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
Mary Boyle, Deputy Superintendent of Educational Services
Audrey Kilpatrick, Assistant Superintendent of Business & Operation

School	STUDENT ENROLLMENT 2012/13 CEBEDS	3/1/2013	4/1/2013
Sheridan Elementary (K-5)	84	82	85
First Street Elementary (K-5)	465	460	460
Carlin C. Coppin Elementary (K-5)	412	406	413
Creekside Oaks Elementary (K-5)	559	585	591
Twelve Bridges Elementary (K-5)	717	724	723
Foskett Ranch Elementary (K-5)	552	546	544
Lincoln Crossing Elementary (K-5)	684	675	679
Glen Edwards Middle School (6-8)	686	676	677
Twelve Bridges Middle School (6-8)	853	867	870
Lincoln High School (9-12)	1,516	1,458	1,456
Phoenix High School (10-12)	65	74	65
TOTAL	**6593**	**6553**	**6563**

State Preschool
First & L Street 24 A.M. /24 P.M.
Carlin Coppin 23 A.M.

Adult Education 85

First-5 Program
First Street 22 A.M. /21 P.M.
Sheridan 15 A.M. /15 P.M.

Pre-K/Special Ed
Foskett 22
FSS PPPIP 74
CCC 0

GLOBAL DISTRICT GOALS

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

Western Placer Unified School District

Regular Meeting of the Board of Trustees

April 16, 2013, 7:00 P.M.

Lincoln High School – Performing Arts Building

790 J Street, Lincoln, CA 95648

AGENDA

2012-2013 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.

5:30 P.M. START

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

5:35 P.M.

2. **CLOSED SESSION** – Lincoln High School - Office Conference Room

   2.1 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**
   Purchase price, and payment terms for additional property adjacent to the Twelve Bridges Library, negotiated between representatives of Western Placer Unified School District and Sierra Community College District.

   2.2 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
   Case No. SCV0032309, Western Placer Unified School District vs. City of Lincoln

   2.3 **CONFERENCE WITH LABOR NEGOTIATOR**
   Bargaining groups: WPTA & CSEA Negotiations
   Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services Audrey Kilpatrick, Assistant Superintendent of Business and Operations

   2.4 **PERSONNEL**
   PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

   2.5 **INTERDISTRICT ATTENDANCE APPEAL**
   a. Interdistrict Request Appeal 13/14 - 5
   b. Interdistrict Request Appeal 13/14 - 6
   c. Interdistrict Request Appeal 13/14 - 7
   d. Interdistrict Request Appeal 13/14 - 8

7:00 P.M.

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

   3.1 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Purchase price, and payment terms for additional property adjacent to the Twelve Bridges Library, negotiated between representatives of Western Placer Unified School District and Sierra Community College District.

3.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Case No. SCV0032309, Western Placer Unified School District vs. City of Lincoln

3.3 CONFERENCE WITH LABOR NEGOTIATOR
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services Audrey Kilpatrick, Assistant Superintendent of Business and Operations

3.4 PERSONNEL
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

3.5 INTERDISTRICT ATTENDANCE APPEAL
a. Interdistrict Request Appeal 13/14 - 5
b. Interdistrict Request Appeal 13/14 - 6
c. Interdistrict Request Appeal 13/14 - 7
d. Interdistrict Request Appeal 13/14 - 8

4. SPECIAL ORDER OF BUSINESS - Terry Ryland, TRR School Business Consulting will Review Horizon Charter School & Partnership for Student-Centered Learning Charter School

In December 2012, Horizon Charter School (HCS) along with its related Partnership for Student-Centered Learning Charter School (PSCL) was encountering public concerns, 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, TRR School Business Consulting was contracted by Horizon 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 will be presenting the results and recommendations as a result of the review.

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 Classified Personnel Report
5.2 Certificated Personnel Report
5.3 Approve Williams Uniform Quarterly Complaint Report.
5.4 Ratification of Agreement for Services with Padre Associates, Inc. for Geological and Environmental Hazards Amendment
5.5 Approve Student Discipline/Stipulated Expulsion for Student's #12-13-R,S,T,U
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 – Mike Agrippino
7.3 Western Placer Classified Employee Association – Mike Kimbrough
7.4 Superintendent - Scott Leaman

8. PUBLIC HEARING

8.1 HORIZON CHARTER SCHOOL

Notice is hereby given that the Western Placer Unified School District will hold a public hearing at which the governing board will discuss the Renewal of the Charter for Horizon Charter School

8.2 CHARTER FOR PARTNERSHIPS FOR – CENTERED LEARNING CHARTER SCHOOL

Notice is hereby given that the Western Placer Unified School District will hold a public hearing at which the governing board will discuss the Renewal of the Charter for Partnerships for Student-Centered Learning Charter School

8.3 CONSIDERATION OF ACQUISITION OF PROPERTY

Education Code section 17211 requires that a public hearing be held prior to commencing the acquisition of real property for a new school site or an addition to an existing school site. The governing board of a school district shall evaluate the property at a public hearing using the site selection standards established by the State Department of Education pursuant to subdivision (b) of Section 17251.

This hearing is to evaluate the possible acquisition of 38.6 acres of property from Sierra Joint Community College District adjacent to our current Twelve Bridges High School site. In conjunction with School Site Solutions, Inc., staff has done the following to evaluate the acreage in question:

- Geohazards study which evaluated potential hazards on or adjacent to the property
- Completed a Pipeline Risk Safety Study, due to a natural gas pipeline being located within Twelve Bridges Drive. No safety hazards exist.
- Completed a new site plan showing how the entire property could potentially accommodate a comprehensive high school
- Completed a full legal description of the property
- Conducted a site tour with a Field Representative from California Department of Education
- Completed a Contingent Site Approval package for California Department of Education's review, in which all findings comply with all of the California Department of Education's standards.

A full site approval from California Department of Education will be pursued should we acquire the property, and a new school is being designed. Also at that time a new Environmental Impact Report would need to be completed.

9. ♦ACTION ♦DISCUSSION ♦INFORMATION

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

9.1 Action **ADOPTION OF RESOLUTION NO. 12/13.26 REGARDING NEGOTIATING ING FOR PROPERTY FOR SCHOOL USE AND INSURING COMPLIANCE WITH CALIFORNIA DEPARTMENT OF EDUCATION – Steer** *(12-13 G & O Component I, II, III, IV, V)*

•The Twelve Bridges High School Site is located on a joint use 'learning center' that originally called for a City Library, a high school and a satellite branch of Sierra College. It has become public that Sierra Joint Community College District no longer wishes to pursue locating a campus on this site.

Roll call vote:

9.2 Action **POSITION DESCRIPTION: TEACHER ON SPECIAL ASSIGNMENT- PEER COACH – Boyle/Davis** *(12-13 G & O Component I, III, IV, V)*

•Last year, Western Placer Teachers Association (WPTA) and the District entered into a one-year MOU to pool swept Tier III categorical funds from Peer Assistance and Review (PAR) and Professional Development Block Grant resources in order to create two new positions –

- Teacher on Special Assignment – Peer Coach Elementary
- Teacher on Special Assignment – Peer Coach Secondary

These two new positions allowed the District to provide professional development support to its teachers as we targeted improved student learning, began to implement Common Core State Standards (CCSS), and prepared for Smarter Balanced Assessment Consortium (SBAC) testing. The positions were filled by two WPUSD teachers and the program has been very successful.

9.3 Discussion/ Action **RATIFICATION OF MEMORANDUM OF UNDERSTANDING WITH CSEA REGARDING BUDGET REDUCTIONS INCLUDING FURLOUGH DAYS AND OTHER ITEMS – Davis** *(12-13 G & O Component III, IV, V)*

•The Western Placer Unified School District and the California School Employees Association Chapter #741 have signed a Memorandum of Understanding regarding furlough days, salary, and other items for the 2013/2014 school year. This MOU will greatly assist the District with achieving its required budget reductions for the 2013-2014 school year while saving positions and programs. This MOU is going to a ratification vote of the Unit Membership on Wednesday, April 10, 2013.

10. BOARD OF TRUSTEES

10.1 FUTURE AGENDA ITEMS

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

- Relationship with Sierra Community College
- Twelve Bridges High School
- Lincoln Crossing Elementary South/Facilities Update

10.2 BOARD MEMBER REPORTS/COMMENTS

11. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- **May 7, 2013** 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School
- **May 21, 2013** 7:00 P.M., Regular Meeting of the Board of Trustee – First Street School

12. ADJOURNMENT

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

DISCLOSURE

OF ACTION

TAKEN IN

CLOSED SESSION,

IF ANY

Western Placer Unified School District
CLOSED SESSION AGENDA

Place: **Lincoln High School – Office Conference Room**
Date: **Tuesday, April 16, 2013**
Time: **5:45 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 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 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:
CONFERENCE WITH REAL PROPERTY NEGOTIATOR

AGENDA ITEM AREA:
Closed Session

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 16, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustee will disclose any action taken in closed session in regard to Purchase price, and payment terms for additional property adjacent to the Twelve Bridges Library, negotiated between representatives of Western Placer Unified School District and Sierra Community College District.

RECOMMENDATION:

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

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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DISTRICT GLOBAL GOALS

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SUBJECT:
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

AGENDA ITEM AREA:
Disclosure of Action Taken in Closed Session

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 16, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will disclose any action taken in closed session in regard to the Existing Litigation of Case No. SCV0032309, Western Placer Unified School District vs. City of Lincoln.

RECOMMENDATION:

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

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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SUBJECT:
Bargaining Groups:
WPTA & CSEA Negotiations
Agency Negotiators:
Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent
Ryan Davis, Director of Human Services
Audrey Kilpatrick, Assistant Superintendent Business and Operations

AGENDA ITEM AREA:
Disclosure of action taken in closed session

REQUESTED BY:
Ryan Davis
Director of Human Services

ENCLOSURES:
No

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 16, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

Administration recommends the board of trustees be updated on negotiations.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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DISTRICT GLOBAL GOALS

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SUBJECT:
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/ RELEASE

AGENDA ITEM AREA:
Closed Session

REQUESTED BY:
Ryan Davis
Director, Human Services

ENCLOSURES:
No

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 16, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

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

RECOMMENDATION:

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

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

AGENDA ITEM AREA:
Disclosure of Action Taken in Closed Session

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 16, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- Interdistrict Request Appeal 13/14 – 5
- Interdistrict Request Appeal 13/14 – 6
- Interdistrict Request Appeal 13/14 - 7
- Interdistrict Request Appeal 13/14 - 8

ADMINISTRATION RECOMMENDATION:

Disclose any action taken.

wp/rk/factform

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

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SUBJECT:
Review of Horizon Charter School & Partnership for Student-Centered Learning Charter School - Terri Ryland, TRR 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:
April 16, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

In December 2012, Horizon Charter School (HCS) along with its related Partnership for Student-Centered Learning Charter School (PSCL) was encountering public concerns, 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, TRR School Business Consulting was contracted by Horizon 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 will be presenting the results and recommendations as a result of the review.

RECOMMENDATION:

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

4.

TRR Teresa R. Ryland, C.P.A.

School Business Consulting

MEMORANDUM

Date: March 30, 2013

To: Craig Heimbichner
Cynthia Wood

From: Terri Ryland

Subject: Review of Horizon Charter School

Purpose of Review

In December 2012, Horizon Charter School (HCS), along with its related Partnerships for Student-Centered Learning Charter School (PSL), 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, TRR School Business Consulting was retained by Horizon to provide an in-depth review of the lease and facilities arrangements, the financial status of the charter schools, internal controls, processes and procedures and an overall fiscal health analysis of the operation.

The examinations, tests and analyses performed by TRR School Business Consulting (TRR) 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.

Horizon Charter School has been in existence since 1993, the 15th charter school approved in the State of California after passage of the 1992 Act. After twenty years of successful operations, HCS is up again for a five-year renewal of its charter this spring. In order to provide assurance to Western Placer Unified School District (WPUSD), the chartering Local Educational Agency (LEA), hopefully address any student, parent or community concerns, and provide assurance to the public of transparency in all operations, this report of all findings is being made public.

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 February 2008 for the five year period ending June 2013. The PSCL

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

4.1

charter was granted by WPUSD in July 2010 for the three year period ending June 2013. The charters could 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.

The programs offered by the charter schools are as follows:

- The Home Teaching program (Grades K to 12) is designed for students whose parents are actively involved in their education. The parents have a strong sense of what they want their children to study and are actively involved in the lesson planning, instructing, and correcting of assignments for their children. Home study students, as well as their parents, have face-to-face meetings with their Supervising Teacher at least once every 20 school days for a minimum of one hour per student meeting.
- The Independent Study program (Grades 7 to 12) is designed for struggling students whose parents need or want more assistance in educating their child or for those families who do not choose to be as involved in the day-to-day educational program as the Home Teaching Program requires. This program is called Additional Educational Support Services (AESS). The AESS program allows for additional assistance from the Supervising Teacher (ST) as the ST will spend, at a minimum, one hour every two weeks working with the student.
- Lincoln Montessori Community Co-op (LMCC, grades K-8) is an educational option for those parents who wish for their children to obtain an academic education in a community-based setting. In this site-based program, students attend school all day Monday through Friday.

Middle and High School Academies and Co-ops are the fourth program choice offered by HCS. This program option generally consists of two days per week of core subject instruction and one day per week of academic electives (considered a hybrid educational model.) Programs offered under this option are as follows:

- Sacramento Academy for Enterprising Youth (SAEY) is a college prepatory environment that also focuses on career paths and vocational pursuits. SAEY serves students in grades 7-12 in the Elk Grove and South Sacramento areas.
- Accelerated Learning Academy (ALA) is a rigorous program that serves students in grades K-8 in the Rocklin and greater Placer county area. This program closed after the first semester of the 2012-13 school year.
- Rocklin Academy of Math, Science and Engineering (RAMSE) program is a college prepatory program with a focus on math, science and engineering. RAMSE serves students in grades K-12 in the Rocklin area.
- Respect for Excellence and Creative Hearts (REACH) is a co-op program serving students in grades K-6 in the Auburn and greater Placer county area.
- The Placerville program provides the hybrid educational model to students in grades K-12 in the Placerville area.
- Sacramento Leadership Cooperative (SLC) program is college prepatory program serving students in grades K-12 in the Sacramento area.
- School of Kreativity, Innovation, and Excellence (SKIE) is a co-op program which consists of three main components: A-G core academic classes, a highly developed visual and performing arts program, and a dedication to project based multi-sensory learning. SKIE serves students in grades 7-12 in the Auburn area.

