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

	STUDENT ENROLLMENT		
	2012/13		
School	**CEBEDS**	**4/1/2013**	**5/1/2013**
Sheridan Elementary (K-5)	84	85	89
First Street Elementary (K-5)	465	460	462
Carlin C. Coppin Elementary (K-5)	412	413	414
Creekside Oaks Elementary (K-5)	559	591	605
Twelve Bridges Elementary (K-5)	717	723	722
Foskett Ranch Elementary (K-5)	552	544	545
Lincoln Crossing Elementary (K-5)	684	679	683
Glen Edwards Middle School (6-8)	686	677	679
Twelve Bridges Middle School (6-8)	853	870	872
Lincoln High School (9-12)	1,516	1,456	1,451
Phoenix High School (10-12)	65	65	61
TOTAL	**6593**	**6563**	**6583**

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

Adult Education 85

First-5 Program
First Street 22 A.M. /21 P.M.
Sheridan 14 A.M. /14 P.M.

Pre-K/Special Ed
Foskett 23
FSS PPPIP 84
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
June 4, 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.

6:10 P.M. START

1. **CALL TO ORDER** – Lincoln High School - Multi-Purpose Room

6:15 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 - 15

7:00 P.M.

3. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE**– Lincoln High School
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 - 15

4. SPECIAL ORDER OF BUSINESS

The district will honor:

- Retirees
- Classified Employees of the Year
- Teacher of the Year

5. CONSENT AGENDA

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

5.1 Approval of Meeting Minutes for:
- May 7th & May 21, 2013 Regular Board of Trustee Meeting
- May 13, 2013 Special Board of Trustee Meeting

5.2 Approval of Warrants
5.3 Classified Personnel Report
5.4 Certificated Personnel Report
5.5 Director of Technology Contract Extension
5.6 Ratification of District Director of Maintenance and Operations Contract as Senior Management of the Classified Service
Roll call vote:

6. COMMUNICATION FROM THE PUBLIC

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

7. REPORTS & COMMUNICATION

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

8. PUBLIC HEARING

Per California Education Code 42605, as a condition of receipt of funds, the governing Board of each school district shall hold a public hearing regarding Tier III categorical proposed expenditures for the subsequent fiscal year. At this public hearing the Board shall take testimony from the public, discuss, approve or disapprove the proposed use of funding. The district is not proposing to close any programs.

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 Information **PRELIMINARY LOOK AT CAHSEE TEST SCORES 2013 – Boyle**
(12-13 G & O Component I, II, III, IV, V)

- Lincoln High School rocks! The LHS administration, teaching staff, support staff, students and families have continued the tradition of strong results for tenth grade students passing the California High School Exit Examination (CAHSEE) in the areas of English Language Arts (ELA) and Mathematics on their first attempt with a SIGNIFICANT increase in scores. While 85% or more of our students have passed CAHSEE on their first attempt for the past three to five years, the 2013 assessment results show a record 91% pass rate in ELA and a 94% pass rate in Mathematics! This is OUTSTANDING!

9.2 Action **VISION SCREENING CONTRACT 2013 – 2014 – Boyle** *(12-13 G & O Component I, II, III, IV, V)*

- WPUSD participates in required vision screening for all students in kindergarten and in grades three and six annually, with additional color vision screening for boys in first grade. The cost of this vision screening has been approximately $4,700 annually.

9.3 Action **PLACER COMMUNITY FOUNDATION COMMUNITY WELLNESS MINI-GRANT APPLICATION – Boyle** *(12-13 G & O Component I, II, III, IV, V)*

- Western Placer Unified School District formed a Student Wellness Committee this year as part of our continued commitment to student wellness. Part of that committee's charge is to determine health and wellness improvement goals for our District students. The purpose of the grant is to provide students with baseline information on their fitness in these two areas in the fall, to encourage them to set their own goals for improvement, to choose a partner for encouragement, and to monitor their own progress toward their goals.

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

- The Western Placer Unified School District and the California School Employees Association Chapter #741 have signed an updated Memorandum of Understanding regarding furlough days, salary, and other items for the 2013/2014 school year. This MOU is a modification of the previous MOU ratified by the Board on April 16, 2013 and 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 CSEA Unit Membership on Thursday, May 30, 2013.

9.5 Discussion/ Action **APPROVE RESOLUTION NO 12/13.29 REGARDING AUTHORIZATION TO TEACH ASSIGNED SUBJECTS – Davis** *(12-13 G & O Component I, II, III, IV, V)*

- Pursuant to Education Code 44256(b), and in order to ensure proper credentialing and teacher consistency for one of our assignments the District administration is making a recommendation that the Board approve Resolution No 12/13.29 which will allow one certificated teacher to teach Social Science for the entire 2013-2014 school year in an middle school departmentalized setting at grades 6-8 at Glen Edwards Middle School. The teacher has consented to this assignment.

Roll call vote:

9.6 Discussion/ Action **APPROVE RESOLUTION NO 12/13.30 REGARDING AUTHORIZATION TO TEACH ASSIGNED SUBJECTS – Davis** *(12-13 G & O Component I, II, III, IV, V)*

- Pursuant to Education Code 44256(b), and in order to ensure proper credentialing and teacher consistency for one of our assignments the District administration is making a recommendation that the Board approve Resolution No 12/13.30 which will allow one certificated teacher to teach Math for the entire 2013-2014 school year in an middle school departmentalized setting at grades 6-8 at Glen Edwards Middle School. The teacher has consented to this assignment.

Roll call vote:

9.7 Discussion/ Action **CONSIDER APPROVING REVISED JOB DESCRIPTION FOR NETWORK ENGINEER POSITION – Davis** *(12-13 G & O Component I, II, III, IV, V)*

- As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the Network Engineer position to update some of the essential job duties and requirements. The District administration worked with CSEA to bring forward the enclosed job description and the description is up for a ratification vote by CSEA on May 30, 2013. A side letter has also been signed between the Parties to establish that this position is equivalent to Network Administrator and Network Analyst in Placer County. There is no financial impact as a result of this change.

9.8 Discussion/ Action **CONSIDER APPROVING REVISED JOB DESCRIPTION FOR TECHNOLOGY DATA SPECIALIST POSITION – Davis** *(12-13 G & O Component I, II, III, IV, V)*

• As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the Technology Data Specialist position to update some of the essential job duties and requirements. The District administration worked with CSEA to bring forward the enclosed job description and the description is up for a ratification vote by CSEA on May 30, 2013. There is no financial impact as a result of this change.

