations in comparison schools; and information submitted by the charter school at least 30 days prior to the Board's decision.

      The district shall submit copies of supporting documentation and a written summary of the basis for its determination to the Superintendent of Public Instruction.

CHARTER SCHOOL RENEWAL (continued)

(cf. 6162.51 - Standardized Testing and Reporting Program)

e. Qualification for an alternative accountability system pursuant to Education Code 52052(h)

If the Board fails to make a written factual finding pursuant to items #1-5 above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. If the County Board then fails to deny or grant the petition within 60 days of receiving the petition, or within 90 days if extended by written mutual agreement of the charter school and the County Board, the charter school may submit the petition to the State Board of Education.

Legal Reference:

EDUCATION CODE
47600-47616.7 Charter Schools Act of 1992
52052 Alternative accountability system
56145-56146 Special education services in charter schools
60600-60649 Assessment of academic achievement
CODE OF REGULATIONS, TITLE 5
11960-11969 Charter schools
UNITED STATES CODE, TITLE 20
7223-7225 Charter schools

Management Resources:

CSBA PUBLICATIONS
The Role of the Charter School Authorizer, Online Course
Charter Schools: A Manual for Governance Teams, rev. 2009
WEB SITES
CSBA: http://www.csba.org
California Charter Schools Association: http://www.calcharters.org
California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs
National Association of Charter School Authorizers: http://www.charterauthorizers.org
U.S. Department of Education: http://www.ed.gov

Policy adopted: **WESTERN PLACER UNIFIED SCHOOL DISTRICT**
Lincoln, California

8.4.16

CHARTER SCHOOL REVOCATION

The Governing Board expects any charter school authorized by the Board to provide a sound educational program that promotes student learning and to comply with law and the terms of its charter. However, when necessary, the Board may revoke a charter before the date it is due to expire.

(cf. 0420.4 - Charter School Authorization)
(cf. 0420.41 - Charter School Oversight)
(cf. 0420.42 - Charter School Renewal)
(cf. 0500 - Accountability)

The Board may revoke a charter whenever it makes a written factual finding, supported by substantial evidence, that the charter school has done any of the following: (Education Code 47607)

1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter
2. Failed to meet or pursue any of the student outcomes identified in the charter
3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement
4. Violated any provision of law

At least 72 hours prior to any Board meeting at which the Board will consider issuing a Notice of Violation, the Board shall provide the charter school with notice and all relevant documents related to the proposed action. (5 CCR 11968.5.2)

(cf. 9320 - Meetings and Notices)

If the Board takes action to issue a Notice of Violation, it shall deliver the Notice of Violation to the charter school's governing body. The Notice of Violation shall identify: (Education Code 47607; 5 CCR 11965, 11968.5.2)

1. The charter school's alleged violation(s).
2. All evidence relied upon by the Board in determining that the charter school committed the alleged violation(s), including the date and duration of the alleged violation(s). The Notice shall show that the violation(s) are both material and uncured and that the alleged violation(s) occurred within a reasonable period of time before the Notice of Violation is issued.
3. The period of time that the Board has concluded is a reasonable period of time for the charter school to remedy or refute the identified violation(s). In identifying this time period, the Board shall consider the amount of time reasonably necessary to remedy each identified violation, which may include the charter school's estimation as to the anticipated remediation time.

8.4.17

CHARTER SCHOOL REVOCATION (continued)

By the end of the remedy period identified in the Notice of Violation, the charter school's governing body may submit to the Board a detailed written response and supporting evidence addressing each identified violation, including the refutation, remedial action taken, or proposed remedial action. (5 CCR 11968.5.2)

Within 60 calendar days of the conclusion of the remedy period, the Board shall evaluate any response and supporting evidence provided by the charter school's governing body and shall take one of the following actions: (5 CCR 11968.5.2)

1. Discontinue revocation of the charter and provide timely written notice of such action to the charter school's governing body

2. If there is substantial evidence that the charter school has failed to remedy or refute to the Board's satisfaction a violation identified in the Notice of Violation, continue revocation of the charter by issuing a Notice of Intent to Revoke to the charter school's governing body

If the Board issues a Notice of Intent to Revoke, it shall hold a public hearing concerning the revocation on the date specified in the notice, which shall be no later than 30 days after providing the notice. Within 30 calendar days after the public hearing, or within 60 calendar days if extended by written mutual agreement of the Board and the charter school, the Board shall issue a final decision to revoke or decline to revoke the charter. (Education Code 47607; 5 CCR 11968.5.2)

If the Board fails to meet the timelines specified above for issuing a Notice of Intent to Revoke or a final decision, the revocation process shall be deemed terminated. (5 CCR 11968.5.2)

Within 10 calendar days of the Board's final decision, the Superintendent or designee shall provide a copy of the final decision to the California Department of Education (CDE) and the County Board of Education. (Education Code 47604.32; 5 CCR 11968.5.2)

Severe and Imminent Threat

The procedures specified above shall not be applicable when the Board determines that any violation under Education Code 47607 constitutes a severe and imminent threat to the health or safety of students. In such circumstances, the Board may immediately revoke the school's charter by approving and delivering a Notice of Revocation by Determination of a Severe and Imminent Threat to Pupil Health or Safety to the charter school's governing body, the County Board, and the CDE. (Education Code 47607; 5 CCR 11968.5.3)

CHARTER SCHOOL REVOCATION (continued)

Appeals

In the event that the Board revokes the charter, the charter school may, within 30 days of the Board's final decision, appeal the revocation to the County Board. Either the charter school or the district may subsequently appeal the County Board's decision to the SBE. (Education Code 47607; 5 CCR 11968.5.3-11968.5.5)

Legal Reference:

EDUCATION CODE
47600-47616.7 Charter Schools Act of 1992, especially:
47607 Charter renewals and revocations
CODE OF REGULATIONS, TITLE 5
11960-11969 Charter schools, especially:
11968.5-11968.5.5 Charter revocations
COURT DECISIONS
Today's Fresh Start, Inc. v. Los Angeles County Office of Education, (2011) 197 Cal.App.4th 436

Management Resources:

CSBA PUBLICATIONS
The Role of the Charter School Authorizer, Online Course
Charter Schools: A Manual for Governance Teams, rev. 2009
WEB SITES
CSBA: http://www.csba.org
California Charter Schools Association: http://www.calcharters.org
California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs
National Association of Charter School Authorizers: http://www.charterauthorizers.org
U.S. Department of Education: http://www.ed.gov

INTERDISTRICT ATTENDANCE

The Governing Board recognizes that **parents/guardians of** 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.~~

(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5118 - Open Enrollment Act Transfers)

Interdistrict Attendance Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

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 agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

~~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.

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Transportation

The district shall not provide transportation beyond any school attendance area. Upon request, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area if space is available.

8.4.20

INTERDISTRICT ATTENDANCE

Limits on Student Transfers out of the District

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

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)

(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)

~~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.~~

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)

Legal Reference:

EDUCATION CODE
41020 Annual district audits
46600-46611 Interdistrict attendance agreements
48204 Residency requirements for school attendance
48300-48316 5 Student attendance alternatives
48350-48361 Open Enrollment Act
48900 Grounds for suspension or expulsion; definition of bullying
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

Legal Reference: (continued on next page)

INTERDISTRICT ATTENDANCE

~~*GOVERNMENT CODE*~~
~~*6250-6270 Public Records Act*~~
ATTORNEY GENERAL OPINIONS
87 Ops.Cal.Atty.Gen. 132 (2004)
84 Ops.Cal.Atty.Gen. 198 (2001)
COURT DECISIONS
Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234
Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:
CSBA PUBLICATIONS
Transfer Law Comparison, Fact Sheet, March 2011
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
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

8.4.22

INTERDISTRICT ATTENDANCE

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed 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. **Documentation should accompany the interdistrict request.**

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.

8.4.23

INTERDISTRICT ATTENDANCE (continued)

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.

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

~~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 for an interdistrict permit, of the right to appeal to the county board of education. The Superintendent or designee shall notify the 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. (Education Code 46601)~~

Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who id denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (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)

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months. (Education Code 46603)

INTERDISTRICT ATTENDANCE (continued)

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.

SEXUAL HARASSMENT

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who files a complaint, testifies, or otherwise participate in complaint processes.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

2. A clear message that students do not have to endure sexual harassment

3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained

4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Complaint Process

Any student who feels that he/she is being or has been sexual harassed on school grounds or at school-sponsored or school-related activity (e.g., a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall, report it in accordance with administrative regulation.

8.4.26

SEXUAL HARASSMENT (continued)

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

Disciplinary ~~Measures~~ *Actions*

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 – Student Records)

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
48900 Grounds for suspension or expulsion
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48904 Liability of parent/guardian for willful student misconduct
48980 Notice at beginning of term
CIVIL CODE
51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor
GOVERNMENT CODE
12950.1 Sexual harassment training
CODE OF REGULATIONS, TITLE 5

8.4.27

SEXUAL HARASSMENT (continued)

Legal Reference: (continued)

4600-4687 Uniform Complaint Procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1681-1688 Title IX, Discrimination
UNITED STATES CODE, TITLE 42
1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
106.1-106.71 Nondiscrimination on the basis of sex in education programs
COURT DECISIONS
Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Reese v. Jefferson School District, (2001) 208 F.3d 736
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989
Oona R.-S. etc. ***by Kate S.*** *v.* ***McCaffrey,*** *~~Santa Rosa City Schools et al, (1995) 890 F.Supp. 1452~~* ***(1998, 9th Cir.) 143 F.3d 473***
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA ;UBLICATIONS
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Provideing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010
OFFICE OF CIVIL RIGHTS' PUBLICATIONS
Dear Colleague Letter: Sexual Violence, April 4, 2011
Sexual Harassment: It's Not Academic, September 2008
Revised Sexual Harassment Guidance, January 2001
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office for Civil Rights:
~~http://www.ed.gov/offices/OCR~~

SEXUAL HARASSMENT

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when **made on the basis of sex and under any of the following conditions:** (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress

2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student

3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment

4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions

2. Unwelcome Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions

3. Graphic verbal comments about an individual's body, or overly personal conversation

4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature

5. Spreading sexual rumors

6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class

7. Massaging, grabbing, fondling, stroking or brushing the body

8. Touching an individual's body or clothes in a sexual way

8.4.29

SEXUAL HARASSMENT (continued)

9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex

10. Displaying sexually suggestive objects

11. Sexual assault, sexual battery, or sexual coercion

School-Level Complaint Process/Grievance Procedure

Complaints of sexual harassment, or any behavior prohibited by the district's Nondiscrimination/Harassment policy - BP 5145.3, shall be handled in accordance with the following procedure:

1. **Notice and Receipt of Complaint:** Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the district Coordinator for Nondiscrimination/Principal. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Principal, whether or not the victim files a complaint.