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 last year or so, three specific lease agreements between HCS and Group Access (GA), or Resource Access (RA) as they are sometimes referred, have garnered much attention. Once the PSCL charter was formed, additional space was needed in which to conduct the two to four day per week resource training that is the core of that program. Instead of procuring office space on their own, the CBO and prior chief administration of HCS engaged a broker to arrange the leasing of the required space. Three sites, one each in Auburn, Elk Grove and Rocklin, were determined to be best suited for the needs of the charter school and lease agreements ranging from 65 to 125 months were signed by the CBO. Other leases for sites within Placer, Sacramento and El Dorado counties have terms from one year to ten years. Longer term leases typically have some kind of termination clause in case the programs relocate or cease to exist, however, these did not. Obligating a local educational agency for long-term payments should not be taken lightly and should, at a minimum, involve open disclosure and public board discussion so that all parties are aware of the long-term commitment.

These three GA lease agreements called for anywhere from $0.85 per s.f. to $1.75 per s.f. (or $565 to $1200 per student) in monthly lease (rent) payments only. In addition, special services including all utilities, custodial, taxes, information technology support, fees, etc. had to be paid by the charter school to GA or RA. In late 2012, the broker, Bill Brockmeyer, started also adding legal fees and management fees of over 50% of the total monthly lease amount. In all three leases, the estimate of these "special services" add-ons was exceeded regularly by thousands of dollars per month, not including the legal and management fees which were, for the most part, not paid by HCS.

The three GA leases were not only expensive and long-term, but they required excessive, if not illegal, levels of prepayment or deposits. Tenant improvements at the Rocklin site exceeded $800,000 with the thought that the ALA program would be able to use the site long-term. Deposits of six to eight months' of lease expense, or $75,000 to $135,000, were paid in advance by HCS to GA. School district accounting guidelines do not allow for the prepayment for goods or services; until goods are delivered or services performed, no obligation exists on the part of the agency. This pre-funding of GA's cash flow is at best a gift of public funds. The remaining deposits identified by TRR research totaling $90,000 have been written off in the current year since HCS has severed its relationship with GA and is currently paying the lease costs directly to property owners.

The three GA leases were found to be sloppy in their execution. Board approval was not obtained for any of the three, 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 was placed on an agenda for proper approval. TRR suggests 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.

During the 2012-13 school year, it became clear to the new administration of HCS that the permits pulled for the Rocklin site, leased through GA, were not in accordance with its use. The permits that were arranged by Bill Brockmeyer in conjunction with the former administration allowed for only a fraction of the number of students and the cars that were currently using the facility on a daily basis. Due to safety concerns for its students, HCS had to shut down the site in accordance with the legal limits on the permit. The students were placed in successor programs, and some left the charter school completely. The school was closed at that site in October, even though lease payments had been made to GA through December. However, it was later determined that these lease payments were not being passed through to the owner of the property in accordance with the underlying agreements between Brockmeyer and the owner, creating the appearance to the landlord and the community that Horizon was not paying its bills.

In fact, for all three of the GA properties, timely lease payments were being made to GA by HCS yet not being made by Brockmeyer to each property's owner. 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 agreements with the property owners. In the meantime, certain Pay or Quit notices were filed by the owners of the sites which created unfavorable, and unnecessary, publicity for the charter school. HCS has ceased all payments to Group Access, 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 is currently under legal review by the charter school's legal counsel. Given the breach of contract that occurred when GA stopped making the lease payments to the landowners, it appears the lease acceleration or prepayment penalties are deemed not owed by the charter school.

Now that HCS is paying for these three leases directly, the exact amount of the underlying leases is known, and the markup by GA is known as well. The Rocklin Technology Drive site, for instance, bore a markup of almost 75%, costing the charter school an additional $86,000 per year in lease payments for this lease alone. The special services were marked up as well, and GA was also billing for thousands of dollars a month in legal and management fees. Given the terms of the leases, the markup of the payments, the prepayment penalties, the unnecessary legal and management fees, the secretive nature of the documents and the improper permitting by the "professional" broker, questions are raised about the propriety of the relationship between the lone charter school party to these agreements, the former CBO, and the owner/broker for Group Access, Bill Brockmeyer.

In other facilities leases, 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. During the review of board policies currently underway, authorization to enter into leases must be examined so that more than one HCS representative is involved in the transactions, and all long-term activities should get the approval of the board before leases and commitments are signed.

In addition to the various brokerage services provided by Group Access (also paid as Resource Access), in 2011-12 alone, payments totaling $95,000 were made for monthly IT services. An extension of prior services was approved by C Bautista in January 2011 to include new servers, email (exchange) services, web content filtering, and 24/7 maintenance and support.

A summary of all of the lease agreements that are known to staff at this time are included as Attachment A and shown below.

Property	Program	Enrollment	Date of Lease	Term (Mo)	Landlord/ Lessor	Annual Payment Directly to Landlord	Monthly Rate psf	Sq Ft	Current Annual Payment	Additional Costs	Deposit/ Prepay	Lease Markup by Group Access	
290 Technology, Rocklin	closed - prior enrollment ~ 360	n/a	7/31/2011	126 [5]	Group Access	$116,946	$0.85	20,000	$203,306	yes [4]	8 months	$86,360	74%
3161 Dwight Road, Elk Grove	SAEY - Partners	125	no date	65	Group Access	$120,000	$1.10	11,520	$152,064	yes [2]	6 months	$32,064	27%
1641 Blocker Rd, Auburn	SKIE - HCS	22					$1.75						
1642 Blocker Rd, Auburn	SKIE - Partners	108	7/31/2011	101	Group Access	$180,072		9,578	$201,096	yes [1]	8 months	$21,024	12%
1643 Blocker Rd, Auburn	Reach - Partners	70											
2800 Nicholas	admin only	0	7/13/2009	116	Buzz Oates	n/a	$0.34	59,502	$241,704	utilities	2 months		
Lincoln Christian Life Center	ALA-4 days/week, 80-150 stud	0	8/27/2012	9	LCLC	n/a	$300/day	unknown	$42,000	no	no		
3144 Venture Drive	admin only	0	2/1/2010	120	Gustafson	n/a	$0.60	18,550	$133,512		1+ month		
845 and 873 First St Lincoln	Montessori - Partners	135	7/1/2011	96	M/M Brammer	n/a	n/a	7140 [3]	$182,760	utilities	1 month		
711 T Street, Sacramento	Partners	153	- - - - lease document not available - - - -										
Placerville SDA Church	2 days/week; PSCL 4 Core?	16	9/1/2011	12	SDA Church	n/a	$25/room/day [6]	n/a	$8,190	prop tax, ins	n/a		
975 Reserve, Roseville	was ALA; now Virtual HS PSCL	101	3/1/2005	96	Wentz Constr	n/a	$2.01	5,066	$122,231	NNN [7]	n/a		
730 Sunrise, Roseville	Special Ed		7/1/2008	60	Sundown, LLC	n/a	$1.77	2,130	$45,241	TI [8]	1 month		
Independent Study; no location	HCS main program	1330											
Independent Study; no location	Excel - HCS	44											
Independent Study; no location	Excel - Partners	32											
Independent Study; no location	Partners Independent Study	520											
no location	Pre Enrolled	55											
	Totals	**2711**							**$1,332,105**				

[1] Legal fees of $2,703 paid June 10, 2011. TI invoice totaling $9,519 paid when agreement includes $12,000 of TI paid by lessor. November 2012, management fee of $4,523 - NOT paid by HCS.

[2] estimated at $1,500 to $2,500 per month, per lease agreement. Actual invoices July 2012-Dec 2012 ranged $1,384 - $9,494 (incl insurance and legal, not paid)

[3] plus parking, playground

charged.

[5] Purchase order for rent for 2012-13 issued on 8/22/12 for only five months. Why?

[6] lease agreement sets rent at $25/room/day yet invoice is at $30/room/day

[7] first month operating expense of $1,575

[8] includes tenant improvements of $22,000

Average Daily Attendance Audit

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. In consultation with WPUSD, the chartering school district, the decision was made to engage Crowe Horwath to perform these services.

Crowe's final report accompanies this report (under separate cover), but in summary, they encountered no double counting or over-reporting of ADA. Exceptions in the current year were noted and these should be reviewed and corrected prior to any interim testing performed in conjunction with the current year audit. Training in attendance accounting processes and procedures was suggested by Crowe-Horwath for teachers and staff and will be implemented by HCS before the end of the school year.

Audited Financial Statements

Over the last two years, the audited financial statements for the charter school have 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, CBO and Fiscal Coordinator. Terri Ryland, from TRR School Business Consulting also attended.

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

- Reinforce, through training, set procedures and guidelines for year-end closing and reviewing of journal entries.
- Contract with an outside consultant to perform year-end closing for 2012-13 fiscal year.
- Implement a year-end closing checklist with tasks assigned to the appropriate staff, allowing for review of those tasks that require it.
- Continue to work with the auditors throughout the year for any questions or concerns of proper accounting or internal control procedures before the year-end closing process.
- 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.

Subsequently, a follow-up meeting 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 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 Horizon's ADA
- 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.
- Horizon has obtained a year-end close checklist from TRR, and placed Cyndy Spano of TRR in the Business Office as Interim CBO upon the resignation of Cliff Bautista (former HCS CBO).
- 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.
- Second Interim was submitted to WPUSD by the end of February, as requested by the District. All questions of the District were addressed in the follow-up meeting.
- Moving the former CBO, Cliff Bautista, to full retirement, working with Cyndy Spano as interim CBO until a replacement can be found. The position was posted in mid-March, with a closing date the beginning of April. TRR will assist in the interviewing and hiring process.

Financial Condition

One of the largest components of the work performed to date by TRR School Business Consulting (TRR) has been performing a review of the financial condition of the charter school and determining its fiscal viability. Cyndy Spano, the consultant on site, 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 are as accurate as they can be and that the financial position of the charter is fiscally sound.

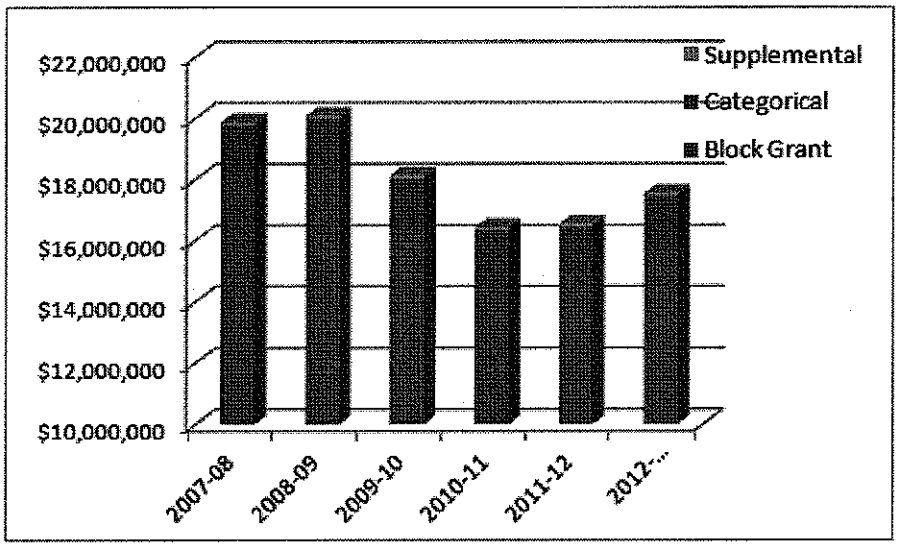
Second Interim

The first reporting period during Cyndy's tenure at HCS was the Second Interim reporting period, as of January 31, reported to the Board by March 15 each year. The Second Interim report, including the

multi-year projections (MYP), budget assumptions and variance from First Interim is attached for both HCS and PSCL. These reports were reviewed with WPUSD, with all of the District's questions answered satisfactorily.

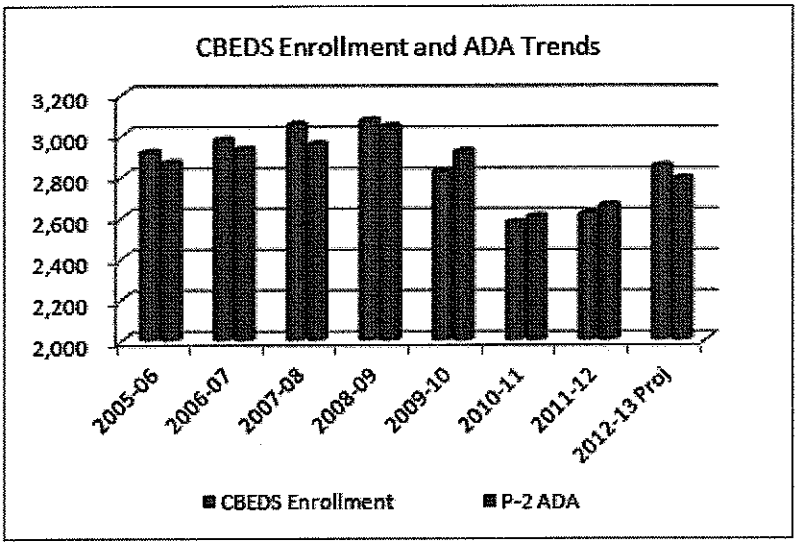
The results of the Second Interim report indicate a solid financial position for both HCS and PSCL. PSCL has a slight deficit spending level for the current year with budget surpluses in both of the next two years. HCS has a budget surplus in all three of the years represented on the Second Interim MYP. See Attachments C and D.

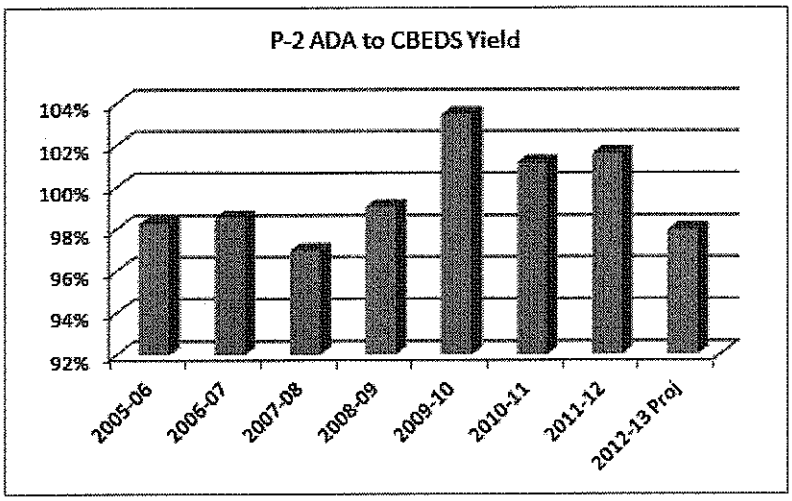
Trends in Apportionments and Block Grants
While not directly proportional to the levels of ADA and the changes between years due to State budget cuts and fluctuations in funding, block grant apportionments and categorical block grant funding has trended overall as ADA has trended - declining up to 2010-11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



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 an increasing direction. Even with the loss of enrollment and attendance due to the closure of the Advanced Learning Academy (ALA) last fall, the projections for current year ADA remain near 2,800 indicating no great decreases to the overall charter school due to the loss, and negative publicity, of this program. A recent high enrollment of just over 3,000 was reached in 2007-08 and 2008-09, and it is the goal of the charter board and administration to regain these numbers through stability and strengthening of programs.