9.9 Discussion/ Action **CONSIDER APPROVING REVISED JOB DESCRIPTION FOR CALPADS COORDINATOR/TECHNOLOGY PROJECTS TECHNICIAN POSITION – Davis** *(12-13 G & O Component I, II, III, IV, V)*

• As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the CALPADS Coordinator/ Technology Projects Technician position to update some of the essential job duties and requirements. The District administration worked with CSEA to bring forward the enclosed job description and the description has been approved by CSEA. There is no financial impact as a result of this change.

9.10 Discussion/ Action **ALLOCATION PLAN OF DONATION FUNDS – THE JOHN W. BRADY AND DOROTHY J. BRADY LIVING TRUST – Kilpatrick** *(12-13 G & O Component I, II, III, IV, V)*

• On March 11, 2013 the District received an unexpected distribution of funds in the amount of $58,482.49 from the John W. Brady and Dorothy J. Brady Living Trust. The District was included as a beneficiary of the Trust. Although the distribution did not include any specific restrictions of the funds, staff has requested input and/or recommendations from the board on April 2, 2013 as to the use of this generous donation for specific academic support areas in the District.

9.11 Information **FACILITIES DEPARTMENTAL UPDATE SUMMER PROJECTS 2013 – Steer** *(12-13 G & O Component I, II, III, IV, V)*

• This item is a Board of Trustees informational update on current Facilities projects and work that will be taking place during the summer of 2013.

9.12 Information **PRELIMINARY 2013-14 BUDGET ASSUMPTIONS – Kilpatrick** *(12-13 G & O Component I, II, III, IV, V)*

• District staff is preparing the 2013-14 budget documents for Board approval at the June 18, 2013, Board of Trustees meeting. The State's May Revision Budget has an impact on our 2013-14 budget assumptions along with our multi-year projections. Enclosed are the budget assumptions for 2013-14 for Board review and input.

9.13 Action **ADOPTION OF 2013-14 TIER III FUNDING EXPENDITURES – Kilpatrick** *(12-13 G & O Component I, II, III, IV, V)*

• Per California Education Code 42605, the governing Board of each school district, after holding a public hearing regarding Tier III categorical proposed expenditures for the subsequent fiscal year, shall adopt the use of Tier III categorical funding.

9.14 Action **ADOPTION OF NEW AND REVISED POLICIES, REGULATIONS AND EXHIBITS – Leaman** *(12-13 G & O Component I, II, III, IV, V)*

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

- BP/AR 3550 Food Service/Child Nutrition Program
- BP/AR 3551 Food Service Operations/Cafeteria Fund
- BP/AR 3553 Free And Reduced Price Meals

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):

➢ **June 18, 2013** 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High 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 – Main Office Conference Room**
Date: **Tuesday, June 4, 2013**
Time: **6:15 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:
June 4, 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

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:
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:
June 4, 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

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:
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:
June 4, 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

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:
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:
June 4, 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

3.4

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
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4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT:
Interdistrict 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:
June 4, 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 – 15

ADMINISTRATION RECOMMENDATION:

Disclose any action taken.

wp/rk/factform

SPECIAL

ORDER

OF

BUSINESS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

- Retirees
- Employees of the Year
- Teacher of the Year

AGENDA ITEM AREA:
Special Order of Business

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees would like to Honor Retirees, and other Special Staff.

RECOMMENDATION:

wp/rk/facsheetrecog

4.

WESTERN PLACER
UNIFIED SCHOOL DISTRICT

RETIREES

* Helen Foster
* Denise Gragg
* Lynn Kelso
* Ann Long
* Diane Smith



Honoring Retirees
Please Join Us

The Western Placer Unified School District would like to invite you to the Governing Board Meeting on Tuesday, June 4, 2013 where we plan to honor you for your years of dedicated service to the students of the District. Please feel free to bring any friends or family members to the meeting as well.

Date: June 4, 2013
Time: 7:00 p.m.
Location: 790 J Street, LHS
Performing Arts Theater

4.1

You Are Invited

WESTERN PLACER
UNIFIED SCHOOL DISTRICT

PLEASE JOIN US FOR A SPECIAL RECOGNITION

I would like to give you a special invitation to attend the next Board of Trustee Meeting on Tuesday, June 4, 2013, at 7:00 p.m. in the Lincoln High Performing Arts Theater, located at 790 J Street in Lincoln. You will be recognized for being voted Employee of the Year for 2012-2013 school year.

4.2

You Are Invited

WESTERN PLACER
UNIFIED SCHOOL DISTRICT

PLEASE JOIN US FOR A SPECIAL RECOGNITION

I would like to give you a special invitation to attend the next Board of Trustee Meeting on Tuesday, June 4, 2013, at 7:00 p.m. in the Lincoln High Performing Arts Theater, located at 790 J Street in Lincoln. You will be recognized for being voted Teacher of the Year for 2012-2013 school year.

4.3

CONSENT

AGENDA

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Approval of Minutes:
- May 7 & May 21, 2013 Regular Board Meetings
- May 13, 2013 Special Board Meeting

AGENDA ITEM AREA:
CONSENT AGENDA

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- May 7 & 21, 2013 Regular Board of Trustee Meeting
- May 13, 2013 Special Board of Trustee Meeting

RECOMMENDATION:

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

wp/rk/factform

Western Placer Unified School District
Regular Meeting of the Board of Trustees
May 7, 2013, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS BUILDING
790 J Street, Lincoln, CA 95648

Minutes

2012-2013 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

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

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

Others Present
Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent
Audrey Kilpatrick, Assistant Superintendent of Business & Facilities
Ryan Davis, Director of Human Services
Rosemary Knutson, Secretary to the Superintendent
Heather Steer, Facilities Planner
Carol Percy, Lincoln News Messenger

5:30 P.M. START

1. **CALL TO ORDER** – Lincoln High School - Multi-Purpose Room

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 STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C.48918
Student Discipline/Expulsion Pursuant to E.C. 48918
Student Expulsion # 12-13 V

2.6 INTERDISTRICT ATTENDANCE APPEAL
a. Interdistrict Request Appeal 13/14 - 9
b. Interdistrict Request Appeal 13/14 - 10
c. Interdistrict Request Appeal 13/14 – 11
d. Interdistrict Request Appeal 13/14 – 12

7:00 P.M.

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

No action was taken

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

No action was taken

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

No action was taken

3.4 PERSONNEL
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

No action was taken

3.5 STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C.48918
Student Discipline/Expulsion Pursuant to E.C. 48918
Student Expulsion # 12-13 V

Mr. Armitage reported the Board of Trustees took action to expelled student for one full calendar year.