   In any case of sexual harassment involving the Coordinator/Principal to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Superintendent or designee.

2. **Initiation of Investigation:** The Coordinator/Principal shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior.

   If the Coordinator/Principal receives an anonymous complaint or media report about alleged sexual harassment, he/she shall ~~consider the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment in determining whether it is reasonable to~~ **determine whether it is reasonable to** pursue an investigation **considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment** .

8.4.30

SEXUAL HARASSMENT (continued)

3. **Initial Interview with Student:** When a student or parent/guardian has complained or provided information about sexual harassment, the Coordinator/Principal shall describe the district's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the district's ability to investigate.

4. **Investigation Process:** The Coordinator/Principal shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

   The Coordinator/Principal shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and anyone mentioned as having relevant information. The Coordinator/Principal may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place.

   When necessary to carry out his/her investigation or to protect student safety, the Coordinator/Principal also may discuss the complaint with the Superintendent or designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and district legal counsel or the district's risk manager.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

5. **Interim Measures:** The Coordinator/Principal shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.

6. **Optional Mediation:** In cases of student-to-student harassment, when the student who complained and the alleged harasser so agree, the Coordinator/Principal may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.

SEXUAL HARASSMENT (continued)

(cf. 5138 – Conflict Resolution)

7. **Factors in Reaching a Determination:** In reaching a decision about the complaint, the Coordinator/Principal may take into account:

   a. Statements made by the persons identified above

   b. The details and consistency of each person's account

   c. Evidence of how the complaining student reacted to the incident

   d. Evidence of any past instances of harassment by the alleged harasser

   e. Evidence of any past harassment complaints that were found to be untrue

   To judge the severity of the harassment, the Coordinator/Principal may take into consideration:

   a. How the misconduct affected one or more students' education

   b. The type, frequency, and duration of the misconduct

   c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them

   d. The number of persons engaged in the harassing conduct and at whom the harassment was directed

   e. The size of the school, location of the incidents, and context in which they occurred

   f. Other incidents at the school involving different students

8. **Written Report on Findings and Follow-Up:** No more than 30 days after receiving the complaint, the Coordinator/Principal shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator/Principal shall notify the student who complained and explain the reasons for the extension.

   The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If sexual harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of

SEXUAL HARASSMENT (continued)

the student who complained and the student who was accused, and the Superintendent or designee.

In addition, the Coordinator/Principal shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Coordinator/Principal shall also make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

Enforcement *of District Policy*

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti.

(cf. 5131.5 – Vandalism, ~~Theft,~~ and Graffiti)

2. Providing training to students, staff and parents/guardians about how to recognize harassment and how to respond.

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

3. Disseminating and/or summarizing the district's policy and regulation regarding sexual harassment.

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action.

   In addition, ~~the principal or designee may take~~ disciplinary measures **may be taken** against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

8.4.33

SEXUAL HARASSMENT (continued)

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures and standards of conduct are posted**, including school web sites** (Education Code 231.5)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session *(Education Code 231.5)*

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct *(Education Code 231.5)*

5. Be included in the student handbook

6. Be provided to employees and employee organizations

CHILD CARE AND DEVELOPMENT

The Board of Trustees desires to provide child care and development services which meet the developmental needs of children, ~~provide an opportunity for parenting students to receive assistance while continuing their education,~~ and offer a convenient child care alternative for parents/guardians in the community.

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5148.1 - Child Care Services for Parenting Students)
(cf. 6300 - Preschool/Early Childhood Education)

The Superintendent or designee shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and inform parents/guardians about child care options.

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)

~~To the extent possible, child care and development services may be made available during the regular school day, before and after normal school hours, during school vacations and intersessions, and on weekends to meet community needs for extended service.~~

~~These services shall be available to infants and children up to age 13.~~

The Board shall enter into a contract with the California Department of Education (CDE) for the provision of child care and development services by the district.

(cf. 3312 - Contracts)

The Board shall approve a written philosophical statement, goals, and objectives for the district's child care and development program that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and administrative regulation. (5 CCR 18271)

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)

As needed, the Superintendent or designee may identify district facilities that have capacity to provide child care and development services and/or may recommend that the Board enter into an agreement with a public agency or community organization to use community facilities for the purpose of providing such services.

(cf. 1330.1 - Joint Use Agreements)
(cf. 7110 - Facilities Master Plan)

8.4.35

CHILD CARE AND DEVELOPMENT (continued)

Admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the child care center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a medical assessment requirement. (5 CCR 18105; 22 CCR 101218)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall ensure that subsidized child care is provided to eligible families to the extent that state and/or federal funding is available and shall establish admissions priorities in accordance with Education Code 8263 and 5 CCR 18106. In addition to priorities for subsidized care, priority for admissions shall be given to district students and children of district employees, **when all families eligible for subsidized services have been served.**

(cf. 5111.1 - District Residency)

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications and have satisfied all legal requirements.

(cf. 1240 - Volunteer Assistance)
(cf. 4112.2 - Certification)
(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 4112.5/4312.5 - Criminal Record Check)
(cf. 4212.5 - Criminal Record Check)

~~The Superintendent or designee shall develop and implement an annual plan for evaluation of the district's child care services which conforms to state requirements. (5 CCR 18279)~~

The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. The evaluation report shall be submitted to the Board and the CDE along with an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)

~~Based on the results of the evaluation, the program shall be modified as necessary to address any areas identified as needing improvement. (5CCR 18279)~~

(cf. 0500 – Accountability)

Legal Reference: (See next page)

8.4.36

CHILD CARE AND DEVELOPMENT (continued)

Legal Reference:

EDUCATION CODE
8200-8499.10 Child Care and Development Services Act, including:
8200-8209 General provisions for child care and development services
8210-8216 Resource and referral program
8220-8226 Alternative payment program
~~*8228 Child care voucher for parents deployed to Iraq*~~
8230-8233 Migrant child care and development program
*8235-8237**9** California state preschool program*
8240-8244 General child care programs
8250-8252 Programs for children with special needs
8263 Eligibility and priorities for subsidized child development services
~~*8340-8346 Individualized county child care subsidy plan, San Mateo County*~~
~~*8350-8359.1 Programs for Cal WORKs recipients*~~
8278.3 Child Care Facilities Revolving Fund
8360-8370 Personnel qualifications
8400-8409 Contracts
~~*8460-8480 School age community child care services*~~
8482-8484.6 After-school education and safety program
8484.7-8484.8 21st Century community learning center
49540-49546 Child are food program
8485-8488 Child supervision programs
8488.5-8489.9 Six By Six before- and after-school program
8493-8498 Facilities
8499-8499.7 Local planning councils
17609-17610 Integrated pest management, applicability to child care facilities
~~*8499.10 Head Start*~~
~~*17264 New construction; accommodation of before- and after-school programs*~~
49540-49546 Child care food program
49570 National School Lunch program
54740-54749.5 Cal-SAFE program for pregnant/parenting students and their children
56244 Staff development funding
HEALTH AND SAFETY CODE
1596.70-1596.895 California Child Day Care Act
1596.90-1597.21 Day care centers
120325-120380 Immunization requirements
CODE OF REGULATIONS, TITLE 5
*18000-**18434** ~~18122~~ ~~General provisions, general~~ Child care **and development** programs,**especially:***
~~*18130-18136 State preschool programs*~~
18012-18122 General requirements
18180-18192 Federal and state migrant programs
~~*18200-18207 School age community child care services program*~~
18210-18213 Severely handicapped program
18220-18231 Alternative payment program
18240-18248 Resource and referral program
18290-18292 Staffing ratios
18295 Waiver of qualifications for site supervisor
18300-18308 Appeals and dispute resolution
80105-80125 Commission on Teacher Credentialing, child care and development permits
~~*18400-18405 CalWORKS child care services*~~

Legal Reference continued: (see next page)

CHILD CARE AND DEVELOPMENT (continued)

Legal Reference: (continued)

CODE OF REGULATIONS, TITLE 22
101151-101239.2 General requirements, licensed child care centers, including:
101151-101163 Licensing and application procedures
101212-101231 Continuing requirements
101237-101239.2 Facilities and equipment
UNITED STATES CODE, TITLE 42
1751-1769 School lunch programs
9831-9852 Head Start programs
9858-9858q Child care and development block grant
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch program
CODE OF FEDERAL REGULATIONS, TITLE 45
98.2-98.93 Child care and development fund
COURT DECISIONS
CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services, (2001) 91 Cal.App.4th 892

Management Resources:

~~CSBA~~ CALIFORNIA DEPARTMENT OF EDUCTION PUBLICATIONS
Keeping Children Healthy in California's Child Care Environments: Recommendations to Improve Nutrition and Increase Physical Activity, 2010
~~Preschool for All: Resource and Policy Guide, 2005~~
Infant/Toddler Learning and Development Program Guidelines, 2006
Program Quality Standards and Standards Based on Exemplary Practice for Center-Based Programs and Family Child Care Home Networks, October 2004
Prekindergarten Learning Development Guidelines, 2000
First Class: A Guide for Early Primary Education, 1999
***CALIFORNIA DEPARTMENT OF EDUCATION** MANAGEMENT BULLETINS*
01-06 The Desired Results for Children and Families System, May 31, 2001
~~U.S. DEPARTMENT OF EDUCATION PUBLICATIONS~~
~~21st Century Community Learning Centers: Providing Quality Afterschool Learning Opportunities for America's Families, September 2000~~
~~U.S. DEPARTMENT OF EDUCATION PUBLICATIONS~~
~~Good Start, Grow Smart, April 2002~~
WEB SITES
CSBA: http://www.csba.org
California Association for the Education of Young Children: http://www.caeyc.org
California Child Development Administrators Association: http://www.ccdaa.org
California Department of Education, Child Development: http://www.cde.ca.gov/sp/cd
California Department of Social Services: http://www.dss.cahswnet.gov
***California Head Start Association:** http://caheadstart.org*
California School-Age consortium: http://calsac.org
Commission on Teacher Credentialing: http://www.ctc.ca.gov/credentialinfo/topics/child_dev.html
~~National AfterSchool Association: http://www.nsaca.org~~
National Association for the Education of Young Children: http://www.naeyc.org
~~National School Boards Association: http://www.nsba.org~~
U.S. Department of Education: http://www.ed.gov

Policy
adopted: September 4, 2007
revised: November 15, 2011
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

8.4.38

CHILD CARE AND DEVELOPMENT

Licensing

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21 and 22 CCR 101151-101239.2. **and, when applicable, 22 CCR 101451-101539.**

A program offered before and after school for school-age children shall be exempt from the regulation in 22 CCR 101151-101239.2 if the program is operated by the school and run by qualified district teachers. An outside organization or individual using a district school to operate a child care program is subject to licensure even if the program is open only to the students enrolled at that school. (22 CCR 101158)

Program Components

The district's child care and development program shall include the following components:

1. A developmental profile recording each child's physical, cognitive, social, and emotional development which shall be used to plan and conduct age- and developmentally appropriate activities (Education Code 8203.5; 5 CCR 18272)

   Program staff shall complete the "Desired Results Developmental Profile," available from the California Department of Education (CDE), for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (Education Code 8203.5; 5 CCR 18270.5, 18272)

2. An educational program which complies with 5 CCR 18273, including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive of children with special needs

(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)
(cf. 6174 - Education for English Language Learners)

3. A staff development program which **complies with**: (5 CCR 18274)

CHILD CARE AND DEVELOPMENT (continued)

~~a. Identifies training needs~~

~~b. Provides written job descriptions~~

~~c. Provides an orientation plan for new employees~~

~~d. Provides staff development opportunities related to the functions in each employee's job description and identified training needs~~

~~e. Provides for annual written performance evaluations, unless a different frequency is specified in a collective bargaining agreement~~

~~f. Provides each staff member with information necessary to perform his/her duties~~

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

4. Parent/guardian involvement and education~~, including:~~ **comply with** ~~(~~5 CCR 18275~~)~~ **and involve parents/guardians through an orientation, at least two individual conferences per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress**

(cf. 6020 – Parent Involvement)

~~a. An orientation for parents/guardians~~

~~b. At least two individual conferences per year~~

~~c. Parent/guardian meetings with program staff~~

~~d. An open-door policy that encourages parents/guardians to participate in the daily activities whenever possible~~

~~e. A parent/guardian advisory committee to advise the district on issues related to services to families and children~~

~~f. Sharing of information regarding children's progress~~

5. A health and social services component which **complies with** ~~:~~ ~~(~~5 CCR 18276~~)~~ **and includes referrals to appropriate community agencies as needed**

~~a. Identifies the needs of the child and the family for health or social services~~

8.4.40

CHILD CARE AND DEVELOPMENT (continued)

~~b. Refers a child and/or family to appropriate agencies in the community as needed~~

~~c. Conducts follow-up procedures with the parent/guardian to ensure that the needs have been met~~

~~*(cf. 5141.6 - Student Health and Social Services)*~~
(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.23 - Asthma Management)
(cf. 5141.6 - School Health Services)

6. A community involvement component which ~~includes soliciting community support and providing information to the community regarding available services~~ **complies with** ~~(~~5 CCR 18277~~)~~

7. A nutrition component which ensures that children in the program **are provided** ~~have~~ nutritious meals**, beverages,** and snacks that meet **state and** federal **standards and have access to drinking water throughout the day, including at meal times** ~~guidelines for child care programs or the National School Lunch program~~ **(Health and Safety Code 1596.808; 42 USC 1766;** 5 CCR 18278)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 5141.27 – Food Allergies/Special Dietary Needs)

8. An annual plan for program evaluation which conforms with the state's "Desired Results for Children and Families" system and includes, but is not limited to, a self-evaluation, parent survey, and environment rating scale using forms provided by the CDE (5 CCR 18270.5, 18279, 18280)

(cf. 0500 – Accountability)

9. Programs that promote age-appropriate structured and unstructured opportunities for physical activity and that limit the amount of time spent in sedentary activities to an appropriate level

Staffing Ratios

The child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in 5 CCR 18290-18292 based on the ages of the children served.

~~**Admissions**~~

8.4.41

CHILD CARE AND DEVELOPMENT (continued)

~~Admissions policies shall include criteria designating those children whose needs can be met by the center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions and a medical assessment requirement. (5 CCR 18105; 22 CCR 101218)~~

~~Child care and development services shall accord equal treatment and access to services in accordance with law.~~

~~*(cf. 0410 - Nondiscrimination in District Programs and Activities)*~~
~~*(cf. 5145.3 - Nondiscrimination/Harassment)*~~
~~*(cf. 6159 - Individualized Education Program)*~~
~~*(cf. 6164.4 - Identification of Individuals for Special Education)*~~
~~*(cf. 6164.6 - Identification and Education Under Section 504)*~~

Health Examination

A physical examination and evaluation, including age-appropriate immunization, shall be required prior to or within six weeks of enrollment, unless the parent/guardian submits a letter stating that such examination is contrary to his/her religious beliefs. (Education Code 8263)

(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)

Fees

~~No fees shall be assessed for families whose children are participating in programs prohibited by law from assessing fees.~~

Except when prohibited by law, fees may be charged according to the fee schedule established by the Superintendent of Public Instruction, the actual cost of services or the maximum daily/hourly rate specified in the contract, whichever is least. (Education Code 8263; 5 CCR 18108, 18109)

Families receiving services on the basis of having a child at risk of abuse, neglect, or exploitation may be exempt from these fees for up to three months. Families receiving services on the basis of having a child receiving child protective services, or having a certification by a county child welfare agency that child care services continue to be necessary, may be exempt from these fees for up to 12 months. The cumulative period of exemption from these fees for these families shall not exceed 12 months. (Education Code 8263)

(cf. 5148.1 - Child Care Services for Parenting Students)

Fees shall be collected prior to providing services and shall be considered delinquent after seven days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been

CHILD CARE AND DEVELOPMENT (continued)

provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (5 CCR 18114, 18115)

The Superintendent or designee shall establish a process which includes parents/guardians in determining whether and how much to charge parents/guardians for field trip expenses. This process also shall be used to determine whether to require parents/guardians to provide diapers. (Education Code 8263)

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. (5 CCR 18065)

Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence and signature of parent/guardian or district representative. (5 CCR 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Education Code 8208)

2. Family emergency (Education Code 8208)

   A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Education Code 8208)

4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code 8208)

   An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

   Except for children who are recipients of protective services or at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

8.4.43

CHILD CARE AND DEVELOPMENT (continued)

Any absence due to a reason other than the above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the parents/guardians. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

(cf. 5145.6 - Parent Notifications)

Rights of Parents/Guardians

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of his/her rights as specified in 22 CCR 101218.1, including but not limited to, the right to **enter and inspect the child care facility and the right to** be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (22 CCR 101218.1) (Health & Safety Code 1596.857)

~~The Superintendent or designee shall inform parents/guardians of their right to enter the child care facility without advance notice during normal operating hours or any time their child is receiving services in the facilities.~~

Records

~~The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services which shall contain the data specified in 5 CCR 18081.~~

The Superintendent or designee shall maintain records of enrollment, attendance, types of families served, income received from all families participating in the district's child care and development program, and any other records required by the CDE.

(cf. 3580 - District Records)

A developmental profile measuring the child's physical, cognitive, social and emotional development shall be completed in accordance with 5 CCR 18272. (Education Code 8203.5; 5 CCR 18272)

Regulation
approved: September 4, 2007
revised: November 15, 2011
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

8.4.44

CONTROVERSIAL ISSUES

~~The Board of Trustees believes that students should have opportunities to discuss controversial issues which have political, social or economic significance and which the students are mature enough to investigate and address. The study of a controversial issue should help students learn how to gather and organize pertinent facts, discriminate between fact and fiction, draw intelligent conclusions and respect the opinions of others.~~

~~The Board expects teachers to exercise caution and discretion when deciding whether or not a particular issue is suitable for study or discussion in any particular class. Teachers should not spend class time on any topic which they feel is not suitable for the class or related to the established course of study.~~

~~The Board also expects teachers to ensure that all sides of a controversial issue are impartially presented, with adequate and appropriate factual information. Without promoting any partisan point of view, the teacher should help students separate fact from opinion and warn them against drawing conclusions from insufficient data. The teacher shall not suppress any student's view on the issue as long as its expression is not malicious or abusive toward others.~~

The Governing Board recognizes that the district's educational program may sometimes include instruction related to controversial issues that may arouse strong reactions based on personal values and beliefs, political philosophy, culture, religion, or other influences. Instruction concerning such topics shall be relevant to the adopted course of study and curricular goals and should be designed to develop students' critical thinking skills, ability to discriminate between fact and opinion, respect for others, and understanding and tolerance of diverse points of view.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.3 - Civic Education)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 6143 - Courses of Study)

The Board expects administrators and teachers to exercise professional judgment when deciding whether or not a particular issue is suitable for study or discussion. They shall consult with the Superintendent or designee as necessary to determine the appropriateness of the subject matter, guest speakers, and/or related instructional materials or resources.