Historically, the projected ADA used for the Adopted Budget has been low when compared to the final P-2 ADA upon which annual funding is based. ADA for HCS/PSCL fluctuates throughout the year due to several factors including: mid-semester graduations, temporary independent study assignments by neighboring school districts, and open/continuous enrollment practices. While there was a substantial drop in enrollment/ADA this year due to the loss of the ALA students, an offsetting increase in other programs resulted in no material swing, up or down, in the current year.





Categoricals and Special Education

Upon assuming her duties as the Interim CBO, Cyndy Spano has been reviewing entitlements to various categorical programs and examining the expected funding, cash flow, and expenditures, including special education. To date all programs have been reviewed and adjusted for current year and any prior year award adjustments. No significant deficiencies were discovered.

Budget Transfers and Journal Entries

Cyndy Spano has conducted random sampling of budget transfers and journal entries for the current year. As errors were identified, she has worked with staff to correct the individual items and change the accounting processes and practices to prevent them from recurring in the future. Adjustments and balancing have been needed not only in the budget, 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, now that HCS is no longer occupying, or

paying for, 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 have been made, and procedures are in place for balancing to be completed on a monthly basis from here on out.

Cash Flow
The cash flow projections indicate that both HCS and PSCL will end the 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 is the recommendation of TRR that a repayment plan be established to replenish the HCS funds essentially borrowed by PSCL. This will not only establish a true picture of the fiscal health of each charter, but it will also serve to heighten public transparency.

Ending Fund Balance and the Balance Sheet
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. Note that this assessment does not include the recommended repayment discussed above of the $3.2 million ending fund balance transfer between HCS and PSCL.

Staffing for budget purposes
TRR has also recommended to staff the following as a means of ensuring appropriate budget development practices:

1. Establishment of documented staffing and case load ratios and/or formula allocations
2. Annual and mid-year staffing needs assessment for potential layoff notices
3. Consistent and formulaic application of Supervision Teacher salary calculations
4. Movement of the position control responsibility to Business Services
5. Movement of the payroll responsibility to Business Services

Operations: Business Office Staffing
One of the first tasks completed by TRR 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 liked their jobs. Almost without exception, all individuals interviewed enjoy their jobs and believe in the mission of HCS - that is great news!

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 are being 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.

A meeting was held between Cyndy and Yvonne Allen, 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 relate to accounts payable functions and with the huge volume, the biggest need is for trained mail sorting and faxing of POs to vendors. These are clerical tasks that do not require accounts payable technician level salaries. Ideas to explore to increase productivity in this area include:

- Using student works, 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

An area identified for immediate focus is 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.

The lack of board policies, training and appropriate oversight in the past has lead to a number of deficiencies in the business operation. The CBO (Chief Business Official) for the charter school for the past eleven or so years resigned last June, but has been serving in a part-time CBO capacity since his retirement. Due to the areas of focus identified in this report, it was determined that a full-time CBO is 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 is currently open as the charter school searches for a new, strong member of the administrative team.

Information came to the forefront that certain individuals in the business office were accessing streaming features on their computers to watch TV, YouTube, access FaceBook and other media sites. HCS must 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 will be scheduled. In addition, an "admin" function where these streaming features can be selectively turned off or locked out should be investigated.

TRR 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.
2. Need for an interim and annual review of the OPS (off-line) Student Instructional Funds System
3. Need for appropriate Board involvement, and the movement away from the Carver model
4. Updating all board policies, specifically related to nepotism, re-hiring of retired personnel, vacations pay outs, and other additional compensation.

Operations: Human Resources/Payroll

The past practices in the Human Resources department required much scrutiny and analysis. While no substantial board policies exist related to 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 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.
    - 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.

  - 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.
  - In one case (Bautista) there were instances where the payroll system allowed the employee to OVER accrue (month-to-month) the maximum allowable in both fiscal years analyzed. The HCS Employee Handbook clearly states that, "*Once this maximum is reached, all further accruals will cease. Vacation accruals will recommence after the employee has taken vacation or his or her accrued hours have dropped below the two-year maximum.*" Again, there is no mention of the employees' ability to lower the accrual amount by being paid out vacation time. The result, even when allowing for the instances of over accrual WITHIN months of vacation pay-out, was a total of 64 hours in overpayment or $3,825.28 at the time of the employee's retirement on 06-30-12.
  - 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.

- 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.
- 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.
- 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. TRR recommends strict adherence to the board-adopted salary schedules and a review of all salary schedules and job classifications for the potential need to re-bench employee placement on them.
- The former CBO for HCS officially retired last June 2012. At that time, he did not cash out his vacation balance as required in the Employee Handbook, but he did receive a $12,500 retirement incentive. However, he continued on as a retiree employee, giving himself a 50% higher pay rate - $83/hour versus $56/hour. While he obtained the signature of the CEO for this one year contract, he did not disclose that the rate indicated on the personnel action form was

not his former rate of pay, misleading the CEO into thinking that it was just a continuance of his prior position. Then, in the second week of February, he paid himself his prior vacation balance, which was greater than the level allowed to accumulate per the employee handbook - 405 hours, or $24,000.

- The total, unbudgeted cost for the salary add-ons discussed above for the last two years approaches $340,000.
- 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 current year for this benefit is $103,000.
- 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. In addition to addressing the issues raised above, attention should be paid to the following additional questions:
    - Vacation pay outs
        - Is the non-taking of vacation an indicator of potential fraud in this case?
        - Is the taking of vacations encouraged or discouraged by the administration?
        - Are department heads owning the responsibility of managing their employees' earned time off?
        - Are the vacation payouts made in conformity with policy and/or the employee handbook?
        - Examine past payments and determine an appropriate budget amount up front
    - Cash-in-lieu of Benefits for eligible employees
        - Determine a fair cash amount
        - Apply this benefit uniformly by employee group
        - Examine past payments and determine an appropriate budget amount up front
    - Professional development payments
        - Examine the criteria for classes
        - Apply this benefit uniformly by employee group
        - Examine past payments and determine an appropriate budget amount up front
    - Review of nepotism policies and hiring related family members as employees

Looking Forward

The next step in the forward progress for Horizon is the renewal of the petition for the next five years. This is truly an opportunity for "renewal" for the charter organization.

- Concurrent with the petition to renew the charter, there is 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.
- Certain board policies have already been changed, including the number of and the authorized signatories for warrants and documents.
- Regular staff meetings have been established, and a district office calendar has been developed to improve communication and collegiality.

- The Education Foundation that has been ignored is coming back into focus and continues to contribute funds to HCS.
- Proactive press releases have been 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.
- 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 winter break somewhat seamlessly.

This is the time to support the new leadership of HCS, giving them an opportunity to succeed and to complete the positive progress that has begun. Many measures have already been taken; changing policies and practices, multiple staff changes, direct high-level leadership involvement, Board governance, trust building and "getting the job done." The new administration is open to, and sought out, advice and assistance from outside agencies. They have embraced the additions to the team of TRR School Business Consulting; Minney, Young & Corr; Glenn Peterson (attorney); Tom DeLapp (for needed and continued public relations support); and a new CPA firm (Crowe Horwath), among others. With the rebuilding of trust and relationships comes the much needed public transparency and true renewal of the charter.

What's Going Right

Even given the areas identified for improvement or that have been a lightning rod for community concern in the recent past, there are many things going right at Horizon. Enrollment has been recently growing and has been consistently between 2,600 and 3,000 for the last decade. The charter school has a long history of academic innovation and success. There are currently 2,700 well-served students in alternative settings throughout the Placer and Sacramento region – and that is what Horizon is about.

Attachments

A - Summary of Leases
B - CEO Implementation of Corrective Action Plan
C - 2nd Interim with Multi-Year Projection HCS
D - 2nd Interim with Multi-Year Projection PSCL
Crowe Horwath ADA Agreed Upon Procedures (Under separate cover)

ATTACHMENT A

Property	Program	Enrollment	Date of Lease	Term (Mo)	Landlord/ Lessor	Annual Payment Directly to Landlord	Monthly Rate psf	Sq Ft	Current Annual Payment	Additional Costs	Deposit/ Prepay	Lease Markup by Group Access
290 Technology, Rocklin	closed - prior enrollment ~ 360	n/a	7/31/2011	126 [5]	Group Access	$116,946	$0.85	20,000	$203,306	yes [4]	8 months	$86,360 74%
3161 Dwight Road, Elk Grove	SAEY - Partners	125	no date	65	Group Access	$120,000	$1.10	11,520	$152,064	yes [2]	6 months	$32,064 27%
1641 Blocker Rd, Auburn	SKIE - HCS	22					$1.75					
1642 Blocker Rd, Auburn	SKIE - Partners	108	7/31/2011	101	Group Access	$180,072		9,578	$201,096	yes [1]	8 months	$21,024 12%
1643 Blocker Rd, Auburn	Reach - Partners	70										
2800 Nicholas	admin only	0	7/13/2009	116	Buzz Oates	n/a	$0.34	59,502	$241,704	utilities	2 months	
Lincoln Christian Life Center	ALA-4 days/week, 80-150 stud	0	8/27/2012	9	LCLC	n/a	$300/day	unknown	$42,000	no	no	
3144 Venture Drive	admin only	0	2/1/2010	120	Gustafson	n/a	$0.60	18,550	$133,512		1+ month	
845 and 873 First St Lincoln	Montessori - Partners	135	7/1/2011	96	M/M Brammer	n/a	n/a	7140 [3]	$182,760	utilities	1 month	
711 T Street, Sacramento	Partners	153	- - - - lease document not available - - - -									
Placerville SDA Church	2 days/week; PSCL 4 Core?	16	9/1/2011	12	SDA Church	n/a	$25/room/day [6]	n/a	$8,190	prop tax, ins	n/a	
975 Reserve, Roseville	was ALA; now Virtual HS PSCL	101	3/1/2005	96	Wentz Constr	n/a	$2.01	5,066	$122,231	NNN [7]	n/a	
730 Sunrise, Roseville	Special Ed		7/1/2008	60	Sundown, LLC	n/a	$1.77	2,130	$45,241	TI [8]	1 month	
Independent Study; no location	HCS main program	1330										
Independent Study; no location	Excel - HCS	44										
Independent Study; no location	Excel - Partners	32										
·ependent Study; no location	Partners Independent Study	520										
·cation	Pre Enrolled	55										
	Totals	2711							$1,332,105			

[1] Legal fees of $2,703 paid June 10, 2011. TI invoice totaling $9,519 paid when agreement includes $12,000 of TI paid by lessor. November 2012, management fee of $4,523 - NOT paid by HCS.

[2] estimated at $1,500 to $2,500 per month, per lease agreement. Actual invoices July 2012-Dec 2012 ranged $1,384 - $9,494 (incl insurance and legal, not paid)

[3] plus parking, playground

[4] estimated $0.25 psf ($5,000) for special services (utilities, etc). Invoices for special services ranged $3,236 to $8,329 after deducting all management and legal fees charged.

[5] Purchase order for rent for 2012-13 issued on 8/22/12 for only five months.

[6] lease agreement sets rent at $25/room/day yet invoice is at $30/room/day

[7] first month operating expense of $1,575

[8] includes tenant improvements of $22,000

HORIZON CHARTER SCHOOL

Quality Education through Personalized Learning

March 12, 2013

Ms. Audrey Kilpatrick
Assistant Superintendent, Business & Operations
Western Placer Unified School District
600 Sixth Street, Suite 400
Lincoln, CA 95648

Ms. Kilpatrick,

In response to your letter to me dated January 31, 2013, I would like to take this opportunity to give a detailed update on the progress of Horizon Charter Schools in implementing corrective actions to address your concerns expressed over Horizon's repeated audit findings. Below each item in your original letter (italicized below) is the status of the corrective action and/or the plan to implement the corrective action(s).

- *Reinforce, through training, set procedures and guidelines for year-end closing and review of journal entries.* From March 4-8, 2012, Horizon obtained the services of Crowe Horwath LLP for an audit of Horizon's Average Daily Attendance (ADA). This was performed by Arthur Ngo and reported daily to Horizon's Chief Executive Officer (CEO), as well as to auditors Terri Ryland and Cyndy Spano. On March 8, 2013, Horizon Charter Schools met with Matt Netheway and Arthur Ngo of Crowe to plan training and oversight of year-end closing and review of journal entries. The meeting concluded with an initial commitment to train Horizon staff regarding ADA as well as assist with setting procedures and guidelines for year-end closing and review of journal entries. Crowe's work will be done in coordination with fiscal auditors Terri Ryland and Cyndy Spano, both of whom are engaged in completing a detailed financial review of Horizon and finalizing their report, which will be submitted as complete by April 5, 2012.

- *Contract with an outside consultant to perform year-end closing for 2012-13 fiscal year.* Horizon has in past years worked with Gilbert & Associates, and the obligation of Horizon to Gilbert is under legal review by Glenn Peterson, business counsel retained by Horizon. The initial review by Mr. Peterson is favorable to Horizon contracting with Crowe rather than Gilbert for further services. Horizon is currently planning to contract these services with Crowe.

- *Implement a year-end closing checklist with tasks assigned to the appropriate staff, allowing for review of those tasks that require it.* Horizon has obtained a year-end closing checklist [enclosed] from Terri Ryland. Cyndy Spano has been placed temporarily in charge of the Business Office as Interim CBO, and will be assigning specific tasks in coordination with Yvonne Allen, Fiscal Coordinator. The enclosed checklist will be reviewed by Crowe and Cyndy Spano for year-end closing.

- *Continue to work with your auditors through the year for any questions or concerns of proper accounting or internal control procedures before the year-end closing.* Horizon is doing so on a daily basis with Cyndy Spano, who is directly working in the Business Office; in addition, Horizon

will be using the ongoing services of Crowe in the upcoming year as specified above, per the above meeting with Crowe on March 8, 2013.

- *Require a formal interim audit exit meeting with the auditors to make you [Horizon] aware of any issues that surfaced during the interim audit.* Horizon will be calendaring this meeting with Crowe rather than Gilbert, following a favorable opinion from our counsel regarding releasing Gilbert from service (expected this week by March 15, 2013).

- *It was also agreed that your staff would send us the 2012-13 Second Interim report by the end of February, 2013.* The Second Interim was sent on February 28, 2013, and will be jointly reviewed at the meeting between Horizon and Western Placer Unified School District (WPUSD) , with auditor Terri Ryland present, on March 13, 2013.

As you are aware, Horizon has moved the former Chief Business Official (CBO), Cliff Bautista, to full retirement, effective February 15, 2013. Horizon is committed to working with Cyndy Spano as Interim CBO until a full time CBO can be found as a replacement. The job description for Horizon's CBO has been completely revamped with auditor assistance and comparison with multiple districts; pending a salary comparison underway, the position will be posted Friday, March 15, 2013, with intent to hire a highly qualified individual as soon as possible. Horizon is also committed to working with Terri Ryland; in addition, Horizon will also be engaging Crowe in further, ongoing assistance for training, review and support in the months/years ahead as the replacement auditor for Gilbert & Associates. Horizon's intent is to ensure that Horizon financial statements and operations are fully compliant with all legal requirements and well-planned operationally, in line with the Horizon Governing Board Ends.