3.6 INTERDISTRICT ATTENDANCE APPEAL

a. Interdistrict Request Appeal 13/14 - 9

Motion by Mr. Long, seconded by Mr. Carras, and passed by a 5-0 vote to deny transfer appeal.

b. Interdistrict Request Appeal 13/14 - 10

Motion by Mr. Armitage, seconded by Mr. Long, and passed by a 5-0 vote to deny transfer appeal.

c. Interdistrict Request Appeal 13/14 – 11

Motion by Mr. Haley, seconded by Mr. Armitage, and passed by a 5-0 vote to deny transfer appeal.

d. Interdistrict Request Appeal 13/14 - 12

Motion by Mr. Long, with no second the motion dies. Motion by Mr. Carras, seconded by Mr. Haley and passed by a 4-1 vote to approve transfer appeal. No vote by Mr. Long

4. CONSENT AGENDA

4.1 Approval of Meeting Minutes for:
- April 2nd & April 16, 2013 Regular Board of Trustee Meeting

4.2 Approval of Warrants
4.3 Classified Personnel Report
4.4 Certificated Personnel Report
4.5 Report of Disclosure Requirements for Quarterly Reports of Investments.

Motion by Mr. Armitage, seconded by Mr. Long, and passed by a 5-0 roll call vote to approve consent agenda as presented, with corrections made to the April 16th minutes.
Roll call vote: Haley, Long, Carras, Armitage, Wyatt

5. COMMUNICATION FROM THE PUBLIC

No comments from the public.

6. REPORTS & COMMUNICATION

6.1 Lincoln High School, Student Advisory – Jillian Loya was not present
6.2 Western Placer Teacher's Association – Mike Agrippino reported Barrett Hess has been chosen as Teacher of the Year.
6.3 Western Placer Classified Employee Association – Mike Kimbrough had no report
6.4 Superintendent - Scott Leaman had no report

7. ♦ACTION ♦DISCUSSION ♦INFORMATION

7.1 Action **APPROVE RESOLUTION #12/13.27 AUTHORIZING THE ISSUANCE OF 2013 TAX AND REVENUE ANTICIPATION NOTES AND APPROVE APPLICATION TO PARTICIPATE IN THE DRY PERIOD FINANCING PROCESS – Kilpatrick** *(12-13 G & O Component I, II, III, IV, V)*

•Tax Revenue Anticipation Notes (TRANS) are used as a financing tool to mitigate cash flow deficits. The notes are issued at a tax-exempt interest rate, which is substantially lower than normal bank loans. The proceeds may then be reinvested with the Placer County Treasurer or in a Guaranteed Investments Contact (GOC) at a higher rate of interest

Audrey Kilpatrick reported a resolution is required when processing a Trans. The Trans will not exceed 50 million dollars, but the money is necessary. Audrey reported Capital Finance always gives very good financing. Motion by Mr. Carras, seconded by Mr. Long and passed by a 5-0 roll call vote to approve Resolution No. 12/13.27 authorizing the issuance of 2013 tax revenue anticipation notes and approve application to participate in the dry period financing process. Roll call vote: Long, Carras, Armitage, Haley, Wyatt

7.2 Action **APPROVE RESOLUTION #12/13.28 AUTHORIZING THE EDUCATION PROTECTION ACCOUNT AND SPENDING PLAN FOR 2012-2013 – Kilpatrick** *(12-13 G & O Component I, II, III, IV, V)*

• The creation of the Education Protection Account (EPA) by Proposition 30 not only impacts cash flow patterns but also has an accountability component. Proposition 30 provides that all K-14 local agencies have the sole authority to determine how the funds received from the EPA are spent, but with these provisions:

- The spending plan must be approved by the governing board during a public meeting
- EPA funds cannot be used for the salaries or benefits of administrators or any other administrative costs
- Each year, the local agency must publish on its website an accounting of how much money was received from the EPA and how the funds were expended

Audrey Kilpatrick explained the purpose of the resolution being presented. This is new this year, all districts must show how EPA monies are being used, which is prop 30. We are required to only spend the funds on supporting instruction or instruction. This is a compliance that we will be doing every year. Motion by Mr. Carras, seconded by Mr. Haley, and passed by 5-0 roll call vote. Roll call vote: Carras, Armitage, Haley, Long, Wyatt

7.3 Discussion **HORIZON SCHOOLS PETITIONS – Leaman** *(12-13 G & O Component I, II, III, IV, V)*

•An analysis and recommendation is being prepared for the Horizon Schools petitions. A public hearing was held at the last board meeting. Based on the timeline outlined in law, the petitions will need to be acted upon at the May 21, 2013 board meeting. Input from the board will be gathered in preparation of the meeting.

Mr. Leaman reported on the timeline of the petition for Horizon. Detailed analysis is being done by Mary Boyle, Audrey Kilpatrick and Michelle Cannon. The petitions will be looked at from many different directions. The timeline is extended to take action on June 4th and a comprehensive report will be presented to the board. Scott opened the meeting for public comment:

Jay Kerry is a member of the Focus Group. The reason he is here, is due to the closure of ALA. His concern is if the CEO and board members are able to handle difficult situations concerning Horizon. Feels Mr. Heimbichner has public commitment issues in supporting the Lincoln children. He talked about requests that were made of Mr. Heimbichner, and have been ignored, due to commitment. He spoke about Mr. Brockmeier who is with Group Access, regarding concerns with Horizon. He talked about the character of Mr. Heimbichner.

Dorothy Balgessa is a teacher for Horizon since 2007, and is currently serving on the teachers' board. She feels the transparency of Craig and Cynthia is very good. There are consistencies, and feel Craig and Cynthia are the people for the job. I have chosen to stay with the program, and I've seen their heart and their vision, I speak on their behalf and on behalf of the teachers.

Erick Johnson supervising teacher for Horizon, have has been with Horizon for the past 6 years, and has been Union President for the past 4 years. In negotiations, both Craig and Cynthia always negotiate with extreme care, and always are looking out for what's best for the students. They are absolutely what Horizon needs to move forward. If you choose to renew with Craig and Cynthia leading, they will move forward and thrive. If you to choose to move forward, we have approximently145 teachers. He read comments from Horizon teachers on behalf of Horizon School. Also we as an association support our administration

Sherry Henderson has been an employee with Horizon for 15 years, and has seen many challenges throughout the years. She read comments from CSEA members. They fully support Craig and Cynthia and the board in moving the school forward in a positive manner.

Board Comments:

Mr. Carras reviewed Teri Ryland's report and would like to see all contracts be approved by the Horizon board. Also pleased to see lease agreements are being viewed by legal counsel. Pleased with the thoroughness of her report, and feels things need to be followed.

Mr. Armitage it sounds like there are some concerns from the Focus Group, He would like to see some better policies, better reporting and oversight. It was nice to hear classified and certificate groups are supportive, but we have to be sure that the public funds are being well spent. That is why he would like to see the additional safeguards, because he would hate to see something like that go away.