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)

When providing instruction related to a controversial issue, the following guidelines shall apply:

8.4.45

CONTROVERSIAL ISSUES (continued)

1. **The topic shall be suitable to the age and maturity of the students.**

2. **Instruction shall be presented in a balanced manner, addressing all sides of the issue without bias or prejudice and without promoting any particular point of view.**

3. **The teacher may express a personal opinion provided he/she identifies it as a personal opinion and clarifies that he/she is not speaking on behalf of the school or district. The teacher shall not express an opinion for the purpose of persuading students to his/her point of view.**

4. **No student's viewpoint shall be suppressed, provided such expression is not malicious or abusive toward others. Students shall be assured of their right to form and express an opinion without jeopardizing their relationship with the teacher or school.**

(cf. 5022 - Student and Family Privacy Rights)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6145.5 - Student Organizations and Equal Access)

5. **Students shall be informed of conduct expected during such instruction and the importance of being courteous and respectful of the opinions of others.**

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)

6. **Adequate factual information shall be provided to help students objectively analyze and evaluate the issue and draw their own conclusions.**

7. **The instruction shall not reflect adversely upon persons because of their race, ethnicity, national origin, sex, sexual orientation, gender identity or expression, disability, religion, or any other basis prohibited by law.**

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

8. **The subject matter of the instruction shall not otherwise be prohibited by state or federal law.**

~~Teachers sponsoring guest speakers shall either ask them not to use their position or influence on students to forward their own religious, political, economic or social views or shall take active steps to neutralize whatever bias has been presented.~~

8.4.46

CONTROVERSIAL ISSUES (continued)

When a guest speaker is invited to make a presentation related to a controversial issue, the Board requires that he/she be notified of this policy and the expectations and goals regarding the instruction. If the guest speaker is presenting only one point of view on an issue, the teacher shall be responsible for ensuring that students also receive information on opposing viewpoints.

(cf. 6145.8 - Assemblies and Special Events)

When required by law or otherwise deemed appropriate by the teacher or administrator, parents/guardians shall be notified prior to instruction related to any controversial issue and parent/guardian consent shall be obtained for student participation. Students whose parents/guardians decline such instruction may be offered the option to participate in an alternative activity of similar value.

A student or parent/guardian with concerns regarding instruction about controversial issues shall be directed to appropriate district complaint procedures.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)

Legal Reference:

EDUCATION CODE
220 Prohibition of discrimination
51500 Prohibited instruction or activity
51510 Prohibited study or supplemental materials
51511 Religious matters properly included in courses of study
*51530 Prohibition and definition **regarding** advocating or teaching communism with intent to indoctrinate*
51933 Sex education courses
51938 Right of parent/guardian to excuse child from sexual health instruction
60040 Portrayal of cultural and racial diversity
60044 Prohibited instructional materials
*60045 ~~Required to be accurate, objective, current, and suited to needs and comprehension at respective grade levels~~ **Criteria for instructional materials***

Policy
adopted: September 4, 2007
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

8.4.47

SUPPLEMENTARY INSTRUCTIONAL MATERIALS

The Board of Trustees encourages teachers to use supplementary instructional materials which are relevant to curriculum objectives and compatible with district goals and objectives. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth.

Teachers shall carefully preview all supplementary instructional materials in order to ensure that, in their professional judgment, the materials are:

1. Directly related to the course of study in which they are being used

2. Appropriate for students' ages and maturity levels

Appropriateness of Materials

Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, he/she shall preview the material to determine whether, in his/her professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional materials.

The employee shall confer with the Superintendent or designee as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, appropriateness, and relevance of the materials as well as the ages and maturity of the students.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

Supplementary instructional materials must also be consistent with criteria developed for the selection and evaluation of other instructional materials. If the teacher believes that the materials may be in conflict with district criteria, the teacher shall confer with the principal or designee before using them.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

1. To provide more complete coverage of one or more subjects included in a given course

2. To meet the various learning ability levels of students in a given age group or grade level

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

3. To meet the diverse educational needs of students with a language disability in a given age group or grade level

4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism

5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

When using supplementary materials, teachers shall provide appropriate introductory and follow-up activities. In addition, teachers shall ensure that supplementary materials do not supplant the use of basic texts or teaching activities.

Supplementary Materials Aligned with Common Core Standards

To prepare district students to achieve the Common Core Standards in English language arts and mathematics and the English language development standards, as applicable, the Board may select supplementary instructional materials from the lists of materials determined by the State Board of Education (SBE) to be aligned with those standards. (Education Code 60605.86-60605.88)

The Board may approve supplementary instructional materials that are not on the lists approved by the SBE but which are aligned with the Common Core Standards provided that the materials comply with the evaluation criteria established by the SBE and Education Code 60050, 60060-60062, and 60226. The Board shall select content review experts who possess the qualifications specified in law to review and recommend such supplementary materials. The majority of the content review experts shall be teachers who are credentialed and/or authorized in the subject area they are reviewing and the remainder shall include appropriate persons from postsecondary educational institutions, school and district curriculum administrators, and other persons who are knowledgeable in the subject area. (Education Code 60605.86-60605.88)

All materials must be used within legal copyright limits.

(cf. 6162.6 - Use of Copyrighted Materials)

Multimedia/Films

When a teacher desires to show a film that has not been approved by the district or county for use in the grade level taught, the teacher shall preview the film to determine whether in his/her professional judgment it is consistent with applicable district criteria located in the selection of instructional materials board policy and administrative regulation (BP/AR 6161.1). All films must be appropriate for the curriculum and the students' ages.

8.4.09

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

If the teacher has any questions about how established district criteria apply to the film, he/she shall confer with the principal or designee before showing the film.

Required actions based on film ratings after meeting criteria in this policy and BP/AR 6161.1.:

- **"G"** raged films may be shown at any grade without prior approval.
- **"PG"** rated films may be shown at any grade with prior parent/guardian approval.
- **"PG-13"** rated films may be shown to students in **grades** sixth **through eight** ~~grade and above~~ with prior, **positive** parent/guardian approval.
- **"R"** rated films may only be shown **to students in grades nine through twelve** with **prior, positive parents/guardian approval.** ~~Board approval based on an instructor's subject area/class and curricular justification. After approval from the Board, the instructor may continue to show the film in the same subject area/class until approval is revoked. Prior parent/guardian approval will be required for each showing.~~
- **Non-rated**, educational films may be shown without prior approval.
- **Educationally edited** feature length films require prior parent/guardian approval based on the rating of the non-edited version.
- **Non-rated** feature length films and NC-17 films will not be shown.

Approvals must be attained for each occurrence using a positive mode of permission.

If the teacher has any questions about how established district criteria apply to the film, he/she shall confer with the principal or designee before showing the film.

Students not allowed to view a film will be given an alternate assignment/activity with similar content for the same credit. Students will be given adequate time to complete the alternate assignment.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6144 - Controversial Issues)

Legal Reference:
EDUCATION CODE
233.5 Duty re instruction in morals, manners and citizenship
18111 Exclusion of books by governing board
51510 Prohibited study or supplemental materials
51511 Religious matters properly included
51933 Sex education materials
60010 Definitions
COURT DECISIONS
McCarthy v. Fletcher, (1989) 207 Cal. App. 3d 130

Policy
adopted: September 4, 2007 **WESTERN PLACER UNIFIED SCHOOL DISTRICT**
Revised: September 12, 2008 Lincoln, California
Revised: August 19, 2014

8.4.50

USE OF COPYRIGHTED MATERIALS

~~All district staff shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.~~

The Governing Board recognizes that district staff and students may use a variety of copyrighted materials in the educational program and other district operations. When such materials have not been purchased by the district for the intended use, the Board expects staff and students to respect the protections afforded by federal law to the copyright owners of those materials and respect any limitations by the copyright holder to the license of such materials.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 4040 - Employee Use of Technology)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4132/4232/4332 - Publication or Creation of Materials)
(cf. 5131.9 - Academic Honesty)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

Any literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, audiovisual or motion picture, sound, architectural, or other original work shall be assumed to be a copyrighted work, regardless of whether the work appears in print, audio, video, electronic, or other fixed and tangible form.

Before reproducing a copyrighted material for instructional or other district purposes, a staff member shall determine if the material is in the public domain or if the intended use of the material meets the criteria for fair use or another exception pursuant to 17 USC 107-122. If the material is not in the public domain or no recognized exception applies, the staff member shall seek permission of the copyright holder before using the material.

~~When selecting appropriate supplementary instructional materials, it is each staff member's responsibility to adhere to the provisions of federal copyright law, Board policy, and administrative regulation. The district shall not be responsible for any violation of copyright laws by its staff or students. If a staff member is uncertain as to whether reproducing or using copyrighted material complies with the law, he/she shall contact the Superintendent or designee for clarification and assistance. At no time shall it be necessary for a district employee to violate copyright laws in order to perform his/her duties.~~

~~The Board of Trustees recognizes that computer software piracy contributes to higher costs and decreases commercial incentives for the development of quality educational computer software. In circumstances where the interpretation of the copyright law is ambiguous, the~~

8.4.5(

USE OF COPYRIGHTED MATERIALS (continued)

~~district shall determine appropriate use of computer software by referring to the license agreement and/or policy statements contained in the software packages used in the district. Computer-related instruction for students and staff shall address the ethical and practical problems caused by software piracy.~~

Any literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, audiovisual or motion picture, sound, architectural, or other original work shall be assumed to be a copyrighted work, regardless of whether the work appears in print, audio, video, electronic, or other fixed and tangible form.