I wish to thank both you and Scott Leaman for the opportunity to meet and review these steps in detail. We look forward to our meeting on March 13, 2013 to review the progress of the above plan and Horizon's 2012-13 Second Interim report.

Sincerely yours,

Craig Heimbichner
Superintendent/Chief Executive Officer
Horizon Charter Schools
2800 Nicolaus Road Suite 100
Lincoln, CA 95648

Cc: Scott Leaman-Superintendent, WPUSD
Enclosure: Year-end Closing Checklist

2012/13 Second Interim
REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE
HORIZON CHARTER SCHOOL

Description	Object Codes	Original Budget (A)	First Interim Budget (B)	Actuals To Date (C)	Second Interim Budget (D)	Difference (Col. B & D) (E)	% Diff (E/B) (F)
A. REVENUES							
1) Revenue Limit Resources	8010-8099	7,393,679.00	7,448,454.00	3,780,019.00	7,629,079.00	(180,625.00)	-2.42%
2) Federal Revenues	8100-8299	192,807.00	192,807.00	0.00	207,123.00	(14,316.00)	
3) Other State Revenues	8300-8599	1,297,289.00	1,264,619.00	684,763.00	1,387,397.00	(122,778.00)	-9.71%
4) Other Local Revenues	8600-8799	505,523.00	505,523.00	395,279.00	488,202.00	17,321.00	3.43%
5) TOTAL REVENUES		9,389,298.00	9,411,403.00	4,860,061.00	9,711,801.00		
B. EXPENDITURES							
1) Certificated Salaries	1000-1999	4,291,445.00	4,224,519.00	2,833,939.00	3,972,906.00	251,613.00	5.96%
2) Classified Salaries	2000-2999	982,452.00	1,027,512.00	669,039.00	1,028,533.00	(1,021.00)	-0.10%
3) Employee Benefits	3000-3999	1,167,439.00	1,212,970.00	730,032.00	1,143,324.00	69,646.00	5.74%
4) Books & Supplies	4000-4999	725,594.00	613,464.00	353,714.00	613,264.00	200.00	0.03%
5) Services, Other Operating Expenses	5000-5999	2,213,481.00	2,213,481.00	1,086,083.00	2,109,654.00	103,827.00	4.69%
6) Capital Outlay	6000-6999					0.00	0.00%
7) Other Outgo	7100-7299					0.00	
8) Interprogram Transfer Costs	5710						
9) TOTAL EXPENDITURES		9,380,411.00	9,291,946.00	5,672,807.00	8,867,681.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)		8,887.00	119,457.00	(812,746.00)	844,120.00		
D. OTHER FINANCING SOURCES/USES							
1) Interfund Transfers							
a) Transfers In	8910-8929					0.00	
b) Transfers Out	7610-7629					0.00	
2) Other Sources/Uses							
a) Sources	8930-8979					0.00	
b) Uses	7630-7699					0.00	
3) Contributions	8980-8999						
4) TOTAL, OTHER FINANCING SOURCES/USES		0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		8,887.00	119,457.00	(812,746.00)	844,120.00		
F. FUND BALANCE, RESERVES							
1) Beginning Fund Balance							
a. As of July 1 - Unaudited	9791	4,047,428.00	4,047,428.00		4,047,428.00	0.00	0.00%
b. Audit Adjustments	9793				42,952.00	(42,952.00)	
c. As of July 1 - Audited (F1a + F1b)		4,047,428.00	4,047,428.00		4,090,380.00		
d. Other Restatements	9795					0.00	
e. Net Beginning Balance		4,047,428.00	4,047,428.00		4,090,380.00		
2) Ending Balance June 30 (E + F1e)		4,056,315.00	4,166,885.00		4,934,500.00		
COMPONENTS OF ENDING FUND BALANCE							
a) Reserve for							
Revolving Cash	9711						
Stores	9712						
Prepaid Expenditures	9713						
All Others	9719						
General Reserve	9730						
Legally Restricted Balance	9740	0.00	0.00		0.00		
b) Designated Amounts							
Designated for Economic Uncertainties	9770	469,020.55	464,597.30		443,384.05	21,213.25	4.57%
Other Designations	9780	3,587,294.45	3,702,287.70		4,491,115.95		
Sites	9780						
Mid-Year Cuts	*9780*	*0.00*	*0.00*		*0.00*		
c) Undesignated Amount	9790						
d) Unappropriated Amount		0.00	0.00		0.00		

4.17

Description	Object Codes	2012/13 Budget (A)	2013/14 Projected Budget (B)	2014/15 Projected Budget (C)
A. REVENUES				
1) Revenue Limit Resources	8010-8099	7,629,079	7,576,233	7,742,910
2) Federal Revenues	8100-8299	207,123	207,123	211,680
3) Other State Revenues	8300-8599	1,387,397	1,379,327	1,409,672
4) Other Local Revenues	8600-8799	488,202	488,202	498,943
5) TOTAL REVENUES		9,711,801	9,650,885	9,863,204
B. EXPENDITURES				
1) Certificated Salaries	1000-1999	3,972,906	4,092,093	4,214,856
2) Classified Salaries	2000-2999	1,028,533	1,057,377	1,078,524
3) Employee Benefits	3000-3999	1,143,324	1,186,864	1,216,536
4) Books & Supplies	4000-4999	613,264	881,864	903,911
Operating Expenses	5000-5999	2,109,654	2,118,833	2,171,804
6) Capital Outlay	6000-6999	0	0	0
7) Other Outgo	9100-9299	0	0	0
Costs	7300-7399	0	0	0
9) TOTAL EXPENDITURES		8,867,681	9,337,031	9,585,630
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)		844,120	313,854	277,574
D. OTHER FINANCING SOURCES/USES				
1) Interfund Transfers				
a) Transfers In	8910-8929			
b) Transfers Out	7610-7629			
2) Other Sources/Uses				
a) Sources	8930-8979			
b) Uses	7630-7699			
3) Contributions	8980-8999			
4) TOTAL, OTHER FINANCING SOURCES/USES		0	0	0
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		844,120	313,854	277,574
F. FUND BALANCE, RESERVES				
1) Beginning Fund Balance				
a. As of July 1 - Unaudited	9791	4,047,428	4,934,500	5,248,354
b. Audit Adjustments	9793	42,952	0	0
c. As of July 1 - Audited (F1a + F1b)		4,090,380	4,934,500	5,248,354
d. Other Restatements	9795			
e. Net Beginning Balance		4,090,380	4,934,500	5,248,354
2) Ending Balance June 30 (E + F1e)		4,934,500	5,248,354	5,525,928
COMPONENTS OF ENDING FUND BALANCE				
a) Reserve for				
Revolving Cash	9711			
Stores	9712			
Prepaid Expenditures	9713			
All Others	9719			
General Reserve	9730			
Legally Restricted Balance	9740			
b) Designated Amounts				
Designated For Economic Uncertainties	9770	443,384	466,852	479,282
Other Designations	9780	4,491,116	4,781,502	5,046,647
c) Undesignated Amount	9780			
d) Unappropiated Amount	9790			

4.18

Horizon Charter School 2012/13 Budget Assumptions

FUNCTION DESCRIPTION	**ALL**
Projected 97% of enrollment ADA:	**1,316**
Enrollment as of 2/27/13	**1,343**
GP BG COLA	***0.00***
CATEGORICAL COLA	***0.00***

Revenue Budget Derivation

GP BG - State Aid Calculation:

Grade	ADA	Fnd Lvl	Total GP Aid	
K-3	280.00	5112	1,431,360	
4-6	255.00	5193	1,324,215	
7-8	184.00	5349	984,216	
9-12	597.00	6190	3,695,430	
	1316.00		7,435,221	SSC Estimated Rates
	State Aid Portion		**2,977,561**	

GP BG - Local Aid Calculation:

Grade	ADA	Fnd Lvl	Total GP Aid	
K-3	280.00	5112	1,431,360	
4-6	255.00	5193	1,324,215	
7-8	184.00	5349	984,216	
9-12	597.00	6190	3,695,430	
	Total Before Local Aid		7,435,221	
Local Aid Portion		3,387.28	**4,457,660**	Per CDE Line E-1 $3387.28
Prior Year In-Lieu		117,453		
CAHSEE		117,656	**159,474**	Based on CDE P-1
Arts & Music		41,818		
CORE & Remedial		64,565	**64,565**	

Categorical Block Grant Calculation:

Grade	ADA	Fnd Lvl	Total Cat BG	
K-3	280.00	412	115,360	
4-6	255.00	412	105,060	
7-8	184.00	412	75,808	
9-12	597.00	412	245,964	
	Total Categorical BG		**542,192**	SSC Estimated Rates
Economic Impact Aid		929	$338	Per CDE Weighted Prior Year P-1 Cell B-8
			314,002.00	Based on P-1

Base Lottery Calculation:

Grade	ADA	Fnd Lvl	Total Lottery	
K-3	280.00	124	34,720	
4-6	255.00	124	31,620	
7-8	184.00	124	22,816	
9-12	597.00	124	74,028	
		Total Lottery	**163,184**	SSC Estimated Rates

Prop. 20 Lottery Calculation:

Grade	ADA	Fnd Lvl	Total Lottery	
K-3	280.00	30	8,400	
4-6	255.00	30	7,650	
7-8	184.00	30	5,520	
9-12	597.00	30	17,910	
		Total Lottery	**39,480**	SSC Estimated Rates

Total Special Ed Funding	**809,362**	Based on SELPA Projection	
State Aid	441,577		
Property Taxes	76,405		
Federal PL94-142	189,973		
Federal Mental Health	17,150		
State Mental Health	84,257		
Interest - County Treasury	**46,625**		
Mandated Blk Grant	20,243	**Total Revenue**	**9,711,801**

3/13/2013

4.19

2012/13 Second Interim
REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE
PARTNERSHIPS FOR STUDENT CENTERED LEARINING CHARTER SCHOOL

Description	Object Codes	Original Budget (A)	Board Approved First InterimBudget (B)	Actuals To Date (C)	Second Interim Budget (D)	Difference (Col. B & D) (E)	% Diff (E/B) (F)
A. REVENUES							
1) Revenue Limit Resources	8010-8099	6,527,578.00	6,714,099.00	3,059,749.00	7,847,848.00	(1,133,749.00)	-16.89%
2) Federal Revenues	8100-8299	254,356.00	254,356.00	0.00	207,122.00	47,234.00	
3) Other State Revenues	8300-8599	1,067,727.00	1,063,112.00	470,629.00	1,315,532.00	(252,420.00)	-23.74%
4) Other Local Revenues	8600-8799	426,528.00	426,528.00	22,239.00	441,577.00	(15,049.00)	-3.53%
5) TOTAL REVENUES		8,276,189.00	8,458,095.00	3,552,617.00	9,812,079.00		
B. EXPENDITURES							
1) Certificated Salaries	1000-1999	4,225,986.00	4,384,041.00	3,194,271.00	4,403,079.00	(19,038.00)	-0.43%
2) Classified Salaries	2000-2999	727,425.00	935,448.00	621,957.00	932,146.00	3,302.00	0.35%
3) Employee Benefits	3000-3999	1,090,299.00	1,209,867.00	823,925.00	1,226,532.00	(16,665.00)	-1.38%
4) Books & Supplies	4000-4999	442,245.00	512,120.00	279,516.00	516,930.00	(4,810.00)	-0.94%
5) Services, Other Operating Expenses	5000-5999	1,789,876.00	2,005,004.00	1,101,181.00	2,737,017.00	(732,013.00)	-36.51%
6) Capital Outlay	6000-6999					0.00	0.00%
7) Other Outgo	7100-7299					0.00	
8) Interprogram Transfer Costs	5710						
9) TOTAL EXPENDITURES		8,275,831.00	9,046,480.00	6,020,850.00	9,815,704.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)		358.00	(588,385.00)	(2,468,233.00)	(3,625.00)		
D. OTHER FINANCING SOURCES/USES							
1) Interfund Transfers							
a) Transfers In	8910-8929					0.00	
b) Transfers Out	7610-7629					0.00	
2) Other Sources/Uses							
a) Sources	8930-8979					0.00	
b) Uses	7630-7699					0.00	
3) Contributions	8980-8999			3,018.00		0.00	
4) TOTAL, OTHER FINANCING SOURCES/USES		0.00	0.00	3,018.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		358.00	(588,385.00)	(2,465,215.00)	(3,625.00)		
F. FUND BALANCE, RESERVES							
1) Beginning Fund Balance							
a. As of July 1 - Unaudited	9791	1,789,589.00	1,789,589.00		1,789,589.00	0.00	0.00%
b. Audit Adjustments	9793				518,809.00	(518,809.00)	
c. As of July 1 - Audited (F1a + F1b)		1,789,589.00	1,789,589.00		2,308,398.00		
d. Other Restatements	9795					0.00	
e. Net Beginning Balance		1,789,589.00	1,789,589.00		2,308,399.00		
2) Ending Balance June 30 (E + F1e)		1,789,947.00	1,201,204.00		2,304,774.00		
COMPONENTS OF ENDING FUND BALANCE							
a) Reserve for							
Revolving Cash	9711						
Stores	9712						
Prepaid Expenditures	9713						
All Others	9719						
General Reserve	9730						
Legally Restricted Balance	9740	0.00	0.00		0.00		
b) Designated Amounts							
Designated for Economic Uncertainties	9770	413,791.55	452,324.00		490,785.20	(38,461.20)	-8.50%
Other Designations	9780	1,376,155.45	748,880.00		1,813,988.80		
Sites	9780						
Mid-Year Cuts	9780	*0.00*	*0.00*				
c) Undesignated Amount	9790		0.00		0.00		
d) Unappropriated Amount		0.00			0.00		

4.20

Partnerships

Charter Schools 3 Year Projection

ATTACHMENT D

Description	Object Codes	2012/13 Budget (A)	2013/14 Projected Budget (B)	2014/15 Projected Budget (C)
A. REVENUES				
1) Revenue Limit Resources	8010-8099	7,847,847	7,725,354	7,895,311
2) Federal Revenues	8100-8299	207,122	207,122	211,679
3) Other State Revenues	8300-8599	1,315,533	1,394,729	1,425,413
4) Other Local Revenues	8600-8799	441,577	441,577	451,292
5) TOTAL REVENUES		9,812,079	9,768,781	9,983,695
B. EXPENDITURES				
1) Certificated Salaries	1000-1999	4,403,079	4,535,171	4,671,227
2) Classified Salaries	2000-2999	932,146	960,026	979,226
3) Employee Benefits	3000-3999	1,226,532	1,272,152	1,303,956
4) Books & Supplies	4000-4999	516,930	796,730	816,648
Operating Expenses	5000-5999	2,737,017	1,932,090	1,990,053
6) Capital Outlay	6000-6999	0	0	0
7) Other Outgo	9100-9299	0	0	0
Costs	7300-7399	0	0	0
9) TOTAL EXPENDITURES		9,815,704	9,496,169	9,761,109
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)		(3,625)	272,612	222,585
D. OTHER FINANCING SOURCES/USES				
1) Interfund Transfers				
a) Transfers In	8910-8929			
b) Transfers Out	7610-7629			
2) Other Sources/Uses				
a) Sources	8930-8979			
b) Uses	7630-7699			
3) Contributions	8980-8999			
4) TOTAL, OTHER FINANCING SOURCES/USES		0	0	0
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(3,625)	272,612	222,585
F. FUND BALANCE, RESERVES				
1) Beginning Fund Balance				
a. As of July 1 - Unaudited	9791	1,789,589	2,304,774	2,577,386
b. Audit Adjustments	9793	518,809	0	0
c. As of July 1 - Audited (F1a + F1b)		2,308,398	2,304,774	2,577,386
d. Other Restatements	9795			
e. Net Beginning Balance		2,308,398	2,304,774	2,577,386
2) Ending Balance June 30 (E + F1e)		2,304,774	2,577,386	2,799,971
COMPONENTS OF ENDING FUND BALANCE				
a) Reserve for				
Revolving Cash	9711			
Stores	9712			
Prepaid Expenditures	9713			
All Others	9719			
General Reserve	9730			
Legally Restricted Balance	9740			
b) Designated Amounts				
Designated For Economic Uncertainties	9770	490,785	474,808	488,055
Other Designations	9780	1,813,988	2,102,577	2,311,916
c) *Undesignated Amount*	9780			
d) Unappropiated Amount	9790			

4.21

PARTNERSHIPS for STUDENT CENTERED LEARNING
BUDGET ASSUMPTIONS for 2012-13 at SECOND INTERIM

ENROLLMENT/ADA PROJECTIONS

1. An enrollment projection (based on student assignment/program assignment from PSCL and advanced enrollment applications) of 1,399 will be used to develop Supervising Teacher (ST) staffing allocation.