Mr. Haley seconded what his two colleagues have said. The main thing is there are procedures and policies to follow that show where the monies are

going, and whatever policies and procedures need to be brought up then that needs to happen, glad to hear there are many people involved.
Mr. Long addressed to the Horizon Board that AR and BP are being followed. Good to hear you're evaluating the Superintendent. And on the oversight, you will need oversight by WPUSD. We need to be assured that things are being done correctly, and make sure procedures are being followed. With the increase of oversight that is needed, currently1% given to WPUSD, he would like to see 6% to make sure we're covered.
Mr. Carras shared policies and are very important
Mrs. Wyatt accountability and transparency are tremendous, more support from the employees, than from parents, why the imbalance? That is something that needs to be looked at, as well as building up the trust.
Scott Leaman reported good guidance has been given, and administration will be looking at many aspects of the charter. Scott will be bringing a recommendation back to the board on June 4th. He has scheduled meetings with Horizon to review any Charter concerns. Paul Long felt it is very important, in order to support the charter, he feels they would need to increase the oversight cost and policies and administrative regulations.

9. BOARD OF TRUSTEES

9.1 FUTURE AGENDA ITEMS

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

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

9.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Haley had no report
Mr. Long reported the FFA banquet on Saturday.
Mr. Carras complemented the Business office, had a successful audit, with no recommendations.
Mr. Armitage had no report
Mrs. Wyatt reported Alice and wonderland was wonderful, kids did a wonderful job. Relay for life, awards night at LHS this Thursday at 5:30, graduation is coming up.

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

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

11. ADJOURNMENT

There being no further business the meeting was adjourned at 8:00 p.m.

Kris Wyatt, Board President

Damian Armitage, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

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

Western Placer Unified School District
Special Board Meeting of the Board of Trustees
May 13, 2013, 4:00 P.M.
DISTRICT OFFICE – Fourth Floor, Zebra Room
600 Sixth Street, Suite 400 Lincoln, CA 95648

MINUTES

2012-2013 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

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

Board Members:
Kris Wyatt, President
Damian Armitage, Clerk
Paul Long, Member

Board Members Absent:
Brian Haley, Vice President
Paul Carras, Member

Others Present:
Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent
Audrey Kilpatrick, Assistant Superintendent of Business & Facilities
Ryan Davis, Director of Human Services
Rosemary Knutson, Secretary to the Superintendent
Carol Percy, Lincoln News Messenger

4:00 P.M. START

1. **CALL TO ORDER** – District Office Zebra Room

4:05 P.M.

2. **CLOSED SESSION** – District Office Personnel Conference Room

   2.1 **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

4:15 P.M.

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

   3.1 **CONFERENCE WITH LABOR NEGOTIATOR**
   Bargaining groups: WPTA & CSEA Negotiations

5.1.8

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

No action was taken

4. COMMUNICATION FROM THE PUBLIC
No communication from the public.

5. ♦ACTION ♦DISCUSSION ♦INFORMATION

5.1 Discussion/ Action **RATIFICATION OF MEMORANDUM OF UNDERSTANDING WITH WPTA REGARDING BUDGET REDUCTIONS INCLUDING FURLOUGH, SALARY AND OTHER CONCESSIONS – Leaman/Davis** *(12-13 G & O Component I, II, III, IV, V)*

•The Western Placer Unified School District and the Western Placer Teachers Association have signed a Memorandum of Understanding regarding a furlough day, salary, PAR fund sweep, class size overages, Lottery fund sweep, Buy Back Hours, extension of the retirement notification date and other items for the 2013/2014 school year. This MOU also contains contingency language to address the unknowns in the state education budget picture for 2013-2014. This MOU will assist the District with achieving its required budget reductions for the 2013-2014 school year while saving important positions and programs.

Mike Agrippino shared WPTA feels this agreement meets both parties' wishes, he thanked the Negotiating team for their work on this as well as the WPTA committee. This is the last time we will have an agreement like this.

Ryan Davis thanked Mike Agrippino, and is happy to report WPTA and WPUSD have come to an agreement, it was bumpy at times, as well as the change in the new WPTA team, but it was a collaborative action. He shared his appreciation of the concessions the teachers gave, as well as borrowing from deferred maintenance, the monies will be restored in 2014-15. District administration plans on meeting with the other groups. Ryan Davis recommended the board approve the MOU.

Mr. Leaman also shared comments on the MOU. Motion by Mr. Long, seconded by Mr. Armitage, and passed by a 3-0 vote to approve the Memorandum of Understanding with WPTA regarding budget reductions including furlough, salary and other concessions.
Mr. Armitage is thankful the bargaining teams were able to work together and also liked the approach to the borrowing. He also shared Mr. Haley sent a message that he is in fully support of the MOU.
Mr. Long shared it is wonderful! The most wonderful thing is we're back to where we should be and where we need to be, like being a family, with trust, back to where we belong, congratulations to everyone.

5.1.9

Mrs. Wyatt thanked Jennifer Chandler, and our crew, get those letters out so the teachers can have a relief.

6. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

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

7. ADJOURNMENT

There being no further business the meeting was adjourned at 4:41 p.m.

Kris Wyatt, Board President

Damian Armitage, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
May 21, 2013, 7:00 P.M.
First Street Elementary School – Multi Purpose Room
1400 First Street, Lincoln, CA 95648

MINUTES

2012-2013 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

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

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

Others Present
Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent
Audrey Kilpatrick, Assistant Superintendent of Business & Facilities
Ryan Davis, Director of Human Services
Rosemary Knutson, Secretary to the Superintendent
Heather Steer, Facilities Planner
Jillian Loya, Student Representative
Carol Percy, Lincoln News Messenger

6:00 P.M. START

1. **CALL TO ORDER** – First Street Elementary School – Multi-Purpose Room

6:05 P.M.

2. **CLOSED SESSION** – First Street Elementary 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

5.1.11

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 - 13
b. Interdistrict Request Appeal 13/14 - 14

7:00 P.M.

3. ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE– First Street Elementary Multi-Purpose Room
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.

No action taken

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

No action taken

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

No action taken

3.4 PERSONNEL
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

No action taken

3.5 INTERDISTRICT ATTENDANCE APPEAL
a. Interdistrict Request Appeal 13/14 – 13

Motion by Mr. Carras, seconded by Mr. Long, and passed by a 4-1 vote to deny the transfer appeal, no vote by Armitage.

5.1.12

b. Interdistrict Request Appeal 13/14 - 14

Motion by Mr. Long, seconded by Mr. Haley, and passed by a 4-1 vote to deny transfer appeal, no vote by Mr. Carras.