Before reproducing a copyrighted material for instructional or other district purposes, a staff member shall determine if the material is in the public domain or if the intended use of the material meets the criteria for fair use or another exception pursuant to 17 USC 107-122. If the material is not in the public domain or no recognized exception applies, the staff member shall seek permission of the copyright holder before using the material.

The Superintendent or designee shall inform staff that inclusion of an attribution citing the author and source of a copyrighted material does not absolve the staff member from the responsibility to either obtain permission or satisfy criteria for fair use or another exception.

If a staff member is uncertain as to whether the intended use of the material meets the criteria for fair use or another exception, he/she shall take the safest course and seek permission from the copyright holder to use the material or, if it is impracticable to obtain permission, shall contact the Superintendent or designee for clarification and assistance.

Students shall not copy or distribute copyrighted works to others. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.

(cf. 3300 – Expenditures and Purchases)
(cf. 3312 – Contracts)
(cf. 4040 - Employee Use of Technology)
~~*(cf. 4119.1/4219.1/4319.1 – Civil and Legal Rights)*~~
~~*(cf. 6161 – Equipment, Books and Materials)*~~
~~*(cf. 6161.11 – Supplementary Instructional Materials)*~~

~~The Superintendent or designee shall be the only individual who may sign license agreements for software for district schools. Each school using licensed software shall have a signed copy of the software agreement.~~

USE OF COPYRIGHTED MATERIALS (continued)

The Superintendent or designee shall **ensure that staff and students receive information and training about** ~~maintain regulations to discourage violation of all~~ copyright laws and ~~prevent illegal copying activities~~ **the penalties for violating such laws**

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

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Legal Reference:

EDUCATION CODE
35182 Computer Software
UNITED STATES CODE, TITLE 17
101-122 Subject matter and scope of copyright, especially:
102 Definitions
106 Copyright protection
107 Fair use of copyrighted works
110 Limitations on exclusive rights: Exemption of certain performances and displays
504 Penalties for copyright infringement
COURT DECISIONS
Cambridge University Press et al. v. Becker et al. (N.D. Ga. 2012) 863 F.Supp.2d 1190
Campbell v. Acuff-Rose Music, Inc., (1994) 510 U.S. 569
Marcus v. Rowley, (9th Cir., 1982) 695 F.2d 1171

Management Resources:

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS
Copyright Law: Do Schools Need a License to Show a Movie?, School Law Review, July 2010
U.S. COPYRIGHT OFFICE PUBLICATIONS
Circular 21: Reproduction of Copyrighted Works by Educators and Librarians, rev. 2009
Circular 22: How to Investigate the Copyright Status of a Work, rev. 2013
Circular 23: The Copyright Card Catalog and the Online Files of the Copyright Office, rev. 2012
WEB SITES
Copyright Society of the USA: http://www.csusa.org
National School Boards Association: http://www.nsba.org
University of California, Copyright Education:
http://copyright.universityofcalifornia.edu/usingcopyrightedworks.html
U.S. Copyright Office: http://www.copyright.gov

Policy
adopted: September 4, 2007
revised: August 17, 2010
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

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USE OF COPYRIGHTED MATERIALS

~~Each employee making a reproduction shall first determine whether the copying is permitted by law based on the guidelines below. If the copying is not permitted according to these guidelines, the principal/designee may request permission to reproduce the material from its copyright holders.~~

Prior to reproducing, distributing, displaying, posting, performing, or otherwise using a copyrighted material for an instructional purpose or in the course of other district business, district staff shall determine whether it is necessary to request permission of the copyright holder. Unless the staff member is reasonably certain that the material is in the public domain or the intended use meets the criteria for an exception specified in 17 USC 107-122 and this administrative regulation, he/she shall either obtain permission from the copyright holder or avoid use of the material. In addition, permission of the copyright holder shall be requested whenever district staff intend to publicly disseminate a copyrighted work, such as by posting on the district or school web site or using another method of communications accessible to the public.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 4040 - Employee Use of Technology)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4132/4232/4332 - Publication or Creation of Materials)
(cf. 5131.9 - Academic Honesty)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

Any reproduction or other use of a copyrighted work shall include the copyright notice.

District staff shall not reproduce and distribute copyrighted works of any type in any of the following circumstances:

1. **When the copyrighted work is a "consumable" work such as a workbook, standardized test, answer sheet, or similar material**

2. **To substitute for the purchase of the work**

3. **To create, replace, or substitute for anthologies or collective works**

Request for Permission to Use Copyrighted Material

As necessary, district staff desiring to use a copyright material shall identify and contact the copyright holder to requests ~~for~~ permission to use ~~copyrighted~~ materials. **The request** shall include the following information:

1. Title, author(s), editor(s) or publisher, producer(s) or distributor.

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USE OF COPYRIGHTED MATERIALS (continued)

2. Edition, copyright and/or production year.

3. Exact amount of material to be used (i.e., lines, pages, running time, etc.).

4. Nature of the use, ~~(i.e., how many times, when and with whom the material will be used).~~ **such as the course in which it will be used, the grade level of the students, the number of students, and the frequency of use.**

~~5. Number of copies to be made.~~

65. How the material will be reproduced **and distributed**.

~~7. If an initial contact was made by phone, the request shall also include the name of the initial contact person.~~

~~The following guidelines differentiate between permitted and prohibited uses of printed material, sheet and recorded music, videotapes, films, filmstrips or slide programs, off-air taping (radio or television), and computer software.~~

If the copyright holder requires a fee to grant permission, district staff shall seek approval from the Superintendent or designee prior to incurring the cost.

Criteria for Fair Use

In considering whether a copyrighted work may be used without the copyright holder's permission on the grounds that the intended use is "fair use" pursuant to 17 USC 107, including reproduction in copies, phonorecords, or any other reproductive form for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, district staff shall consider all of the following factors: (17 USC 107)

1. **The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes**

2. **The nature of the copyrighted work**

3. **The amount and substantiality of the portion used in relation to the copyrighted work as a whole**

4. **The effect of the use upon the potential market for or value of the copyrighted work**

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USE OF COPYRIGHTED MATERIALS (continued)

Any determination of fair use shall weigh together all the factors specified in items #1-4 above in addition to any applicable guidelines presented in this administrative regulation for specific types of copyrighted works.

~~**Printed Materials**~~ **Guidelines for Copying Text**

~~**Permitted Uses:**~~

Staff may reproduce text from a copyrighted work from a printed resource, the Internet, or other source, without permission from the copyright holder, under the following conditions:

1. A Single ~~copies at the request of an individual teacher:~~ **copy of a chapter of a book, article from a periodical or newspaper, short story, short essay, short poem, chart, graph, diagram, drawing, cartoon, or picture may be made by or for a teacher for his/her scholarly research or use in teaching or preparation to teach a class.**

   ~~a. A chapter of a book.~~

   ~~b. An article from a magazine or newspaper.~~

   ~~c. A short story, short essay or short poem, whether or not from a collective work.~~

   ~~d. A chart, graph, diagram, drawing, cartoon or a picture from a book, magazine or newspaper.~~

2. Multiple copies, ~~at the request of an individual teacher for classroom use,~~ not to exceed one copy per student in a course,~~:~~ **may be made by or for a teacher for classroom use or discussion, provided that:**

   a. The amount to be copied does not exceed:

      (1) 250 words for a complete poem or excerpt from a poem

   ~~a. A complete poem if less than 250 words and if printed on not more than two pages.~~

      (2) 2,500 words for a complete article, story, or essay

   ~~b. An excerpt from a longer poem, not to exceed 250 words.~~

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USE OF COPYRIGHTED MATERIALS (continued)

(3) 1,000 words or 10 percent of the whole (with a minimum of 500 words), whichever is less, for an excerpt from a larger prose work

~~c. A complete article, story or essay of less than 2,500 words.~~

(4) One illustration (e.g., chart, graph, diagram, cartoon, or picture) per book or periodical issue

~~d. An excerpt from a larger prose work not to exceed 10 percent of the whole or 1,000 words, whichever is less, but in any event a minimum of 500 words.~~

~~e. One chart, graph, diagram, cartoon or picture per book or magazine issue.~~

b. The copying is for only one course in the school.

c. With the exception of newspapers and other news periodicals, not more than one work is copied from the same author per term, not more than three works are copied from the same collective work or periodical volume per term, and there are no more than nine instances of multiple copying per course per term.

d. A delay to request permission from the copyright holder would preclude the most effective instructional use of the material.