   Average Daily Attendance (ADA) at P-2 will be projected at 1,357 which is based on a projection from previous years PSCL historical CBEDS at P-1 and additional enrollment data from Ed. Services.

STAFFING ASSUMPTIONS

2. ST staffing based on a student to teacher ratio of 25:1 for a FTE.

3. Classified and Certificated administration/non-teaching positions will be staffed based on position control prepared by Human Resources.

REVENUE ASSUMPTIONS

1. General Purpose Block Grant will be based on State projected 2012-2013 funding levels as provided by CDE at P-1 and by School Services of California:

   a. K-3 $5,112
   b. 4-6 $5,193
   c. 7-8 $5,349
   d. 9-12 $6,190

   Total amount of estimated state aid before property tax will be $3,062,097.

2. Local Aid (property tax) will be based on CDE's P-1 Certification at the rate of $3,387.28 per ADA. Total amount of In-Lieu Tax Payment is estimated at $4,596,641.

3. Categorical Block Grant will be based on State projected 2012-2013 funding levels as provided by CDE at P-1 certification.

   a. K-3 $407
   b. 4-6 $407
   c. 7-8 $407
   d. 9-12 $407

   Total amount of estimated Categorical Block Grant revenue will be $552,311.

4. Lottery Revenues will be based on State projected funding level of $124 per ADA for Regular Lottery and $30 per ADA for Prop 20 Lottery for an estimated total of $208,983 as provided by estimates from School Services of California.

5. Economic Impact Aid will be budgeted at $338 per prior year economically disadvantaged pupil counts. Total amount estimated for Economic Impact Aid is $294,736.

6. Mandated Block Grant is calculated at $14 per 2011-12 ADA at P-2 reporting for a total Mandated Block Grant amount of $16,885.

7. Interest will be based on current year's interest rate, +/- current cash flow estimates.

EXPENDITURE ASSUMPTIONS

1. ST payroll will be budgeted on the HCS, Inc. board adopted salary schedule and incorporated into position control. All salaries include step and column.

2. Classified and Certificated non-teaching positions will be based on position control as prepared by Human Resources.

3. Employee benefits will be budgeted as follows:

	%
STRS	8.25
M/C	1.45
SUI	1.10
W/C	1.69
SDI	0
PERS	11.417
OASDI	6.2
PERS B/O	7.0

Health and Welfare Insurance is $6,000 per year per full time ST employee.
CSEA bargaining unit members, Confidential, Certificated /Classified Management are budgeted @ $7,200 per year per full time employee. For those eligible employees, cash-in-lieu of benefits is budgeted on a per employee basis.

4. Books and supplies will be based on projected allocations. This calculation estimates $516,930 to be budgeted for instructional funds, office supplies, and materials.

5. Services and other operating expenses will be projected and budgeted from prior year expenses and current year contracts. These expenses include but are not limited to the following:

   a) Rents and leases at all sites
   b) Communication expenses (phones, band width)
   c) All utilities, (gas, electricity, water, sewer, and garbage)
   d) Legal, audit, and fingerprint fees
   e) Western Placer Unified School District oversight fees
   f) Placer County Office of Education business services fees
   g) Property and liability insurances
   h) Dues, subscriptions, and memberships
   i) Postage and UPS charges
   j) Travel, conference, and mileage

6. Capital Outlay – Equipment (computers) will be budgeted as projected by department needs.

RESERVES

1. A reserve for economic uncertainties has been budgeted at 5% totaling $490,785.
2. The school maintains a healthy reserve in its ending fund balance.

MULTI - YEAR ASSUMPTIONS
2013/14 PROJECTIONS

1. An enrollment projection (based on student assignment/program assignment from PSCL and advanced enrollment applications) of 1,399 will be used to develop Supervising Teacher (ST) staffing allocation. Average Daily Attendance (ADA) at P-2 will be projected at 1,357 which is based on current year enrollment without any increase.

2. General Purpose Block Grant will be based on state projected 2013-2014 funding levels as provided by School Services of California:

   a. K-3 $5,160
   b. 4-6 $5,238
   c. 7-8 $5,396
   d. 9-12 $6,242

3. Categorical Block Grant will be based on projections provided School services of California.

   a. K-3 $407
   b. 4-6 $407
   c. 7-8 $407
   d. 9-12 $407

4. Lottery Revenues will be based on the combined State projected funding level of $154 per ADA or $209,661 as provided by estimates from School Services of California.

5. Economic Impact Aid will be budgeted at 2012-13 funding rate of $338 and an estimated 2012-13 disadvantaged pupil count of 872. Total estimated Economic Impact Aid will be 294,736.

6. Mandated Block Grant has been projected at $14 per 2012-13 estimated P-2 ADA. The total amount estimated for Mandated Block Grant is $18,998.

7. Interest will be based on current year's interest rate, +/- current cash flow estimates.

8. Elimination of one-time revenue (prior year In-Lieu) of $112,705.

9. Reduction of $809,551 one-time tenant improvement expense, less accumulated depreciation, on vacated 290 Technology building.

10. Increase of CBO salary from 40,494.79 to 59,053.41 and Benefits from 1,550.25 to 16,507.29

11. Reduction of one-time legal expense for Special Ed of $22,500; and Ryland CPA contract of $20,000
12. Certificated salaries have been increased by 3%
13. Classified Salaries have been increased by 1% (less CBO Salary adjustment)
14. Benefits have been increased by 2.5% (less CBO benefit adjustment)
15. Increase of $200 per ADA equaling $279,800. for materials & supplies
16. Operating expense has been increased by 2.5% including $50,000 for on-going legal expense for the 290 Technology building.

FACTORS FOR 2014/15

1. Revenue has been increased by 2.20% per School Services of California
2. Expenditures increases have been calculated with certificated salary increase of 3%, classified salaries 1%, Benefits 2.5%, Materials & Supplies 2.5% and Operating expense by 2.5% including the $50,000 for on-going legal expense for the 290 Technology building.

Crowe Horwath

Crowe Horwath LLP
Independent Member Crowe Horwath International

REPORT OF INDEPENDENT ACCOUNTANTS ON APPLYING AGREED UPON PROCEDURES

Horizon Charter School
Lincoln, California

We have performed the procedures identified below, which were agreed to by Horizon Charter School (the "Charter School") solely to assist the Charter School with the independent study attendance reporting for the Charter School for the year ending June 30, 2012 and during the period ended June 30, 2013. Horizon Charter School's management is responsible for the compliance with charter school independent study attendance reporting. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the Charter School. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purpose.

PROCEDURES AND FINDINGS

A. Determined by observing the written policies whether the governing body of the charter school had adopted written policies and the date those policies were adopted for independent study as required by the provisions of Education Code Section 51747. If it had not, any reported Average Daily Attendance generated through independent study is not eligible for apportionment. If the required policies were in place, determine whether any reported Average Daily Attendance was generated before the written policies were adopted. Any reported Average Daily Attendance generated through independent study before the written policies were adopted is not eligible for apportionment.

   Inspected the Charter schools written policies for independent study, no exceptions noted.

B. Verified by inspecting and recalculating the charter school's calculation, made pursuant to Title 5 Section 11704, of ineligible Average Daily Attendance, if any, generated through full-time independent study.

   No exceptions noted.

C. Selected randomly one month of attendance from each charter school sites and performed the following procedures:

   1. Determined by observing the attendance monthly report the total number of days of attendance reported for each site that resulted from attendance by pupils while engaged in independent study. Agreed the monthly totals (days of apportionment attendance) on the site's summary to the summary maintained by the charter school for the Second Principal attendance report.

      See C4 below.
   2. For the selected month verified the mathematical accuracy of the monthly report and traced totals to the site's attendance summary.

      See C4 below.

3. Inspected the attendance documentation and verified that there is evidence that a certificated employee of the charter school, as defined by Title 5 Section 11700.1, coordinated, evaluated, and provided general supervision, as that term is defined by Section 11700(b), of each pupil's independent study, as required by the provisions of subdivision (a) of Education Code 51747.5.

   See C4 below.

4. Selected a sample of 10 teachers and recalculated the teachers' attendance records of pupil attendance. Traced the monthly totals from the monthly report to the attendance records.

   We selected a sample of 10 teachers for the year ended June 30, 2012 and during the period ended June 30, 2013. For each teacher selected, we obtained the teacher's attendance records of pupil attendance for learning period 6 (January 30, 2012 to March 2, 2012) and learning period 3 (September 9, 2012 to October 19, 2012) for the period ending June 30, 2012 and November 16, 2012, respectively. We agreed the teacher attendance records of pupil attendance to the attendance summary report. We agreed the monthly totals on the site's summary to the summary maintained by the charter school for the Second Principal attendance report. We verified the mathematical accuracy and recalculated the monthly attendance report for learning period 6 (January 30, 2012 to March 2, 2012) and learning period 3 (September 9, 2012 to October 19, 2012) for the period ending June 30, 2012 and during the period ended June 30, 2013, respectively. We verified the teacher coordinated, evaluated, and provided general supervision by inspecting the attendance form for each pupil selected and noted the forms and work assignments were certified and graded by the teacher. No exceptions were noted.

D. From the attendance records, selected a random sample of 100 pupils for whom Average Daily Attendance generated through independent study was claimed and performed the following procedures:

1. Determined by inspecting the Charter School's documentation each pupil's county of residence at the time of commencing independent study and verified that it is the county in which the apportionment claim is reported or a contiguous county within California.

   No exceptions noted.

2. Determined by inspecting the Charter School's documentation whether mailing addresses or other evidence of residency changed during the time the pupils were in independent study and, if so, whether each pupil remained a resident of the same or a contiguous county within California.

   No exceptions noted.

3. Verified through inspection of the Charter School's documentation that the Charter school concluded that and maintained evidence that on each day for which a pupil's attendance was reported, the pupil engaged in an educational activity or activities required of him or her by the charter school.

   Inspected the attendance form for each pupil selected and noted the forms and work assignments were certified and graded by the teacher. No exceptions noted.

4. Verified through inspection of the Charter School's documentation that each day of each pupil's attendance included in calculations of Average Daily Attendance took place on one of the charter school's schooldays.

   No exceptions noted.

5. Verified through inspection of the Charter School's documentation that a total of not more than one day of attendance was recorded for each pupil for any calendar day on which school was in session.

   No exceptions noted.

6. Verified through inspection of the Charter School's documentation that a written agreement exists for each pupil.

   No exceptions noted.

7. Verified through inspection of the written agreement that every written agreement contained all the elements required by the provisions of Education Code Section 51747(c):

   a. The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.

      We noted 35 percent and 25 percent of the files did not have proper documentation, for the period ending June 30, 2012 and during the period ended June 30, 2013, respectively.

   b. The objectives and methods of study (pupil activities selected by the supervising teacher as the means to reach the educational objectives set forth in the written agreement) for the pupil's work.

      No exceptions noted.

   c. The methods utilized to evaluate that work (any specified procedure through which a certificated teacher personally assesses the extent to which achievement of the pupils meets the objectives set forth in the written assignment).

      No exceptions noted.

   d. The specific resources, including materials and personnel, to be made available to the pupils (resources reasonably necessary to the achievement of the objectives in the written agreement, not to exclude resources normally available to all pupils on the same terms as the terms on which they are normally available to all pupils).

      No exceptions noted.

   e. A statement of the policies adopted pursuant to the provisions of subdivisions (a) and (b) of Education Code Section 51747 regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of assignments a pupil may miss before there must be an evaluation of whether it is in the pupil's best interests to continue in independent study.

      No exceptions noted.

   f. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement, with no agreement being for a period longer than one semester, or one-half year for a school on a year-round calendar.

      No exceptions noted.

g. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.

   No exceptions noted.

h. A statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate.

   No exceptions noted.

i. Signatures, affixed prior to the commencement of independent study, by:
   i. the pupil;
   ii. the pupil's parent, legal guardian, or caregiver as that term is used in Family Code Section 6550 and following, if the pupil was less than 18 years of age;
   iii. the certificated employee who was designated as having responsibility for the general supervision of the pupil's independent study; and
   iv. all other persons, if any, who had direct responsibility for providing assistance to the pupil.

   For the year ended June 30, 2012, we noted three pupil agreements with signatures dated after the commencement of independent study. No exceptions were noted during the period ended June 30, 2013.

8. Verified through inspection of the Charter School's documentation that no days of attendance were reported for dates prior to the signing of the agreement by all parties.

   For the year ended June 30, 2012, noted attendance was reported for the dates prior to the signing of the agreement by all parties for three pupils. No exceptions were noted during the period ended June 30, 2013.

9. Verified through inspection of the Charter School's documentation that evaluated pupil work samples, bearing signed or initialed and dated notations by the supervising teacher indicating that he or she personally evaluated the work, or that he or she personally reviewed the evaluations made by another certificated teacher, have been retained in the file.