4. SPECIAL ORDER OF BUSINESS

School Being Featured: First Street Elementary School –
Mr. Ayala welcomed the board, and acknowledged the First Street School staff. Mr. Leaman presented Certificates to the students who scored the highest on CST. Mr. Ayala then introduced Mrs. Moya and Mrs. Gonzales to share information on the GATE program. They presented a power point sharing the program, curriculum, and how the process is working with the students. Mr. Ayala thanked everyone.

5. CONSENT AGENDA

5.1 Classified Personnel Report
5.2 Certificated Personnel Report
5.3 Approve California Interscholastic Federation Application for 2013-14 School Year for Lincoln High School.
5.4 Approve Student Discipline/Stipulated Expulsion for Student's #12-13 W,X,Y.
5.5 Agreement for Consulting Agreement between Placer county Office of Education (PCOE), on behalf of Herrera Engineering Consultants, Inc., and WPUSD for 2013-2014 Industrial Stormwater Permit Support Services
5.6 Agreement for Consulting Agreement between Placer County Office of Education (PCOE) and WPUSD for Services on behalf of the District with Herrera Engineering Consultants, Inc. by PCOE
5.7 Ratification of Agreement with Rainforth Grau Architects for Analysis of the Carlin C. Coppin Heating, Ventilation and Air Conditioning System.
5.8 Ratification of Professional Services Authorization with LPA, Inc. for architectural work on Roof Replacement of Lincoln High School Kitchen
5.9 Agreement for Consulting Services between Total Compensation Systems, Inc., and WPUSD.
5.10 Approve Waiver of California High School Exit Exam Requirement for Diploma for Special Education Students Who Have Not Passed CAHSEE Math and/or CAHSEE ELA, with Modifications. Students #A-1 – A-22 LHS and A-1 at PHS.

Mr. Carras requested to pull 5.7 from the consent agenda. Motion by Mr. Haley, seconded by Mr. Long, and passed by a 5-0 roll call vote to approve consent agenda with the exception of item 5.6. Roll call vote: Long, Haley, Carras, Armitage, Wyatt

Heather Steer spoke in reference to 5.7, regarding the agreement with Rainforth Grau and their process to review options for Ventilation and Air Conditioning System at Carlin C. Coppin. Motion by Mr. Carras, seconded by Mr. Armitage, and passed by a roll call vote to approve the Agreement with Rainforth Grau Architects. Roll call vote: Haley, Carras, Armitage, Long, Wyatt

5.1.13

6. COMMUNICATION FROM THE PUBLIC

Jennifer Stull is a parent of a Horizon student, she shared her daughter's experience with Horizon charter and how she enjoys her classes through Horizon, and shared her gratitude to Horizon for serving her student and many other students.

Travis Stull drove from Polk Pines, and shared that you have many supportive parents in Horizon. Currently he is a teacher of Horizon. He shared the current administration is the best administration they have had in the past 10 years, and shared stories of students who have attended Horizon and are currently attending local colleges. He also presented the board with letters from other parents who are being provided an education from Horizon, and asked the board to continue to support the Horizon Charter.

7. REPORTS & COMMUNICATION

7.1 Lincoln High School, Student Advisory – Jillian Loya reported the following:
- Getting ready to say good-bye to Seniors
- Had a Anti Bullying Rally at LHS last week

7.2 Western Placer Teacher's Association – Mike Agrippino – Jennifer Chandler spoke on behalf of the WPTA, she reported she is now the Chief negotiator, and thanked the board for signing the MOU.

7.3 Western Placer Classified Employee Association – Mike Kimbrough was not present

7.4 Superintendent - Scott Leaman reported the following:
- Things are winding down
- Hoping to attend Sober Grad next week
- Speaking at the State of the District at the Chamber breakfast
- FFA had a dinner last week
- Will be changing district office hours during the Summer

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

8.1 Information/ Discussion **UPDATE ON PROCESS OF ADJUSTMENT OF MIDDLE SCHOOL ATTENDANCE BOUNDARIES – Boyle/Steer/Leaman** *(12-13 G & O Component I, II, III, IV, V)*

•When Twelve Bridges Middle School was opened in 2006, in order to utilize available space and better balance the enrollment between the two middle schools, it was designated that students from the Carlin C. Coppin Elementary attendance area would be redirected to attend Twelve Bridges Middle School. This action was made knowing that at some point in the future the middle school boundaries would need to be reestablished to their original format in order to prevent overcrowding at Twelve Bridges Middle.

Heather reported on the history of boundaries, she reviewed current numbers at TBMS and GEMS, she discussed the following topics:
- Why change CCC's boundaries?
- Discussed and plan by the board in 2006
  - ~Space available vs. project growth
  - ~Proximity to middle school sites
  - ~Homes within this area are non Mello-Roos
  - ~Many student choose to attend GEMS on intradistrict transfers

5.1.14

- Projected Growth
  - ~Lincoln Highlands - 196
  - ~Cypress Meadows – 84
  - ~Meadowlands – 313
  - ~Village 1 - 5,639
- Anticipated Questions:
  - ~What about CCC students already attending TBMS?
  - ~What about siblings of the CCC students already attending TBMS?
  - ~What about transportation?
- Process to inform parents and community:
  - ~Back to school night, Open House, and Lincoln Newsmessenger

The district will continue to develop input on boundary changes.

Virgina Cosh shared her concerns with the boundary changes. She shared a handout with the board showing ethnicity numbers with the different school sites. Her concerns are with the amount of Hispanic, free and reduced and socio-economically disadvantaged population who will be attending GEMS due to the changes. Perceptions of the TBMS show segregating. She feels this is a concern and should be reviewed.

Mr. Leaman reported they will be reaching out again to the parents in the fall on boundary changes.

8.2 Discussion/ Action **CONSIDER APPROVING REVISED JOB DESCRIPTION FOR TECHNOLOGY SUPPORT TECHNICIAN I POSITION – Davis** *(12-13 G & O Component I, II, III, IV, V)*

• As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the Technology Support Technician I position to update some of the essential job duties and requirements. The District administration worked with CSEA to bring forward the enclosed job description and the description has been approved by CSEA. There is no financial impact as a result of this change.