~~All preceding copies must bear the copyright notice. They may be made only at the discretion of the individual teacher on occasions when a delay to request permission would preclude their most effective instructional use.~~

~~**Prohibited Uses:** *Guidelines for Reproducing Sheet and Recorded Music*~~

District staff may reproduce sheet music and recorded music without permission from the copyright holder under the following conditions:

1. **Emergency copies may be made when purchased copies needed for an imminent performance are not available, provided that replacement copies shall be purchased in due course.**~~Copying more than one work or two excerpts from a single author during one class term.~~

2. **Single or multiple copies of excerpts of works may be made for academic purposes other than performances, provided that the excerpt does not constitute an entire performable unit (e.g., a section, movement, or aria), no more than 10 percent of the total work is used, and the number of copies made does not exceed**

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USE OF COPYRIGHTED MATERIALS (continued)

one per student. ~~Copying more than three works from a collective work or periodical volume during one class term.~~

3. **Printed copies that have been purchased may be edited or simplified provided that the character of the work is not distorted and lyrics are not added or altered.** ~~Copying materials for more than one course in the school where the copies are made.~~

4. **A single copy of a recorded performance by students may be made for evaluation or rehearsal purposes.** ~~More than nine sets of multiple copies for distribution to students in one class term.~~

5. **A single copy of recordings of copyrighted music owned by the district or individual teacher may be made for the purpose of constructing exercises or examinations.** ~~Copying used to create, replace or substitute for anthologies or collective works.~~

~~6. Copying of "consumable" works such as workbooks, standardized tests, answer sheets, etc.~~

~~7. Copying that substitutes for the purchase of books, publishers' reprints or periodicals.~~

~~8. Repeated copying of the same item by the same teacher from term to term.~~

~~The above prohibitions do not apply to current news magazines and newspapers.~~

~~**Sheet and Recorded Music**~~

~~**Permitted Uses:**~~

~~1. Emergency copies for an imminent performance are permitted, provided they are replacing purchased copies and replacement is planned.~~

~~2. Multiple copies (one per student) of excerpts not constituting an entire performable unit or more than 10 percent of the total work may be made for academic purposes other than performances.~~

~~3. Purchased sheet music may be edited or simplified provided the character of the work is not distorted or lyrics added or altered.~~

~~4. A single copy of a recorded performance by students may be retained by the district or individual teacher for evaluation or rehearsal purposes.~~

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~~**USE OF COPYRIGHTED MATERIALS** (continued)~~

~~5. A single copy of recordings of copyrighted music owned by the district or individual teacher may be made and retained for the purpose of constructing exercises or examinations.~~

~~6. A single copy of an excerpt that constitutes an entire performable unit (i.e., a movement or aria) may be made, provided it is either:~~

~~a. Confirmed by the copyright proprietor to be out of print, or~~

~~b. Unavailable except in a larger work. This may be done by or for a teacher only for scholarly research or in preparation for teaching a class.~~

~~7. A single copy of a portion of a sound recording may be made by or for a student, i.e., a song from a record, but not the entire recording. The copy may be used in the educational context in which it was made and may not be sold or performed for profit.~~

Guidelines for Performing or Displaying Copyrighted Works

In the course of face-to-face instruction in a classroom or similar place devoted to instruction, teachers or students may recite, render, play, dance, act, or show a copyrighted work either directly or by means of any device or process or, in the case of a motion picture or other audiovisual work, show its images in any sequence or to make the sounds accompanying it audible, provided that: (17 USC 101, 110)

1. **The performance or display is given by means of a lawfully obtained copy of the work.**

2. **The performance or display is made by, at the direction of, or under the actual supervision of a teacher as an integral part of a class session.**

3. **The performance or display is directly related and of material assistance to the teaching content of the transmission.**

4. **The transmission is limited to students enrolled in the course or to Governing Board members or employees as part of their official duties or employment.**

5. **If the work is to be digitally transmitted, the district has applied technological protections that reasonably prevent retention of the work in accessible form for longer than the class session and the unauthorized further dissemination of the work.**

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USE OF COPYRIGHTED MATERIALS (continued)

Any use of a motion picture or other audiovisual work outside the curriculum, such as for entertainment, a school or class reward, or a fundraiser, shall require permission from the copyright holder or a special viewing license.

~~**Prohibited Uses:**~~

~~1. Copying to replace or substitute for anthologies or collections.~~

~~2. Copying from works intended to be "consumable."~~

~~3. Copying for purposes of performance except as noted in an emergency.~~

~~4. Copying to substitute for purchase of music.~~

~~5. Copying without inclusion of copyright notice on the copy.~~

~~6. Duplication of tapes, unless reproduction rights were given at time of purchase.~~

~~7. Reproduction of musical works or conversion to another format, e.g. record to tape.~~

Guidelines for Recording Broadcast Programming

Teachers may make recordings of television programs for use in a classroom for educational purposes under the following conditions:

1. **Only programs provided to the public free of charge may be recorded and shown. Any use of programming from paid television services shall require permission of the copyright holder.**

2. **The recording may be shown only during the first 10 consecutive school days after it is made. It may be used once by an individual teacher in the course of relevant teaching activities and may be repeated once only when instructional reinforcement is necessary.**

3. **A limited number of copies may be reproduced from each recording to meet the legitimate needs of the teacher. Each copy shall be subject to all the provisions governing the original recording.**

4. **The recording may be retained for 45 calendar days after it is made and then shall be erased or destroyed. However, after the first 10 consecutive school days, the recording may only be used for purposes of determining whether or not to**

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USE OF COPYRIGHTED MATERIALS (continued)

include the broadcast program in the teaching curriculum. If the teacher decides to keep the program for use in the curriculum, he/she shall request permission from the copyright owner.

5. Off-air recordings need not be used in their entirety, but the content of recorded programs may not be altered.

~~**Videotapes, Films, Filmstrips or Slide Programs**~~

~~**Permitted Uses:**~~

~~1. A single copy of a portion of a copyrighted film or filmstrip may be made by a student for educational purposes if the material is owned by the school which the student attends.~~

~~2. A single copy of a small portion of a film or filmstrip may be made by or for a teacher for scholarly or teaching purposes.~~

~~3. Selected slides may be reproduced from a series if reproduction does not exceed 10 percent of the total or excerpt the essence of the work.~~

~~4. A slide or overhead transparency series may be created from multiple sources as long as creation does not exceed 10 percent of photographs in one source (book, magazine, filmstrip, etc.). This may not be done when the source forbids photographic reproduction.~~

~~5. A single overhead transparency may be created from a single page of a "consumable" workbook.~~

~~6. Sections of a film may be excerpted for a local videotape (not to be shown over cable) if they do not exceed 10 percent of the total or excerpt the essence of the work. Extreme care must be exercised in copying a small portion of a film or filmstrip; small portions may contain the very essence of the material in question.~~

~~**Prohibited Uses:**~~

~~1. Reproduction of an audiovisual work in its entirety.~~

~~2. Conversion from one media format to another, e.g., film to videotape, unless permission is secured.~~

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USE OF COPYRIGHTED MATERIALS (continued)

3. No one is permitted to copy any portion of a film or filmstrip sent to the school for preview or rented or owned by another school or institution without the express written permission of the copyright holder. The copyright of a film governs its performance (showing) as well as the copying of it. It is permissible to show a film to students using closed-circuit television if the system is confined to one building. Showing a film via closed-circuit television outside the building is not permitted.

Radio – Off-Air Taping

Permitted Uses:

1. A single copy of a small portion of a copyrighted radio program may be made by a student for educational purposes. Such a copy may not be sold or performed for profit.

2. Copies of broadcasts by national public radio may be made by district employees and retained for an indefinite period for educational purposes.

Prohibited Uses:

Copying broadcasts on commercial radio, except for copyrighted musical selections (see Sheet and Recorded Music), is governed by the same copyright laws that apply to off-air taping of commercial television; however, there is no special provision allowing libraries to tape radio news programs.

Television – Off-Air Taping

Permitted Uses:

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed 45 days. All off-air recordings shall be erased or destroyed at the end of the retention period. Broadcast programs are television programs transmitted for reception by the general public without charge.

2. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary. These recordings may be shown in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar-day retention period.

USE OF COPYRIGHTED MATERIALS (continued)

3. Off-air recordings may be made only at the request of individual teachers, for use by those teachers. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.

5. After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for teacher evaluation purposes; i.e., to determine whether or not to include the broadcast program in the teaching curriculum; they may not be used for student exhibition or any other nonevaluation purpose without authorization.

6. All copies of off-air recordings shall include the copyright notice on the broadcast programs as recorded.

Prohibited Uses:

1. Off-air recording in anticipation of teacher requests.

2. Using the recording for instruction after the 10-day use period.

3. Holding the recording for weeks or indefinitely because:

   a. Units needing the program concepts are not taught within the 10-day use period.

   b. An interruption or technical problems delayed its use.

   c. Another teacher wishes to use it, or for any other supposedly "legitimate" educational reason.

4. On occasion a special notice is provided with some materials specifically prohibiting reproduction of any kind. Permission to use any part of such works must be secured in writing from the author or producer in accordance with this regulation.

5. Off-air recordings need not be used in their entirety, but the content of recorded programs may not be altered. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

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USE OF COPYRIGHTED MATERIALS (continued)

Guidelines for Copying Computer Programs or Software

District staff shall observe all licensing agreements between vendors and the district, including monitoring the number of users permitted by an agreement. Unless the applicable licensing agreement authorizes multiple users of a single computer program or software, the district shall not make multiple copies.

Copies of district-owned software may be made under either of the following conditions: (17 USC 117)

1. **The copy is needed as an essential step in using the computer program with a particular machine.**

2. **The copy is used for archival or "backup" purposes only. This copy may be held only as a file copy and must be destroyed in the event that continued possession of the program ceases to be rightful, unless the copyright owner authorizes its sale, lease, or transfer as part of the sale, lease, or transfer of the original program.**

~~**Software Copyright**~~

~~**Permitted Uses:**~~

~~Copies of district-owned software may be made only when:~~

~~1. The copy is needed as an essential step in using the computer program with a particular machine. This copy is to be used in no other way.~~

~~2. The copy is used for archival or "backup" purposes. This copy may be held only as a file copy and must be destroyed when the program is no longer rightfully owned by the district unless the copyright owner authorizes its sale, lease or transfer as part of the sale, lease or transfer of the original program. (United States Code, Title 17, Section 117).~~

~~**Prohibited Uses:**~~

~~1. Copies of copyrighted programs may not be made for any purpose other than the two permitted above.~~

~~2. When permission is obtained from the copyright holder to use software on a disk-sharing system, efforts will be made to secure software from copying.~~

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USE OF COPYRIGHTED MATERIALS (continued)

~~3. Illegal copies of copyrighted programs shall not be made or used on school equipment.~~

~~*(cf. 4132/4232/4332 - Publication or Creation of Materials)*~~

PUBLIC STATEMENTS

The Board of Trustees recognizes the **responsibility** ~~rights~~ of Board members **in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right** to freely express their **personal** views. ~~and encourages open discussion of issues during the Board meeting. The Board believes that effective~~ **However, to ensure communication of a consistent, unified message regarding district issues,** Board members **are expected to** ~~have a responsibility to express themselves, whether in agreement or disagreement with the Board majority, in ways that promote the Board's ability to govern the district.~~ **respect the authority of the Board to choose its representatives to communicate its positions and to abide by established protocols.**

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.