   No exceptions noted.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the independent study attendance reporting. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management of Horizon Charter School to solely to assist the Charter School with evaluation of compliance with charter school independent study attendance reporting for the fiscal year ending June 30, 2012 and during the period ended June 30, 2013, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Crowe Horwath LLP

Crowe Horwath LLP

Sacramento, California
March 12, 2013

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:
Classified Personnel Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Ryan Davis
Director, Human Services

ENCLOSURES:

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund/Categorical

MEETING DATE:
April 9, 2013

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.

5.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT

April 9, 2013

CLASSIFIED/MANAGEMENT

TRANSFER/ADDITIONAL HOURS

1. **Name:** Lili Paddeck
   Position: School Clerk II
   Hours: From 4 to 8 Hours/5 days a week
   Replacement Position
   Effective: 4/15/13
   Site: From Sheridan to Twelve Brides Elem
   Funding: General

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
Director of Human Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
Categorical/General

MEETING DATE:
April 16, 2013

ROLL CALL REQUIRED:

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the certificated personnel report.

WESTERN PLACER UNIFIED SCHOOL DISTRICT

PERSONNEL REPORT

April 16, 2013

CERTIFICATED/MANAGEMENT

RESIGNATIONS:

1. **Name:** Jennifer Tarabochia
   Position: Elementary Science Teacher
   FTE: 1.0
   Effective Date: April 5, 2013
   Site: Lincoln Crossing Elementary

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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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:
Williams Uniform Quarterly Complaint Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Scott Leaman, Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 16, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

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

RECOMMENDATION:

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

wp/rk/factform

PCOE
GOLD IN EDUCATION
Gayle Garbolino-Mojica
County Superintendent of Schools

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

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

District: Western Placer Unified School

Person completing this form: Rosemary Knutson

Title: Secretary to the Superintendent

Quarterly Report Submission Date: *(Check one)*

- [X] April — *Due: April 30th*
- [ ] July — *Due: July 31st*
- [ ] October — *Due: October 31st*
- [ ] January — *Due: January 31st*

Date quarterly report was or will be reported publicly at a regularly scheduled board meeting: 4/16/13

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

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

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

Scott Leaman
Print Name of District Superintendent

Signature of District Superintendent

4/9/13
Date

Please submit to: Diane Edwards, Executive Assistant to the County Superintendent of Schools
Placer County Office of Education
360 Nevada Street, Auburn, CA 95603
(530) 889-5941 / Fax: (530) 886-5841

5.3.1

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

SUBJECT:
Ratification of Agreement for Services with Padre Associates, Inc. for Geological and Environmental Hazards Amendment

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Heather Steer, Facilities Coordinator

ENCLOSURES:
Yes

DEPARTMENT:
Facilities

FINANCIAL INPUT/SOURCE:
Facilities Restricted Funding
Funds 21,25,35,49

MEETING DATE:
April 16, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees ratified an agreement with Padre Associates, Inc. to perform a Geological and Environmental Hazard Study on the proposed extension acreage at the Twelve Bridges High School site. Since that original study was completed, it has come to Staff's attention that a 3.6 acre section along the Southern border of the proposed property has a note of being a separate parcel than the other acreage. In order to be sure that the area is thoroughly investigated, an amendment to the original study was requested to review these 3.6 acres specifically. While there is no construction planned on this 3.6 acres due to potential flooding in high water seasons, our legal counsel has suggested this additional step in our due diligence process.

The attached agreement authorizes Padre Associates, Inc. to perform an Environmental Hazards Evaluation for the 3.6 acres along the South border of the Twelve Bridges High School and Sierra Joint Community College property.

RECOMMENDATION:

Boards of Trustees ratify agreement for services with Padre Associates, Inc.

padre
associates, inc.
ENGINEERS, GEOLOGISTS & ENVIRONMENTAL SCIENTISTS

April 4, 2013
Project Number: 1301-0062

Ms. Heather Steer
Western Placer Unified School District
600 6th Street, Suite 400
Lincoln, CA 95648-1825

Subject: Proposal for Completing an Environmental Hazards Evaluation for a 3.60-acre site located in Lincoln, Placer County, California

Dear Ms Steer:

Padre Associates, Inc. (Padre) appreciates the opportunity to provide Western Placer Unified School District with this proposal for completing an Environmental Hazards Evaluation for a 3.6-acre site located in the city of Lincoln, Placer County, California (Project Site). A topographic map showing the location of the Project Site is attached.

This proposal is based on the Title 5 Environmental Hazards Checklist (attached) used by the California Department of Education (CDE) School Facilities Planning Division (SFPD) staff for site-review purposes. The scope of services described herein does not include the completion of a Phase I Environmental Site Assessment and/or a Geologic Hazards Report.

SCOPE OF SERVICES

Task 1 - Environmental Hazards Evaluation (CDE Title 5 Checklist)

Padre will perform an environmental hazards evaluation of each Project Site (4) that will identify the presence of:

- High voltage power transmission lines located within 500 feet of the Project Site and transformers or Cell Towers on or near the Project Site;
- Railroad tracks located within 1,500 feet of the Project Site;
- Earthquake faults or traces on or near the site; and identify if the Project Site is located in an Alquist-Priolo Special Studies Zone;
- Flood hazard and dam inundation;
- Water/fuel storage tanks on or near the Project Site;
- High pressure natural gas and/or liquid petroleum pipelines located within 1,500 feet of the Project Site;
- High volume water pipelines and/or aqueducts on or near the Project Site;
- Traffic Corridor (freeway or other busy traffic corridor) located within 500 feet of the Project Site;

5.4.1

- Facilities that might reasonably be anticipated to emit hazardous air emissions or hazardous materials handlers within a ¼-mile of the Project Site; and
- Airports located within 2-nautical miles of the Project Site.

Task 2 - Report Preparation

Padre will prepare and submit a letter-report summarizing the results of our findings, which will present our interpretations and recommendations as they pertain to the environmental hazards evaluation. Both bound copies and an electronic copy of the report will be provided to the school district.

COST OF SERVICES

The scope of services detailed herein will be performed on a fixed fee basis in accordance with Padre's existing Professional Services Agreement and General Conditions with Western Placer Unified School District for a cost of $800. Please authorize the scope of services below and return a copy to Padre.

Padre appreciates the opportunity to provide environmental consulting services to Western Placer Unified School District. If you have any questions or require additional information, please contact the undersigned at (916) 857-1601, Ext. 24.

Sincerely,

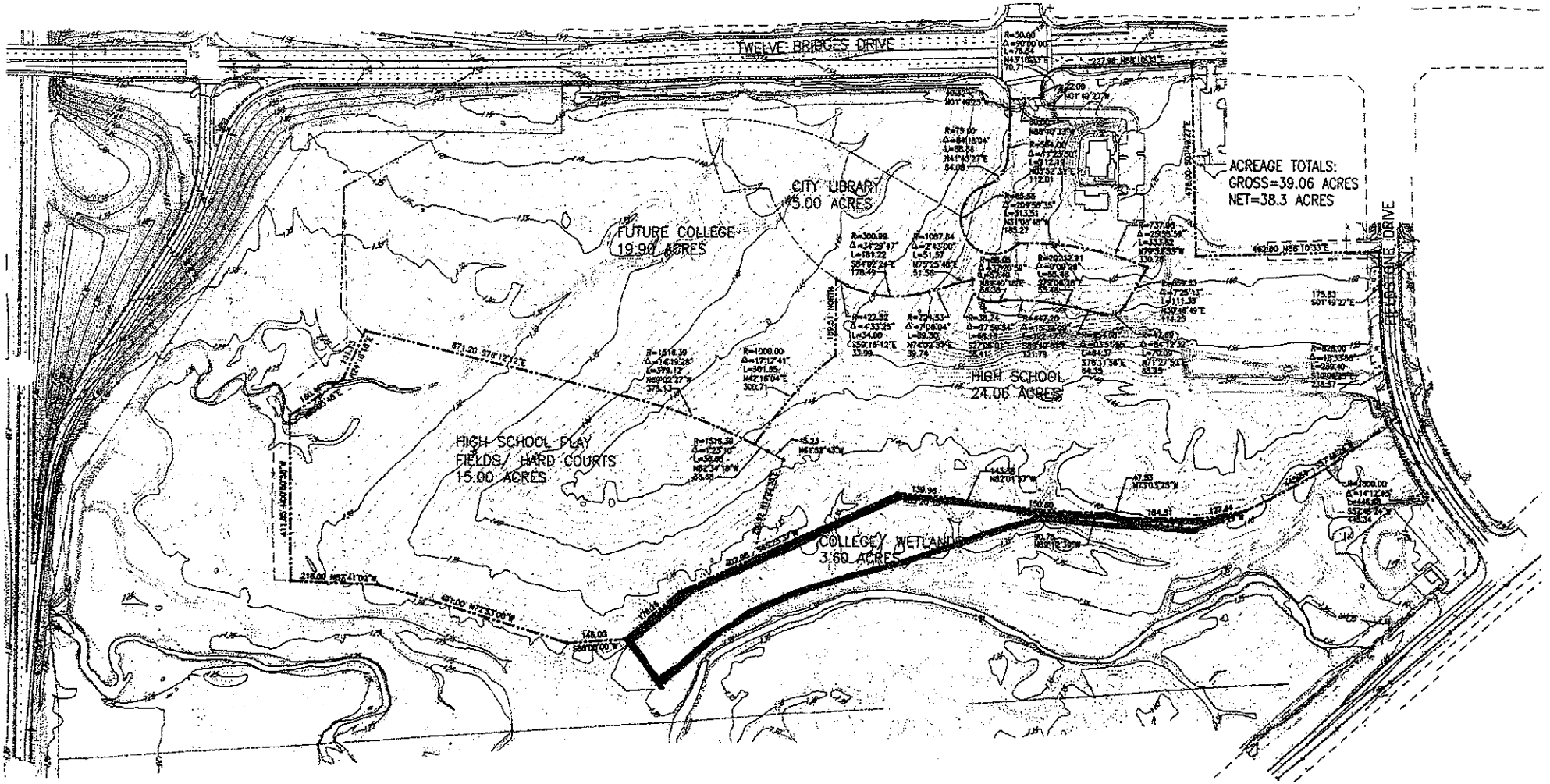
PADRE ASSOCIATES, INC.

Alan J. Klein, CPESC, CEM
Senior Environmental Scientist

ATTACHMENTS: Site Map

Cc: Mr. Jim Bush, President, School Site Solutions, Inc.

Authorization-to-Proceed: _____
Ms. Heather Steer, Western Placer Unified School District


TWELVE BRIDGES DRIVE
CITY LIBRARY
5.00 ACRES
FUTURE COLLEGE
19.90 ACRES
HIGH SCHOOL
24.06 ACRES
HIGH SCHOOL PLAY
FIELDS/ HARD COURTS
15.00 ACRES
COLLEGE/ WETLANDS
3.60 ACRES
ACREAGE TOTALS:
GROSS=39.06 ACRES
NET=38.3 ACRES
FIELDSTONE DRIVE

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:
Student Discipline
Stipulated Expulsion Students #12-13-R,S,T,U

AGENDA ITEM AREA:
Consent Session

REQUESTED BY:
Michael Doherty
District Hearing Officer

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 16, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will disclose any action taken during Closed Session in regards to the expulsion of Students #12-13-R,S,T,U

RECOMMENDATION:

The Administration recommends the Board of Trustees disclose any action taken in regards to the above item.

wp/rk/factform

Public

Hearing

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Renewal of the Charter for Horizon Charter School

AGENDA ITEM AREA:
Public Hearing

REQUESTED BY:
Scott Leaman, Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 16, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

Horizon Charter School requested a Public Hearing Renewal of the Charter for Horizon Charter School

ADMINISTRATION RECOMMENDATION:

Administration recommends the Public Hearing.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Western Placer Unified School District will hold a public hearing at which the governing board will discuss:

- Renewal of the Charter for Horizon Charter School
- Renewal of the Charter for Partnerships for Student-Centered Learning Charter School

The Public Hearing will be held on **Tuesday, April 16, 2013** at the location listed below.

Regular Meeting of the Board of Trustees
Lincoln High School
Performing Arts Theater
790 J Street
Lincoln, CA 95648

Date: April 10, 2013

Posted:
District Office
All School Sites

8.1.1

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

SUBJECT:
Renewal of the Charter for Partnerships for - Centered Learning Charter School

AGENDA ITEM AREA:
Public Hearing

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
April 16, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

Horizon Charter School requested a Public Hearing for the Partnerships for Student-Centered Learning Charter School.

ADMINISTRATION RECOMMENDATION:

Administration recommends the Public Hearing.

wp/rk/factform

8.2

WESTERN PLACER UNIFIED SCHOOL DISTRICT

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Western Placer Unified School District will hold a public hearing at which the governing board will discuss:

- Renewal of the Charter for Horizon Charter School
- Renewal of the Charter for Partnerships for Student-Centered Learning Charter School

The Public Hearing will be held on **Tuesday, April 16, 2013** at the location listed below.

Regular Meeting of the Board of Trustees
Lincoln High School
Performing Arts Theater
790 J Street
Lincoln, CA 95648

Date: April 10, 2013

Posted:
District Office
All School Sites

8.2.1

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

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AGENDA ITEM:
Consideration of Acquisition of Property

SUBJECT AREA:
Public Hearing

REQUESTED BY:
Heather Steer, Facilities Coordinator

ENCLOSURES:
No

DEPARTMENT:
Facilities

FINANCIAL INPUT/SOURCE:
Restricted Facilities Fund 35

MEETING DATE:
April 16, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

Education Code section 17211 requires that a public hearing be held prior to commencing the acquisition of real property for a new school site or an addition to an existing school site. The governing board of a school district shall evaluate the property at a public hearing using the site selection standards established by the State Department of Education pursuant to subdivision (b) of Section 17251.

This hearing is to evaluate the possible acquisition of 38.6 acres of property from Sierra Joint Community College District adjacent to our current Twelve Bridges High School site. In conjunction with School Site Solutions, Inc., staff has done the following to evaluate the acreage in question:

- Geohazards study which evaluated potential hazards on or adjacent to the property
- Completed a Pipeline Risk Safety Study, due to a natural gas pipeline being located within Twelve Bridges Drive. No safety hazards exist.
- Completed a new site plan showing how the entire property could potentially accommodate a comprehensive high school
- Completed a full legal description of the property
- Conducted a site tour with a Field Representative from California Department of Education
- Completed a Contingent Site Approval package for California Department of Education's review, in which all findings comply with all of the California Department of Education's standards.

A full site approval from California Department of Education will be pursued should we acquire the property, and a new school is being designed. Also at that time a new Environmental Impact Report would need to be completed.

RECOMMENDATION:

Board of Trustees conduct a public hearing as required per Education Code 17211.