Ryan Davis, thanked CSEA and the bargaining team for working with him. This is updating the Technology Support Technician I position. Motion by Mr. Carras, seconded by Mr. Haley

8.3 Discussion/ Action **CONSIDER APPROVING NEW JOB DESCRIPTION FOR TECHNOLOGY SUPPORT TECHNICIAN II POSITION – Davis** *(12-13 G & O Component I, II, III, IV, V)*

• As a part of the ongoing review of job descriptions and the needs of the District by both the District and CSEA there exists a need to approve a new job description for the Technology Support Technician II position to accommodate some of the essential job duties and requirements. The Technology Support Technician II position has some significant changes from the Technology Support Technician I position to accommodate some of the specific needs of the Technology Department and the District. The District administration worked with CSEA to bring forward the enclosed job description and the description has

been approved by CSEA. The new position will be placed at Range 36 on the Classified Salary Schedule.

Ryan Davis reviewed the new position, and the difference is the positions. Motion by Mr. Armitage, seconded by Mr. Carras, and passed by a 5-0 vote to approve new job descriptions.

8.4 Discussion/ Action **CONSIDER APPROVING REVISED JOB DESCRIPTION FOR THE SCHOOL CLERK II POSITION – Davis** *(12-13 G & O Component I, II, III, IV, V)*

- As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the School Clerk II position to correct some of the essential job duties that were agreed to during the 2011-2012 school year. The District administration worked with CSEA to bring forward the enclosed job description. There is no financial impact as a result of this change.

Ryan Davis presented the job description and the purpose for the change. Motion by Mr. Haley, seconded by Mr. Long, and passed by a 5-0 vote to approve the job description for School Clerk Ii position.

8.5 Information/ Discussion **MAY REVISION – UPDATE OF 2013 - 14 GOVERNOR'S PROPOSED STATE BUDGET – Kilpatrick** *(12-13 G & O Component I, II, III, IV, V)*

- On May 14, 2013, Governor Jerry Brown released his May Revision to the proposals for the 2013-14 State Budget. The May Revision is a statutory opportunity for the Governor to recast his proposals in light of the latest economic data

Audrey reviewed the information she received from May Revision workshop she attend with administration. These are some of the topics that were discussed.

- Themes for the May Revision
- The May Revision in Broad Strokes
- The Rest of the Budget
- General Fund Revenues in 2013-14
- Revenue Limits or the LCFF
- Revenue Limit Factors
- Components of the LCFF
- LCFF Base Grant
- Expenditure and Audit Requirements
- Categorical Programs and the LCFF
- Common Core State Standards (CCSS) Funding
- SSC Financial Planning Dartboard
- May Revision – Effect on WPUSD 2013-14 as Compared to Governor's January Budget Proposal
- SSC Overall Assessment of the May Revision

Audrey shared she will be presenting a budget on June 18th for board approval, and will be taking a highly conservative approach.

5.1.16

9. BOARD OF TRUSTEES

9.1 FUTURE AGENDA ITEMS

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

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

9.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Long had no report
Mr. Haley had no report
Mr. Carras had no report
Mr. Armitage shared it was quite an experience serving on jury duty
Mrs. Wyatt shared she attended Phoenix High art show, and thanked Mr. Ayala for the board presentation. She also thanked Ryan Davis for participating in the Relay for Life.

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- **June 4, 2013** 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School
- **June 18, 2013** 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School

11. ADJOURNMENT

There being no further business the meeting was adjourned at 8:47 p.m.

Kris Wyatt, President

Damian Armitage, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:
Ayes:
Noes
Absent:

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Approval of Warrants

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Audrey Kilpatrick
Assistant Superintendent of
Business and Operations

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

DEPARTMENT:
Business Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will consider approval of warrants paid since the May 7 2013 board meeting.

RECOMMENDATION:

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

wp/rk/factsheetwarrants

Checks Dated 05/24/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85312931	05/24/2013	CITY OF LINCOLN	01-5540	4,461.05	
			01-5550	12,928.54	
			01-5570	9,105.86	26,495.45
85312932	05/24/2013	CITY OF LINCOLN / PG&E REIMB	01-5510		1,973.63
85312933	05/24/2013	PACIFIC GAS & ELECTRIC CO	01-5510		62,043.83
85312934	05/24/2013	SPURR	01-5530		11,796.32
85312935	05/24/2013	Rosie A. Kirkland	01-5200		46.60
85312936	05/24/2013	"DANIELSEN COMPANY, THE"	13-4380	614.56	
			13-4710	6,385.71	
			Unpaid Sales Tax	8.34-	6,991.93
85312937	05/24/2013	APPLE INC.	01-4400		4,626.23
85312938	05/24/2013	CROWN DISTRIBUTING INC.	13-4380		1,667.23
85312939	05/24/2013	ED JONES FOOD SERVICE	13-4710		9,964.31
85312940	05/24/2013	FRY'S ELECTRONICS	01-4300		365.46
85312941	05/24/2013	OLD TOWN PIZZA	13-4710		2,247.50
85312942	05/24/2013	ORIENTAL TRADING COMPANY INC	01-4300	1,521.63	
			Unpaid Sales Tax	97.13-	1,424.50
85312943	05/24/2013	PLACER CO ENVIRONMENTAL HEALTH	13-5800		6,048.00
85312944	05/24/2013	PROPACIFIC FRESH	13-4710		613.14
85312945	05/24/2013	S & S WORLDWIDE	01-4300		821.46
85312946	05/24/2013	SAFEWAY INC	01-4300		415.62
85312947	05/24/2013	SARA LEE	13-4710		579.71
85312948	05/24/2013	SEVEN UP BOTTLING CO OF SF	13-4710		258.50
85312949	05/24/2013	SYSCO SACRAMENTO	13-4380	161.65	
			13-4710	2,511.42	2,673.07
85312950	05/24/2013	TARGET BANK	01-4300		30.61
85312951	05/24/2013	TOUT ABOUT TOYS	01-4300		3,619.13
85312952	05/24/2013	JUSTINE BOWER	13-4710		30.00
85312953	05/24/2013	MARLA NAVARRO	13-4710		5.45
85312954	05/24/2013	Melissa A. Ramirez	01-5800		150.00
85312955	05/24/2013	DISCOVERY OFFICE SYSTEMS	01-5600		163.32
85312956	05/24/2013	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600	127.93	
			01-7438	54.18	
			01-7439	388.82	570.93
85312957	05/24/2013	ADVANCED INTEGRATED PEST	01-5800		1,288.00
85312958	05/24/2013	AIRGAS	01-4300		21.60
85312959	05/24/2013	ALAN S BROOKS	40-6290		225.00
85312960	05/24/2013	ALESSANDRO ELECTRIC, INC.	40-5800		8,264.89
85312961	05/24/2013	APPLE INC.	01-4300		3,086.64
85312962	05/24/2013	CAPITOL CLUTCH AND BRAKE INC	01-4365		283.21
85312963	05/24/2013	FAR WEST RENTS & READY MIX	01-4300		84.13
85312964	05/24/2013	GRAINGER .	01-4300		97.20
85312965	05/24/2013	HOME DEPOT	01-4300		3,223.58
85312966	05/24/2013	INTEGRATED FIRE SYSTEMS INC	01-4300	515.27	
			01-4400	929.00	1,444.27
85312967	05/24/2013	J D PASQUETTI ENGINEERING INC	01-5600		1,767.85