(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 9121 - President)
(cf. 9200 - Limits of Board Member Authority)

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board. (Government Code 54963)

(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9200 - Limits of Board Member Authority)

When speaking to community groups, **members of the public, or** the media, ~~or other members of the public,~~ individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

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PUBLIC STATEMENTS (continued)

(cf. 1340 - Access to District Records)
(cf. 9012 - Board Member Electronic Communications)

Legal Reference:
EDUCATION CODE
35010 Control of district; prescription and enforcement of rules
GOVERNMENT CODE
6250-6270 California Public Records Act
54960 Actions to stop or prevent violation of meeting provisions
54963 Confidential information in closed session

Management Resources:
WEB SITES
CSBA: http://www.csba.org

ACTIONS BY THE BOARD

The Board of Trustees shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9012 - Board Member Electronic Communications)
(cf. 9200 - Limits of Board Member Authority)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members

2. A collective commitment or promise by a majority of the members to make a positive or negative decision

3. A vote by a majority of the members when sitting as the Board upon a motion, proposal, resolution, order or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

Action on Non-Agenda Items

~~The Board may take action in a regular meeting on a subject not listed on the published agenda only when it~~ **After** publicly ~~identifies~~ **identifying** the item, **the Board may take action on a subject not appearing on the posted meeting agenda under any** ~~to be acted upon in conjunction with one~~ of the following ~~circumstances~~ **conditions**: (Government Code 54954.2)

1. ~~The Board, by~~ **When a** majority **of the Board** ~~vote of its members,~~ determines that ~~the action responds to~~ an emergency situation **exists, as defined for emergency meetings pursuant to Government Code 54956.5**.

2. ~~The Board determines, either by a~~ **When** two-thirds ~~majority vote~~ of the members present, ~~at the meeting~~ or, if less than two-thirds of the members are present~~,~~ **then** by a unanimous vote of all members present, **determine** that the need to take immediate action came to the district's attention after the **agenda is posted** ~~posting of the agenda~~.

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ACTIONS BY THE BOARD (continued)

3. ~~The matter was properly posted for a previous meeting occurring not more than five days earlier and was continued to the meeting at which action is being taken.~~ **When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier.**

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

~~The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)~~

~~Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)~~

~~*(cf. 9324 - Minutes and Recordings)*~~

Challenging Board Actions

The district attorney's office or any interested person may file an action in court to stop or prevent the Board's violation or threats of violations of the Brown Act, to determine the applicability of the Brown Act to ongoing or future threatened Board actions, to determine the validity, under California or federal law, of any Board rule or action to penalize any of its members or otherwise discourage the member's expression, or to compel the Board to audio record its closed sessions because of its violation of any applicable Government Code provision. (Government Code 54960)

~~Any demand by the district attorney's office or any interested person to correct a Board action shall be presented to the Board in writing within 90 days of the date when the action was taken. Such demand shall allege a violation of any of the following: (Government Code 54960.1)~~

The district attorney or any interested person may present a demand that the Board cure and correct a Board action which he/she alleges is in violation of law regarding any of the following: (Government Code 54960.1)

1. **O**pen meeting and teleconferencing (Government Code 54953), ~~regarding~~

2. **Agenda posting** (Government Code 54954.2), ~~regarding closed session item descriptions~~

3. **C**losed session item descriptions (Government Code 54954.5) ~~, regarding new or increased tax assessments~~

4. **New or increased tax assessments** ~~regarding special meetings~~ (Government Code 54954.6)

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ACTIONS BY THE BOARD (continued)

5. **Special meetings** (Government Code 549565) ~~.5, regarding emergency meetings~~

6. **Emergency meetings (Government Code 54956.5)**

Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

~~Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation. (Government Code 54960.1)~~

Within 30 days of receiving the demand, the Board shall **do one of the following:** ~~cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct. If the Board decides to not cure or correct the challenged action, the demanding party shall be informed in writing of that its decision. (Government Code 54960.1)~~

~~If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action. (Government Code 54960.1)~~

1. **Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.**

2. **Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.**

3. **Take no action. If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action.**

In addition, the district attorney's office or any interested party may file an action in court to determine the applicability of the Brown Act to any past Board action not specified in Government Code 54960.1, if the following conditions are met: (Government Code 54960.2)

1. **Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.**

2. **The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.**

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ACTIONS BY THE BOARD (continued)

Legal Reference:

EDUCATION CODE
15266 School construction bonds
17466 Declaration of intent to sell or lease real property
17481 Lease of property with residence for nondistrict purposes
17510-17511 Resolution requiring unanimous vote of all members constituting board
17546 Private sale of personal property
17556-17561 Dedication of real property
17582 District deferred maintenance fund
~~*17583 Deferred maintenance fund; transfer of excess local funds*~~
35140 Meetings
~~*35144 Special meeting*~~
~~*35145 Public meetings*~~
35160-35178.4 Powers and duties
~~*35164 Majority vote of all members constituting board for board action*~~
~~*35165 Vacancies, effect on majority and unanimous vote*~~
*48660-**48661 Community day schools,** establishment **and restrictions*** ~~*of community day schools*~~
~~*48661 School site restrictions for community day schools*~~
CODE OF CIVIL PROCEDURE
425.16 Special motion to strike in connection with a public issue
1245.240 Eminent domain vote requirements
1245.245 Eminent domain, resolution adopting different use
GOVERNMENT CODE
53090-53097.5 Regulations of local agencies by counties and cities
~~*53094 Authority to render zoning ordinance inapplicable*~~
~~*53097 Compliance with ordinances*~~
~~*53097.3 Charter school ordinances*~~
53724 Parcel tax resolution requirements
53790-53792 Exceeding the budget
53820-53833 Temporary borrowing
53850-53858 Temporary borrowing
*54950-**54963 The Ralph M. Brown Act, especially:*** ~~*Meetings: declaration; intent; sovereignty*~~
54952.6 Action taken, definition
54953 Meetings to be open and public; attendance; secret ballots
~~*54953.5 Right to record proceedings; conditions*~~
~~*54954.2 Agenda posting requirements; board actions*~~
~~*54954.5 Closed session item descriptions*~~
~~*54954.6 New or increased taxes or assessments; hearings; notice*~~
~~*54956 Special meetings; call; notice*~~
~~*54956.5 Emergency meetings in emergency situations*~~
*54960-**54960.5** Action to prevent violations*
~~*54960.1 Challenge of governing board actions*~~
~~*54960.5 Costs and attorney fees*~~
65352.2 Coordination with planning agency

Legal Reference: (see next page)

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ACTIONS BY THE BOARD (continued)

Legal Reference: (continued)

PUBLIC CONTRACT CODE
3400 Bid specifications
20111 Contracts over $50,000; contracts for construction; award to lowest responsible bidder
20113 Emergencies, award of contracts without bids
COURT DECISIONS
***Los Angeles Times Communication LLC v. Los Angeles County Board of Supervisors** (2003) 112 Cal.App. 4th 1313*
***McKee v. Orange Unified School District** (2003) 110 Cal.App.4th 1310*
Bell v. Vista Unified School District, (2002) 82 Cal.App.4th 672
Boyle v. City of Redondo Beach, (1999) 70 Cal.App.4th 1109

Management Resources:

CSBA PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, 1999
ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Legislative Bodies,, California Attorney General's Office, 2002
***LEAGUE OF** CALIFORNIA ~~CITY ATTORNEY~~ **CITIES** PUBLICATIONS*
*Open and Public ~~III~~ **IV**: A ~~User's~~ Guide to the Ralph M. Brown Act, ~~2000~~ **2007***
WEB SITES
CSBA: http://www.csba.org
California Attorney General's Office: http://www.caag.state.ca.us
Institute of Local Government: http://www.ca-ilg.org

Bylaw
adopted: September 4, 2007
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

8.4.72

ACTIONS BY THE BOARD

UNCONDITIONAL COMMITMENT LETTER

To: *(Name of district attorney or any interested person)*

The Governing Board of the Western Placer Unified School District has received your cease and desist letter dated *(date)* alleging that the following described past action taken by the Board violates the Ralph M. Brown Act: *(Describe alleged past action as set forth in the cease and desist letter.)*

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Board hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action described above. The Board may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address(es) you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, a notice will be delivered to you by the same means as this commitment, or by mail to an address that you have designated in writing, and you will have the right to commence legal action pursuant to Government Code 54960(a).

Sincerely,

Scott Leaman
Superintendent

AGENDA/MEETING MATERIALS

Board of Trustees meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)
(cf. 9321- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall specify that an individual **should contact the Superintendent or designee in writing, if he/she** ~~who~~ requires 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.~~

Agenda Preparation

~~The Superintendent, as Secretary to the Board, in consultation with the Board president, shall prepare the agenda for each regular and special meeting.~~

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.