8.3

INFORMATION

DISCUSSION

ACTION

ITEMS

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

DISTRICT GLOBAL GOALS

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SUBJECT:

Adoption of Resolution No.12/13.26
Regarding Negotiating for Property for School Use
And Insuring Compliance with California Department
of Education

AGENDA ITEM AREA:

Action

REQUESTED BY:

Heather Steer, Facilities Coordinator

ENCLOSURES:

Yes

DEPARTMENT:

Facilities

FINANCIAL INPUT/SOURCE:

Restricted Facilities Fund 35

MEETING DATE:

April 16, 2013

ROLL CALL REQUIRED:

Yes

BACKGROUND:

The Twelve Bridges High School Site is located on a joint use 'learning center' that originally called for a City Library, a high school and a satellite branch of Sierra College. It has become public that Sierra Joint Community College District no longer wishes to pursue locating a campus on this site.

Part of the acreage currently owned by Sierra College was already in process of a purchase agreement with Western Placer Unified School District in order to accommodate a full high school campus under the past District Master Plan principals. In order to build a comprehensive high school as called for in WPUSD's 2010 Facilities Master Plan, additional acreage would be needed.

The 38.6 acres in question for possible purchase include not only the acreage originally specified for high school construction, but also vital additional acreage that would allow us to construct a comprehensive high school on the amount of acres required by California Department of Education.

In conjunction with School Site Solutions, Inc., staff has completed a due diligence process to ensure our ability to construct and our compliance with California Department of Education, which includes a request for contingent site approval. Part of this process is a public hearing to accept comments and testimony from the public with regards to the site purchase and land use.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

The attached resolution states that the District has held a public hearing and considered all comments, complied with California Department of Education Title 5 standards, and allows District staff to negotiate in good faith with Sierra Joint Community College District for the potential purchase of this property.

RECOMMENDATION:

Staff recommends the Board of Trustees adopt Resolution No. 12/13.26 to negotiate for purchase of property and insure compliance with California Department of Education requirements.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
RESOLUTION # 12/13.26

A RESOLUTION REGARDING NEGOTIATING FOR REAL PROPERTY FOR SCHOOL USE AND REVIEW OF INSURING COMPLIANCE WITH THE CALIFORNIA DEPARTMENT OF EDUCATION STANDARDS SET FORTH IN TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS

WHEREAS, The Western Placer Unified School District (WPUSD) has a high school site in the Twelve Bridges project in the City of Lincoln, which was jointly planned with the City and the Sierra Joint Community College District (Sierra College);

WHEREAS, on March 1, 2006 the WPUSD received approval from the California Department of Education (CDE) for a 39.06-acre high school site meeting the standards set forth in Title 5, California Code of Regulations;

WHEREAS, the adjacent property controlled by Sierra College and at one time planned for a community college campus is now available for purchase, which is contained in document #2005-0041037 official records of Placer County Assessor's Parcel Number 329-020-043 consisting of 38.60 acres;

WHEREAS, incorporating this recorded property to expand the high school site will enhance the high school project;

WHEREAS, Education Code Section 17211 provides that a school district prior to commencing the acquisition of real property for a new school or any addition to an existing school site, the Board shall evaluate the property at a public hearing using site selection standards established by the CDE pursuant to section 17251;

WHEREAS, The District has completed all the CDE requirements for a contingent site approval of the additional college property pursuant to section 17251;

NOW, THEREFORE, BE IT RESOLVED, that the WPUSD will do the following:

(1) Attest to the holding of a public hearing in accordance with Education Code Section 17211 on April 16, 2013 to evaluate the potential to negotiate and acquire the Sierra College 38.60-acre parcel adjacent to the Twelve Bridges High School Site;

(2) Find that the 38.60-acre parcel complies with the CDE Title 5 standards for section 17251, and

(3) Instruct District staff to negotiate in good faith with Sierra College for the purchase of the property.

This resolution was adopted by the WPUSD Board of Education on _____ by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

_____

Clerk of the Board

9.1.2

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Position Description:
Teacher on Special Assignment – Peer Coach

AGENDA ITEM AREA:
Action

REQUESTED BY:
Mary Boyle
Deputy Superintendent Educational Services
Ryan Davis
Director Human Resources

ENCLOSURES:
Attached Position Description

DEPARTMENT:
Educational Services & Personnel

FINANCIAL INPUT/SOURCE:
Title I Restricted Categorical
Staff Development Funds

MEETING DATE:
March 19, 2013

ROLL CALL REQUIRED:
No

BACKGROUND AND SUMMARY:
Last year, Western Placer Teachers Association (WPTA) and the District entered into a one-year MOU to pool swept Tier III categorical funds from Peer Assistance and Review (PAR) and Professional Development Block Grant resources in order to create two new positions –

- Teacher on Special Assignment – Peer Coach Elementary and
- Teacher on Special Assignment – Peer Coach Secondary.

These two new positions allowed the District to provide professional development support to its teachers as we targeted improved student learning, began to implement Common Core State Standards (CCSS), and prepared for Smarter Balanced Assessment Consortium (SBAC) testing. The positions were filled by two WPUSD teachers and the program has been very successful.

Carryover categorical funding from Title I Professional Development is available to continue funding for one position district-wide for 2013 - 2014. The attached Position Description covers a Peer Coach position that would serve both elementary and secondary teachers. WPTA and current Peer Coaches have been consulted on this position description.

RECOMMENDATION:
Approval of Position Description for Teacher on Special Assignment Peer Coach.

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**TEACHER ON SPECIAL ASSIGNMENT-PEER COACH**
Department:	Educational Services
Reports to:	Deputy Superintendent Educational Services

SUMMARY:

Provides professional development and instructional coaching support to teachers toward goal of increased student learning. Activities and/or information from the Peer Coach will not be used in other Bargaining Unit members' evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends appropriate and required workshops to enhance existing professional staff development foundational knowledge and skills
- Coordinates and presents relevant workshops and inservices to WPUSD certificated staff
- Makes presentations at WPUSD site staff meetings
- Makes presentations at WPUSD Management & PAR Meetings
- Models and coaches research-based effective instructional strategies in classrooms, including:
    - Student Engagement
    - Classroom Management
    - Teaching to Standards
    - Teaching the Writing Process, including the Research Paper
    - Assessment Techniques
    - Feedback
    - Reteaching
    - Intervention
    - Other, as appropriate
- Presents model lessons in classrooms
- Visits classrooms to provide observational feedback and support to teachers
- Engages in discussions with teachers to encourage reflection on effectiveness of teaching strategies
- Supports and participates in the Professional Learning Community process at select sites
- Other related duties as assigned.

DRAFT

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must have at least five years of credentialed classroom teaching experience and be able to perform each essential duty satisfactorily. Applicant must have strong interpersonal skills. Recent attendance at relevant District, PCOE or other professional development workshops and/or series focusing on instruction, effective instructional techniques and lesson planning that is research-based preferred.

EDUCATION:
Four-year degree; masters preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid teaching certificate in K/12 education.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write and research reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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

OTHER SKILLS and ABILITIES:
Ability to apply knowledge of current research and theory in instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

DRAFT

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books and AV/VCR/DVD carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

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

The noise level in the work environment is moderate to loud.

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

DRAFT

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

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

SUBJECT:
Ratification of Memorandum of Understanding With CSEA regarding Budget Reductions Including Furlough Days and Other items.

AGENDA ITEM AREA:
Discussion/Action

REQUESTED BY:
Scott Leaman, Superintendent &
Ryan Davis
Director of Human Services

ENCLOSURES:

MOU Dated 4/4/13

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund Savings

MEETING DATE:
April 16, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

The Western Placer Unified School District and the California School Employees Association Chapter #741 have signed a Memorandum of Understanding regarding furlough days, salary, and other items for the 2013/2014 school year. This MOU will greatly assist the District with achieving its required budget reductions for the 2013-2014 school year while saving positions and programs. This MOU is going to a ratification vote of the Unit Membership on Wednesday, April 10, 2013.

Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal year, shall be disclosed at a public meeting of the public school employer in a format established for this purpose by the Superintendent of Public Instruction [G.C. 3547.5(a)].

The Superintendent of the school district and Chief Business Official shall certify in writing that the costs incurred by the school district under the agreement can be met by the district during the term of the agreement. This certification shall itemize any budget revision necessary to meet the costs (or savings) of the agreement in

each year of its term [Gov. Code 3547.5 (b)]. The attached forms are the required format by the Placer County Office of Education.

With the negotiated concessions there is a General Fund savings of approximately $177,000 in salary and statutory benefits for the 2013/14 fiscal year. The savings will be incorporated into the 2013/14 budget development.

RECOMMENDATION:

Administration recommends the Board of Trustees ratify the Memorandum of Understanding between the Western Placer Unified School District and the California School Employees Association.

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

April 4, 2013

INTRODUCTION

On February 19 and 26, 2013, March 15, 2013 and April 4, 2013, the representatives of Western Placer Unified School District ("District") and the California School Employees Association Chapter # 741 ("CSEA") met and negotiated with regard to the need for reducing the District's budget for the 2013-2014 fiscal year. Both parties understand and agree that there is a financial need to create savings in the budget of the Western Placer Unified School District so that it retains a positive ending balance and meets statutory requirements in 2013-2014, 2014-2015, and 2015-2016. In the interest of promoting harmonious labor relations between the parties and to avoid uncertainty and inconvenience, CSEA and the District, agree as follows:

1. For the fiscal year 2013-2014, CSEA bargaining unit members shall take four (4) unpaid, non-work "furlough" days. Furlough days shall be taken in the following manner:
    a. All CSEA unit members will receive four (4) unpaid furlough days for the 2013-2014 school year. Each employee's pay shall be reduced accordingly to reflect the four (4) furlough day reduction.

    b. Although not yet determined at the time of this Agreement, if at all possible, it is the priority that three (3) of the furlough days be taken on instructional days as determined by the District, and the one (1) remaining furlough day will be taken on a non-ADA day (August 16, 2013 "District Day"). In the event the specific dates of the furlough days change or specified instructional days are not able to be set aside as furlough days for all employees, the unit members shall take their furlough days on the dates determined by mutual agreement of the District and CSEA. If an employee is required to work on one or more of the selected furlough days set forth immediately above in this section or below and to meet the critical needs of the District, the employee and the employee's supervisor in consultation with CSEA and with prior approval from the Superintendent or his designee may determine an alternate schedule for the use of furlough days. (see paragraph 1(c) below regarding alternate furlough days).

    c. If alternate furlough day(s) are required as described in paragraph 1(b) above, the alternative furlough day(s) may be scheduled on any day that is within the employee's regular work year through employee choice with prior District approval. Only one member from each department shall take a furlough day off on the same day except if days are available when no students are in session and/or there is no negative impact on services.

        i. If two or more employees request the same alternate furlough day and the District does not support the request for both employees, the employee with the most district-wide seniority shall have first choice.

The second most senior employee shall have an opportunity to choose a second date, and so forth.

ii. Every effort shall be made by both the District and the employee requesting the particular alternate furlough day to eliminate or limit the need for a substitute employee on the selected furlough day.

iii. In the event that three (3) of the furlough days can not be taken on instructional days, employees who do not work more than one (1) day outside of the regular school calendar of 180 days will be given a corresponding furlough time off for the equivalent of their three (3) days. Said furlough time off for the equivalent of three (3) days may be converted into furlough hours in order to assist the employee and the District in achieving the corresponding time off. For instance, an 8 hour employee shall be calculated to have 8 hours x 3 days = 24 furlough hours. A 4 hour employee shall be calculated to have 4 hours x 3 days = 12 furlough hours. The employee should work directly with their supervisor to schedule the corresponding furlough time off and every effort shall be made by both the District and the employee requesting the particular furlough day or time off to eliminate or limit the need for a substitute employee on the selected furlough day.

iv. For Bus Drivers only who drive In-District Routes, time lost during Early Release Days (the time difference between their average daily run amount and the maximum hours available for the route on an Early Release Day) may be counted towards the three (3) days of corresponding furlough time hours as described immediately above in paragraph 1(c)(iii).

d. Bus Drivers will be subject to furlough days in accordance with the route they have received through the bidding process. For example, if the driver's bus route is primarily driving WPUSD students to WPUSD schools they will subject to the four (4) furlough days as described in paragraph 1(b) in the same manner as all other classified employees. If the driver's bus route is primarily driving WPUSD students to County programs, other districts, or non-public schools then the driver's work days would be based on the calendars set by those other agencies which are outside the control of WPUSD. If Bus Drivers who drive routes based on County programs, other districts, or non-public schools calendars are subject to more than four (4) furlough days for the 2013-2014 school year the District will make every attempt to offer the driver any available work, for which they are qualified, on those days beyond four (4) furlough days. If no work is available or if the driver declines the offer of alternative work, then the driver will not be paid for that day unless discretionary Personal Necessity Leave is available and used. For Bus Drivers who also have other jobs within WPUSD, the non-bus driving portion of their position would be subject to the four (4) District furlough days in the same manner as all other classified employees.

e Furlough time off shall not affect the calculations for sick leave accrual, vacation accrual, step advancement or longevity.

f. The 2013-2014 Salary Schedule shall remain the same as the 2012-2013 Salary Schedule.

9.3.3

g. Each furlough day shall be reported to CalPERS as specific dates employees are not in paid status.

h. The above agreement shall affect all bargaining unit members regardless of how their position is funded.

2. CSEA further agrees to freeze Step (Column) and Professional Growth for the 2013-2014 school year for all CSEA members. Therefore, no CSEA employees will move a step for the 2013-2014 school year and all employees will remain at the salary schedule step in which they were placed during the 2012-2013 school year including no increases for professional growth. The exception to this will be that those employees who were frozen on the current step for the 2012-2013 school year will move over one step (column). On July 1, 2014, employees so entitled shall advance to the step the employee would have been on had the step increase not been frozen. Also on July 1, 2014, employees so entitled who have earned the appropriate number of professional growth credits and are on Step E shall receive their appropriate percentage increase as if the professional growth increases had not been frozen. There shall be no retroactivity in step advances or backpay. There will be no retroactive pay in order to compensate CSEA employees for the loss of step increases or professional growth for the 2013-2014 school year.

3. In consideration for the concessions in paragraph 1 and 2 the District agrees that it will issue no reduction in force/layoff notices to CSEA unit members for services to be reduced or eliminated for the 2013-2014 school year except for any notices already issued as of the date of this agreement and for categorically funded positions based on program needs or reduction in funds (lack of work/lack of funds). Although only categorically funded positions would be subject to reduction or elimination, it should be noted that the actual layoff or reduction of hours may occur effecting an employee not currently working in a categorically funded program or position due to the bumping process based on seniority in accordance with the Education Code, the Collective Bargaining Agreement between the parties and any applicable Board Polices. Further, although Special Education is generally not treated as a traditional categorical program, under this Agreement the District would be able to reduce or eliminate Special Education positions (including, but not limited to, Special Education Instructional Aide, Paraprofessional, bus driving positions for special education routes) if the need for a change in service was created by a modification to a students Individualized Education Plan (IEP) or by a student leaving the District.

   a. Nothing in this Agreement will prohibit the District from issuing reduction in force/layoff notices to reduce or eliminate services for the 2014-2015 school year or subsequent school years.
   b. This Agreement in no way prohibits the District from reducing or eliminating programs or positions through attrition (i.e. retirements, resignations, etc.) for the 2013-2014 school year or any subsequent school years.
   c. Nothing in this agreement prohibits the district from releasing short term employees, engaging in the release of probationary employees, or the dismissal of probationary or permanent employees pursuant to the Education Code and the Collective Bargaining Agreement between the parties.