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			35-5810	8,830.50	9,847.20
85312969	05/24/2013	MEDICAL BILLING TECHNOLOGIES	01-5800		55.84
85312970	05/24/2013	MOBILE CONCEPTS, INC.	40-5600		17,914.00
85312971	05/24/2013	NORTHERN ENERGY	40-5600		377.83
85312972	05/24/2013	NSS-NRS	01-4300	440.29	
			Unpaid Sales Tax	29.85-	410.44
85312973	05/24/2013	PCOE	01-5200		400.00
85312974	05/24/2013	PLACER COUNTY SELPA	01-5200		360.00
85312975	05/24/2013	PLATT ELECTRIC SUPPLY, INC.	01-4300		83.17
85312976	05/24/2013	RAY MORGAN CO. / CHICO	01-5600		1,774.73
85312977	05/24/2013	SAC VAL JANITORIAL SALES	01-4300		64.89
85312978	05/24/2013	SCHOOL SITE SOLUTIONS, INC.	35-5800		4,107.18
85312979	05/24/2013	SOUTHPAW ENTERPRISES INC.	01-4300	583.20	
			Unpaid Sales Tax	36.00-	547.20
85312980	05/24/2013	WESTERN BLUE AN NWN COMPANY	01-4300		3,364.75
85312981	05/24/2013	ZEP SALES & SERVICE	01-4300		224.79
85312982	05/24/2013	Therese M. Dorow	01-4300		37.61
85312983	05/24/2013	Clinton J. Nelson	01-4300		96.85
85312984	05/24/2013	Jennifer D. Nelson	01-4300		78.30
85312985	05/24/2013	Karen A. Roberts	01-4300		58.46
85312986	05/24/2013	Melissa R. Waggoner	11-4300		24.45
85312987	05/24/2013	Kelli M. Willard	01-4300		46.45
85312988	05/24/2013	ALPHA FIRED ARTS	01-4300		259.20
85312989	05/24/2013	APPLE INC.	01-4400		646.93
85312990	05/24/2013	ATHLETICS UNLIMITED	01-4300		5,308.25
85312991	05/24/2013	AUBURN HARDWOODS	01-4300		94.61
85312992	05/24/2013	BARNES & NOBLE BOOKSTORES	01-4300		153.51
85312993	05/24/2013	BULBMAN - SACRAMENTO	01-4300		223.66
85312994	05/24/2013	CALTRONICS BUSINESS SYSTEMS	01-5600		76.26
85312995	05/24/2013	CITY OF LINCOLN/NON UTILITY	01-5800		90.00
85312996	05/24/2013	CONTINENTAL BOOK COMPANY WESTERN DIVISION	01-4300	203.02	
			Unpaid Sales Tax	12.74-	190.28
85312997	05/24/2013	COOKS PORTABLE TOILETS	01-5600		134.88
85312998	05/24/2013	DEMCO MEDIA	01-4300		101.50
85312999	05/24/2013	ERIC WERVE	01-4300		907.87
85313000	05/24/2013	FLINN SCIENTIFIC INC	01-4300		246.55
85313001	05/24/2013	FOLLETT LIBRARY RESOURCES	01-4300		103.60
85313002	05/24/2013	HAWKINS OFFICIATING SERVICE	01-5800		315.00
85313003	05/24/2013	JOSTENS	01-4300		2,738.92
85313004	05/24/2013	OFFICE DEPOT	01-4300		57.03
85313005	05/24/2013	RAY MORGAN CO. / CHICO	01-4300		654.65
85313006	05/24/2013	READ NATURALLY INC.	01-4300	11.75	
			Unpaid Sales Tax	.75-	11.00
85313007	05/24/2013	RIEBES AUTO PARTS	01-4300		6.75
85313008	05/24/2013	RISO PRODUCTS OF SAC INC	01-4300		378.58

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85313010	05/24/2013	SCHOOL NURSE SUPPLY INC.		01-4300		52.14
85313011	05/24/2013	SCHOOL SPECIALTY INC		01-4300		1,182.64
85313012	05/24/2013	STAPLES ADVANTAGE		01-4300	10,128.10	
				01-5830	42.99	
				40-4300	41.34	10,212.43
85313013	05/24/2013	SUNBURST DIGITAL INC		01-5800		809.90
85313014	05/24/2013	SURVEILLANCE SYSTEM INT		01-4400		88.18
85313015	05/24/2013	VERIZON WIRELESS		01-4300		228.06
85313016	05/24/2013	WESTERN BLUE	AN NWN COMPANY	01-4300	742.83	
				01-4400	5,305.68	6,048.51
85313017	05/24/2013	Jill Williams		01-4300		240.00
			Total Number of Checks		**87**	**236,938.61**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	70	166,251.05
11	Adult Education Fund	1	24.45
13	Cafeteria Fund	11	31,087.18
35	Schools Facilities (Prop 1A)	2	12,937.68
40	Spec Res For Capital Outlay	5	26,823.06
	Total Number of Checks	**87**	237,123.42
	Less Unpaid Sales Tax Liability		184.81-
	Net (Check Amount)		**236,938.61**

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85312991	05/24/2013	AUBURN HARDWOODS	01-4300		94.61
85312992	05/24/2013	BARNES & NOBLE BOOKSTORES	01-4300		153.51
85312993	05/24/2013	BULBMAN - SACRAMENTO	01-4300		223.66
85312994	05/24/2013	CALTRONICS BUSINESS SYSTEMS	01-5600		76.26
85312995	05/24/2013	CITY OF LINCOLN/NON UTILITY	01-5800		90.00
85312996	05/24/2013	CONTINENTAL BOOK COMPANY WESTERN DIVISION	01-4300	203.02	
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85313005	05/24/2013	RAY MORGAN CO. / CHICO	01-4300		654.65
85313006	05/24/2013	READ NATURALLY INC.	01-4300	11.75	
			Unpaid Sales Tax	.75-	11.00
85313007	05/24/2013	RIEBES AUTO PARTS	01-4300		6.75
85313008	05/24/2013	RISO PRODUCTS OF SAC INC	01-4300		378.58

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52.5

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				01-5830	42.99	
				40-4300	41.34	10,212.43
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35	Schools Facilities (Prop 1A)	2	12,937.68
40	Spec Res For Capital Outlay	5	26,823.06
	Total Number of Checks	**87**	237,123.42
	Less Unpaid Sales Tax Liability		184.81-
	Net (Check Amount)		**236,938.61**