(cf. 0000 – Vision)
(cf. 0200 – Goals for the School District)
(cf. 9121 - President)
(cf. 9122 - Secretary)

Any Board member or any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and be submitted to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

AGENDA/MEETING MATERIALS (continued)

The Board president and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Board president and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item~~,~~ ~~informational item or consent item~~ **subject to Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.**

Any Board action that involves borrowing $100,000 or more shall be discussed, considered and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 – Williams Uniform Complaint Procedures)
~~(cf. 1340 - Access to District Records)~~
(cf. 3320 - Claims and Actions Against the District)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Consent ~~Items~~ ***Agenda/Calendar***

In order to promote efficient meetings, the Board may **bundle a number of items and** act upon **together** ~~more than one item~~ by a single vote through the use of a consent agenda. Consent **agenda** items shall be items of a routine nature ~~or~~ **and** items for which ~~no~~ Board discussion is anticipated and for which the Superintendent recommends approval.

~~In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.~~

When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously

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AGENDA/MEETING MATERIALS (continued)

been considered at an open meeting of a committee comprised exclusively of all the Board members provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it. (Government Code 54954.3)

Agenda Dissemination *to Board Members*

At least three days before each regular meeting, each Board member shall be provided ~~A~~ **a** copy of the agenda **and agenda packet, including** ~~shall be forwarded to each Board member at least three days before each regular meeting, together with~~ the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens and others; and other available documents pertinent to the meeting.

When special meetings are called, the Superintendent and president shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible **before the meeting.**

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to **ask questions and/or** request additional information on agenda items. **However, a majority of Board members shall not directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.**

(cf. 9012 - Board Member Electronic Communications)

~~Upon request, the Superintendent or designee shall make the agenda and/or agenda packet available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)~~

Agenda Dissemination to Members of the Public

The Superintendent or designee shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet, to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board, provided the document is a public record under the Public Records Act. The Superintendent or designee may also post the document on the district's web site in a

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AGENDA/MEETING MATERIALS (continued)

position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)

(cf. 1113 - District and School Web Sites)
(cf. 1340 - Access to District Records)

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee as determined by the Superintendent or designee, **not to exceed the cost of providing the service.**

Legal Reference:
EDUCATION CODE
35144 Special meetings
35145 Public meetings
35145.5 Right of public to place matters on agenda
GOVERNMENT CODE
6250-6270 Public Records Act
53635.7 Separate item of business
54954.1 Mailed agenda of meeting
54954.2 Agenda posting requirements; board actions
54954.3 Opportunity for public to address legislative body
54954.5 Closed session item descriptions
54956.5 Emergency meetings
54957.5 Public records
54960.2 Challenging board actions; cease and desist

Legal Reference: (see next page)

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AGENDA/MEETING MATERIALS (continued)

Legal Reference: (continued)

UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.160 Effective communications
36.303 Auxiliary aids and services
COURT DECISIONS
Mooney v. Garcia, (2012) 207 Cal.App.4th 229
Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318

Management Resources:

CSBA PUBLICATIONS
Call to Order: A Blueprint for Great Board Meetings, 2010
The Brown Act: School Boards and Open Meeting Laws, ~~1999~~ ***rev. 2009***
ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Legislative Bodies,, ~~California Attorney General's Office, 2002~~
rev. 2003
~~CALIFORNIA CITY ATTORNEY PUBLICATIONS~~
~~Open and Public III: A User's Guide to the Ralph M. Brown Act, 2000~~
WEB SITES
CSBA: http://www.csba.org
California Attorney General's Office: http://www.caag.state.ca.us

ACTIONS BY THE BOARD

The Board of Trustees shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9012 - Board Member Electronic Communications)
(cf. 9200 - Limits of Board Member Authority)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members

2. A collective commitment or promise by a majority of the **Board** members to make a positive or negative decision

3. A vote by a majority of the members when sitting as the Board upon a motion, proposal, resolution, order or ordinance

~~The Board may take action in a regular meeting on a subject not listed on the published agenda only when it publicly identifies the item to be acted upon in conjunction with one of the following circumstances: (Government Code 54954.2)~~

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

(cf. 9320 - Meetings and Notices)

Action on Non-Agenda Items

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. ~~The Board, by~~ **When a** majority ~~vote~~ of **the** ~~its~~ **Board** ~~members,~~ determines that ~~the action responds to~~ an emergency situation **exists, as defined for emergency meetings pursuant to Government Code 54956.5**.

2. ~~The Board determines, either by a~~ **When** two-thirds ~~majority vote~~ of the members present, ~~at the meeting~~ or~~,~~ if less than two-thirds of the members are present~~,~~ **then** by a unanimous vote of all members present, **determine** that the need to take immediate action came to the district's attention after the posting of the agenda.

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ACTIONS BY THE BOARD (continued)

3. ~~The matter was properly posted for a previous meeting occurring not more than five days earlier and was continued to the meeting at which action is being taken.~~ **When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier**

(cf. 9320 – Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

~~The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)~~

~~Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)~~

~~*(cf. 9324 – Minutes and Recordings)*~~

Challenging Board Actions

The district attorney's office or any interested person may file an action in court to stop or prevent the Board's violation or threats of violations of the Brown Act, to determine the applicability of the Brown Act to ongoing or future threatened Board actions, to determine the validity, under California or federal law, of any Board rule or action to penalize any of its members or otherwise discourage the member's expression, or to compel the Board to audio record its closed sessions because of its violation of any applicable Government Code provision. (Government Code 54960)

~~Any demand by the district attorney's office or any interested person to correct a Board action shall be presented to the Board in writing within 90 days of the date when the action was taken. Such demand shall allege a violation of any of the following: (Government Code 54960.1)~~

The district attorney or any interested person may present a demand that the Board cure and correct a Board action which he/she alleges is in violation of law regarding any of the following: (Government Code 54960.1)

1. **O**pen meeting and teleconferencing (Government Code 54953)~~, regarding~~

2. **Agenda posting (Government Code 54954.2)**

3. **C**losed session item descriptions (Government Code 54954.5)~~, regarding~~

4. **N**ew or increased tax assessments (Government Code 54954.6)~~, regarding~~

5. **S**pecial meetings (Government Code 54956)~~, regarding~~

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ACTIONS BY THE BOARD (continued)

6. Emergency meetings (Government Code 54956.5)~~, regarding~~

~~If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)~~

Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation **and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)**

Within 30 days of receiving the demand, the Board shall **do one of the following:** ~~cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct. If the Board decides to not cure or correct the challenged action, the demanding party shall be informed in writing of that decision.~~ (Government Code 54960.1)

~~If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action. (Government Code 54960.1)~~

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.

2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.

3. Take no action. If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action.

In addition, the district attorney's office or any interested party may file an action in court to determine the applicability of the Brown Act to any past Board action not specified in Government Code 54960.1, if the following conditions are met: (Government Code 54960.2)

1. **Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.**

2. **The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.**

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ACTIONS BY THE BOARD (continued)

Legal Reference:

EDUCATION CODE
15266 School construction bonds
17466 Declaration of intent to sell or lease real property
17481 Lease of property with residence for nondistrict purposes
17510-17511 Resolution requiring unanimous vote of all members constituting board
17546 Private sale of personal property
17556-17561 Dedication of real property
*17582-**17583** District deferred maintenance fund*
~~*17583 Deferred maintenance fund; transfer of excess local funds*~~
35140-35149 Meetings
~~*35144 Special meeting*~~
~~*35145 Public meetings*~~
35160-35178.4 Powers and duties
~~*35164 Majority vote of all members constituting board for board action*~~
~~*35165 Vacancies, effect on majority and unanimous vote*~~
*48660-**48661*** ~~*Establishment of community day schools*~~ ***Community day schools, establishment and restrictions***
~~*48661 School site restrictions for community day schools*~~
CODE OF CIVIL PROCEDURE
425.16 Special motion to strike in connection with a public issue
1245.240 Eminent domain vote requirements
1245.245 Eminent domain, resolution adopting different use
GOVERNMENT CODE
530+0-53097.5 Regulation of local agencies by counties and cities
53724 Parcel tax resolution requirements
53790-53792 Exceeding the budget
~~*53094 Authority to render zoning ordinance inapplicable*~~
~~*53097 Compliance with ordinances*~~
~~*53097.3 Charter school ordinances*~~
~~*53790-53792 Exceeding the budget*~~
53820-53833 Temporary borrowing
53850-53858 Temporary borrowing
*54950-**54963*** ~~*Meetings; declaration; intent; sovereignty*~~ ***The Ralph M. Brown act, especially:***
54952.6 Action taken, definition
54953 Meetings to be open and public; attendance; secret ballots
~~*54953.5 Right to record proceedings; conditions*~~
~~*54954.2 Agenda posting requirements; board actions*~~
~~*54954.5 Closed session item descriptions*~~
~~*54954.6 New or increased taxes or assessments; hearings; notice*~~
~~*54956 Special meetings; call; notice*~~
~~*54956.5 Emergency meetings in emergency situations*~~
*54960-**54960.5** Action to prevent violations*
~~*54960.1 Challenge of governing board actions*~~
~~*54960.5 Costs and attorney fees*~~
65352.2 Coordination with planning agency

Legal Resources: (see next page)

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ACTIONS BY THE BOARD (continued)

Management Resources: (continued)

PUBLIC CONTRACT CODE
3400 Bid specifications
20111 Contracts over $50,000; contracts for construction; award to lowest responsible bidder
20113 Emergencies, award of contracts without bids
COURT DECISIONS
Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors (2003) 112 Cal.App.4th 1313
McKee v. Orange Unified School District (2003) 110 Cal.App.4th 1310
Bell v. Vista Unified School District, (2002) 82 Cal.App.4th 672
Boyle v. City of Redondo Beach, (1999) 70 Cal.App.4th 1109

Management Resources:

CSBA PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, ~~1999~~ 2009
ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Legislative Bodies,, ~~California Attorney General's Office~~, 20023
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