4. CSEA and the District further agree there will be no salary/pay increase (Appendix A) for the 2013-2014 school year. Although the Salary Schedule will remain the same (as the 2012-2013) for the 2013-2014 school year the actual pay for each unit member during the 2013-2014 school year will be reduced by four (4) days.

5. After approval of the State budget, if the District realizes any new state revenues from the 2013-2014 projected state revenues (As presented in the 2012-2013 2nd Interim Report - Listed as $33,453,358 for Revenue Limit Sources and $5,839,163 as State Revenue), resulting in an aggregate total increase of at least $185,000 while the District maintains a positive budget certification, the District will meet with CSEA and restore one furlough day dollars' worth of concessions ($31,141), for each increment of $185,000 of increased revenues. The dollar amount will be used by CSEA to restore any concessions made for 2013-2014 by CSEA. Any additional funds that can be used to restore concessions, will be the amount used to determine the $185,000 trigger. The budget will be evaluated when the State Budget is initially approved, when the 2nd Interim report is approved by the Board, and once again when the unaudited actuals are approved by the Board. In the event that restoration of concessions is triggered, the restoration of concessions will be completed after each event (ex. State Budget approval, 2nd Interim, or approval of unaudited actual in 2014) occurs and the aggregate total at any time reaches $185,000 or above of aforementioned monies (each $185,000 increment). Concessions, if rescinded, will be rescinded prior to their occurrence if possible, or staff reimbursed for any concessions already made.

   Should the fiscal outlook for the District deteriorate, both parties agree to reopen negotiations to mitigate the increased deficit under a fair share mentality.

   For the 2013-14 fiscal year, should the District 1) Receive significant increased funding beyond that which would restore all concessions and 2) if another entire recognized bargaining unit receives a salary increase for 2013-2014 as compared to the 2010-2011 salary schedule, then if both of these events (1&2) occurred, the Parties agree to reopen negotiations on Salary for the 2013-2014 fiscal year.

6. The District and CSEA agree that all of the terms outlined in this MOU, shall sunset on June 30, 2014 unless otherwise agreed upon by the parties in writing.

7. This agreement establishes no past practice or precedent between the parties and shall not alter the terms of the current Collective Bargaining Agreement except as expressly stated above.

8. In the event any term of this MOU shall, to any extent, be found to be invalid or unenforceable, the remainder of this MOU shall remain valid and enforceable.

9. This MOU shall be governed by and controlled in accordance with the laws of the State of California.

10. The MOU is contingent and shall become effective upon approval of the CSEA Field Office and approval and ratification by CSEA and the Western Placer Unified School District Board of Trustees.

Dated: 4/4/13

For the District:

Ryan Davis, Director of Human Services

Dated: 4 APRIL 2013

For CSEA:

Mike Kimbrough, Chapter President

PLACER COUNTY OFFICE OF EDUCATION

PUBLIC DISCLOSURE

OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

in Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

LEA Name: Western Placer Unified School District

Name of Bargaining Unit: CSEA

Certificated, Classified, Other: Classified

The proposed agreement covers the period beginning: **7/1/2013** (mm/dd/yyyy) **and ending:** **6/30/2014** (mm/dd/yyyy)

The Governing Board will act upon this agreement on: **4/16/2013** (mm/dd/yyyy)

Proposed Change in Compensation	Fiscal Impact of Proposed Agreement		
	FY 2012/13	FY 2013/14	FY 2014/15
Salary Schedule Change (include step and column movement)	-	(148,032)	-
Other Compensation - Identify:	-	-	-
Statutory Benefits - STRS, PERS, FICA, Medicare, WC UI, etc.	-	(28,532)	-
Health and Welfare Benefits	-		-
Total Proposed Change in Compensation Costs	**$ -**	**$ (176,564)**	**$ -**
Total Number of FTE	-	173	-
Average Cost per Employee	-	(1,023)	-

Costs Already Included in Board Approved Budget Ref. Supplemental Information #9	-	**(176,564)**	-
Net Change to Budget	**$ -**	**$ -**	**$ -**

PLACER COUNTY OFFICE OF EDUCATION

PUBLIC DISCLOSURE

OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

in Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

1 What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

Concessions of 4 unpaid non-work "furlough" days for the 2013-14 school year.

2 Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

Freeze of Step (Column) and Professional Growth for the 2013-14 school year for all CSEA members

3 Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [X] No [ ]

If yes, please describe the cap amount.

Benefits are capped at $1,018.65 per month for full-time employee.

4 Describe other proposed non-compensation Items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

N/A

PLACER COUNTY OFFICE OF EDUCATION

PUBLIC DISCLOSURE

OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

in Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

5 What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

N/A

6 What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

See attached MOU. Item #5

7 Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

None

8 Describe any costs that were previously included at budget adoption or subsequent board approved revision, that will be implemented by the proposed agreement.

$214,646 of Unidentified Budget Reductions are included in the 2013-14 Projected Expenditures. The salary settlement savings with CSEA of $176,564 has now been identified.The District has 2013-14 Unidentified Budget reductions of $38,082.

9 Identify the source of funding for the proposed agreement in the current and each of the two subsequent years.

N/A - Budget Savings for 2013-14

9.3.8

PLACER COUNTY OFFICE OF EDUCATION

PUBLIC DISCLOSURE

OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

in Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

10 If amounts are entered in the "Other Revisions" on the MYP forms please provide brief description.

N/A

11 Will this agreement create, or decrease the LEA's budget deficit in the current or subsequent year(s)? "Budget Deficit" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

One-time budget savings of $176,564 offset Unidentified Budget Reductions of $214,646. Projected 2013-14 Budget Defecit and Undesignated Fund Balance does not change.

12 Will the LEA be able to maintain it's Reserve for Economic Uncertainty in the current and two subsequent fiscal years? If not, explain justification for approving proposed agreement.

Yes

13 Please provide any additional comments and explanations that are necessary to understand the impact of the proposed agreement not already addressed above.

N/A

PLACER COUNTY OFFICE OF EDUCATION

PUBLIC DISCLOSURE

OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

in Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

GENERAL FUND 01	Current Year	1st Subsequent Year	2nd Subsequent Year
UNRESTRICTED	FY 2012/13	FY 2013/14	FY 2014/15
Latest Board Approved Budget Before Settlement, Date:		***3/19/2013***	
Total Revenues, Including Transfers In, Other Sources In, & Contributions (Objects 8000-8999)	37,097,277	38,235,816	39,435,519
Total Expenses, Including Transfers Out, Other Uses (Objects 1000-7999)	40,335,339	40,165,354	39,420,000
Increase (Decrease) In Fund Balance	(3,238,062)	(1,929,538)	15,519
Other Revisions, As Of Date:			
Total Revenues, Including Transfers In, Other Sources In, & Contributions (Objects 8000-8999)	-	-	-
Total Expenses, Including Transfers Out, Other Uses (Objects 1000-7999)	-	-	-
Increase (Decrease) In Fund Balance	-	-	-
Adjustment For Settlement			
* **Total Revenues**, Including Transfers In, Other Sources In, & Contributions (Objects 8000-8999)	-	-	-
Total Expenses, Including Transfers Out, Other Uses (Objects 1000-7999)	-	-	-
Increase (Decrease) In Fund Balance	-	-	-
Total Revised Budget			
Total Revenues, Including Transfers In, Other Sources In, & Contributions (Objects 8000-8999)	37,097,277	38,235,816	39,435,519
Total Expenses, Including Transfers Out, Other Uses (Objects 1000-7999)	40,335,339	40,165,354	39,420,000
Fund Balance			
Beginning Fund Balance	8,676,860	5,438,798	3,509,260
Total Increase (Decrease) In Fund Balance	(3,238,062)	(1,929,538)	15,519
Projected Ending Fund Balance	5,438,798	3,509,260	3,524,779
Components of Ending Fund Balance			
Restricted	2,000	2,000	2,000
Committed	-		
Assignments:	-		
Designated: Deferred Mainten Reserve	1,963,000	1,963,000	1,963,000
Reserve For Economic Uncertainty	1,476,924	1,456,061	1,430,700
Unassigned Balance (must be positive number)	1,996,874	88,199	129,079
% Available for Economic Uncertainty	**6.49%**	**2.93%**	**3.00%**

* Projected Restricted Ending Balance cannot be negative. Requires contribution from Unrestricted included under Adjustment For Settlement section.

GF Unrestricted MYP

9.3.10

PLACER COUNTY OFFICE OF EDUCATION

PUBLIC DISCLOSURE

OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

in Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

GENERAL FUND 01	Current Year	1st Subsequent Year	2nd Subsequent Year
RESTRICTED	FY 2012/13	FY 2013/14	FY 2014/15
Latest Board Approved Budget Before Settlement, Date:		***03/19/2013***	
Total Revenues, Including Transfers In, Other Sources In, & Contributions (Objects 8000-8999)	12,598,712	12,341,368	12,632,755
Total Expenses, Including Transfers Out, Other Uses (Objects 1000-9999)	13,159,286	12,480,000	12,630,000
Increase (Decrease) In Fund Balance	(560,574)	(138,632)	2,755
Other Revisions, As Of Date:		***01/00/1900***	
Total Revenues, Including Transfers In, Other Sources In, & Contributions (Objects 8000-8999)	-	-	-
Total Expenses, Including Transfers Out, Other Uses (Objects 1000-9999)	-	-	-
Increase (Decrease) In Fund Balance	-	-	-
Adjustment For Settlement			
* **Total Revenues**, Including Transfers In, Other Sources In, & Contributions (Objects 8000-8999)	-	-	-
Total Expenses, Including Transfers Out, Other Uses (Objects 1000-9999)	-	-	-
Increase (Decrease) In Fund Balance	-	-	-
Total Revised Budget			
Total Revenues, Including Transfers In, Other Sources In, & Contributions (Objects 8000-8999)	12,598,712	12,341,368	12,632,755
Total Expenses, Including Transfers Out, Other Uses (Objects 1000-7999)	13,159,286	12,480,000	12,630,000
Fund Balance			
Beginning Fund Balance	699,829	139,255	623
Total Increase (Decrease) In Fund Balance	(560,574)	(138,632)	2,755
* **Projected Ending Restricted Fund Balance**	139,255	623	3,378
Restricted Balance Positive (Negative)			

* Projected Restricted Ending Balance cannot be negative. Requires contribution from Unrestricted included under Adjustment For Settlement section.

GF Restricted MYP

9.3.11

PLACER COUNTY OFFICE OF EDUCATION

PUBLIC DISCLOSURE

OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

in Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

GENERAL FUND 01	Current Year	1st Subsequent Year	2nd Subsequent Year
COMBINED	FY 2012/13	FY 2013/14	FY 2014/15
Latest Board Approved Budget Before Settlement, Date:		***03/19/2013***	
Total Revenues, Including Transfers In, Other Sources In, & Contributions (Objects 8000-8999)	49,695,989	50,577,184	52,068,274
Total Expenses, Including Transfers Out, Other Uses (Objects 1000-9999)	53,494,625	52,645,354	52,050,000
Increase (Decrease) In Fund Balance	(3,798,636)	(2,068,170)	18,274
Other Revisions, As Of Date:		***01/00/1900***	
Total Revenues, Including Transfers In, Other Sources In, & Contributions (Objects 8000-8999)	-	-	-
Total Expenses, Including Transfers Out, Other Uses (Objects 1000-9999)	-	-	-
Increase (Decrease) In Fund Balance	-	-	-
Adjustment For Settlement			
Total Revenues, Including Transfers In, Other Sources In, & Contributions (Objects 8000-8999)	-	-	-
Total Expenses, Including Transfers Out, Other Uses (Objects 1000-9999)	-	-	-
Increase (Decrease) In Fund Balance	-	-	-
Total Revised Budget			
Total Revenues, Including Transfers In, Other Sources In, & Contributions (Objects 8000-8999)	49,695,989	50,577,184	52,068,274
Total Expenses, Including Transfers Out, Other Uses (Objects 1000-7999)	53,494,625	52,645,354	52,050,000
Fund Balance			
Beginning Fund Balance	9,376,689	5,578,053	3,509,883
Total Increase (Decrease) In Fund Balance	(3,798,636)	(2,068,170)	18,274
Projected Ending Fund Balance	5,578,053	3,509,883	3,528,157
Components of Ending Fund Balance			
Restricted	141,255	2,623	5,378
Committed	-	-	-
Assignments:	-	-	-
0	-	-	-
Designated: Deferred Mainten Reserve	1,963,000	1,963,000	1,963,000
Reserve For Economic Uncertainty	1,476,924	1,456,061	1,430,700
Unassigned Balance (must be positive number)	1,996,874	88,199	129,079
% Available for Economic Uncertainty	**6.49%**	**2.93%**	**3.00%**

GF Combined MYP

9.3.12

PLACER COUNTY OFFICE OF EDUCATION

PUBLIC DISCLOSURE

OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

in Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This disclosure document is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent fiscal years. This certification page should be signed by the Superintendent and Chief Business Official at the time of public disclosure. Absence of one or both of the signatures should serve as a "red flag" to the district's Governing Board, however, it does not prevent them from taking action on the agreement.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of the Western Placer Unified School District (District), hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement between the District and the CSEA Bargaining Unit, during the term of the agreement from 07/01/2013 to 06/30/2014.

Budget Revisions

If the district does not adopt all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Current Year Budget Adjustments	Budget Adjustment Increase (Decrease)
Revenues/Other Financing Sources	$ 0
Expenditures/Other Financing Uses	$ 0
Change to Ending Fund Balance	$ 0

Certifications (check one & sign)

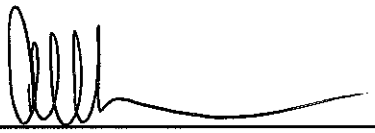
X I hereby certify I am unable to certify



4/16/2013

District Superintendent Signature **Date**

X I hereby certify I am unable to certify



4/16/2013

Chief Business Official Signature **Date**

Special Note: The Placer County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

9.3.13

PLACER COUNTY OFFICE OF EDUCATION

PUBLIC DISCLOSURE

OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

in Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

CERTIFCATION OF PUBLIC DISCLOSURE

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications (current budget year and two subsequent years) of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

	4/16/2013
District Superintendent (or Designee) Signature	**Date**
Audrey Kilpatrick	916-645-6350
Contact Person	**Phone**

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on 04/16/2013, took action to approve the proposed Agreement with the CSEA Bargaining Unit.

	4/16/2013
President (or Clerk), Governing Board Signature	**Date**

Special Note: The Placer County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

9.3.14