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

Checks Dated 05/17/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85311526	05/17/2013	Rosa E. Castro	12-4300		55.00
85311527	05/17/2013	Michael J. Doherty	01-5800		500.75
85311528	05/17/2013	Tracy L. Gruber	01-4300		15.90
85311529	05/17/2013	Mary Lou Resendes	01-4300		48.59
85311530	05/17/2013	BARNES & NOBLE BOOKSTORES	01-4200		174.73
85311531	05/17/2013	CALIFORNIA PARENT CENTER-SDURFSAN DIEGO STATE UNIVERSITY	01-5200		820.00
85311532	05/17/2013	CALTRONICS BUSINESS SYSTEMS	01-5600		257.40
85311533	05/17/2013	CHEVRON	01-4300		380.16
85311534	05/17/2013	COOKS PORTABLE TOILETS	01-5600		134.45
85311535	05/17/2013	CSU CHICO	01-5200		90.00
85311536	05/17/2013	DICK BLICK COMPANY	01-4300		204.20
85311537	05/17/2013	DISCOUNT SCHOOL SUPPLY	01-4300		130.32
85311538	05/17/2013	ENCORE MUSIC CENTER	01-4300		644.95
85311539	05/17/2013	FOLLETT LIBRARY RESOURCES	01-4300		984.55
85311540	05/17/2013	GROTH MUSIC	01-4300	422.21	
			Unpaid Sales Tax	27.65-	394.56
85311541	05/17/2013	GUITAR CENTER MANAGEMENT	01-4300		274.92
85311542	05/17/2013	HANDWRITING WITHOUT TEARS	01-4300	41.42	
			Unpaid Sales Tax	2.47-	38.95
85311543	05/17/2013	JONES SCHOOL SUPPLY CO INC	01-4300	68.17	
			Unpaid Sales Tax	4.42-	63.75
85311544	05/17/2013	LAKESHORE LEARNING MATERIALS	12-4300		657.17
85311545	05/17/2013	LINDA NICHOLS-PLOWMAN - DBA INTERACTIVE MEDIA PUBLISHING	01-4300	64.20	
			Unpaid Sales Tax	3.75-	60.45
85311546	05/17/2013	OFFICE DEPOT	01-4300	1,011.05	
			12-4300	317.01	1,328.06
85311547	05/17/2013	PACIFIC ENVIRONMENTAL	01-5800		8,010.00
85311548	05/17/2013	PCOE	01-5200		700.00
85311549	05/17/2013	QUALITY PLANNERS INC	01-4300	747.79	
			Unpaid Sales Tax	38.85-	708.94
85311550	05/17/2013	RAY MORGAN CO. / CHICO	01-5600	385.65	
			01-5800	741.68	1,127.33
85311551	05/17/2013	REALLY GOOD STUFF	01-4300	47.53	
			Unpaid Sales Tax	2.69-	44.84
85311552	05/17/2013	SCHOLASTIC BOOKS	01-4300	302.62	
			Unpaid Sales Tax	21.02-	281.60
85311553	05/17/2013	SCHOOL NURSE SUPPLY INC.	01-4300		14.50
85311554	05/17/2013	STAPLES ADVANTAGE	01-4300		11,121.43
85311555	05/17/2013	SURVEILLANCE SYSTEM INT	01-4400		210.00
85311556	05/17/2013	TEACHER DIRECT	01-4300	85.89	
			Unpaid Sales Tax	5.99-	79.90
85311557	05/17/2013	TROXELL COMMUNICATIONS	01-4300	502.02	
			01-4400	648.23	1,150.25
85311558	05/17/2013	Geni A. Atkinson	01-5200		441.60
85311559	05/17/2013	W. Lynn Kelso	01-4300	130.50	
			01-5200	36.00	166.50

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5.2.7

Checks Dated 05/17/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85311560	05/17/2013	Gregg Law	01-5200		138.43
85311561	05/17/2013	Sandi L. Miller	01-4300		71.38
85311562	05/17/2013	Lauren M. Quinn	01-5200		372.68
85311563	05/17/2013	Melissa A. Ramirez	01-5200		16.95
85311564	05/17/2013	Jessica L. Rogers	01-5200		59.38
85311565	05/17/2013	Nancyann M. Rowell	01-5200		277.98
85311566	05/17/2013	Tammy J. Sommer	01-5200		16.95
85311567	05/17/2013	A-Z BUS SALES INC	01-4365		515.59
85311568	05/17/2013	ALYSSA HULTMAN	01-5800		864.45
85311569	05/17/2013	AMDI - ADVANCED MULTIMEDIA DEVICES	01-4300	298.87	
			Unpaid Sales Tax	19.87-	279.00
85311570	05/17/2013	APPLE INC.	01-4300		646.93
85311571	05/17/2013	APPROVED SAFE & LOCK	01-4300		400.29
85311572	05/17/2013	DAVID HALL	01-5800		1,209.78
85311573	05/17/2013	DAWSON OIL COMPANY	01-4345	7,419.69	
			01-4350	11,022.35	18,442.04
85311574	05/17/2013	DIVERSE NETWORK ASSOCIATES	01-5800		739.92
85311575	05/17/2013	EMPLOYMENT DEVELOPMENT DEPT.	01-3501		3,595.60
85311576	05/17/2013	FAR WEST RENTS & READY MIX	01-5600		150.00
85311577	05/17/2013	Flex-Plan Services, Inc.	01-5200		203.50
85311578	05/17/2013	FOLLETT EDUCATIONAL SERVICES	01-4100		142.15
85311579	05/17/2013	GRAINGER .	01-4300		1,004.80
85311580	05/17/2013	GUIDING FITNESS	01-5800		450.00
85311581	05/17/2013	HOUGHTON MIFFLIN COMPANY	01-4100		217.31
85311582	05/17/2013	J & J SCREEN & GLASS	01-5600		275.50
85311583	05/17/2013	JABBERGYM INC.	01-5800		3,657.50
85311584	05/17/2013	JANE JOHNSON	01-5800		13,395.00
85311585	05/17/2013	KEM VENTURES, INC.	01-4300		153.04
85311586	05/17/2013	KRISTINE N CORN DBA SIERRA PEDIATRIC THERAPY CLINIC	01-5800		1,092.50
85311587	05/17/2013	LAGUNA PHYSICAL THERAPY & HAND REHABILITATION	01-5800		418.00
85311588	05/17/2013	LAKESHORE LEARNING MATERIALS	01-4300		177.96
85311589	05/17/2013	LIGHTHOUSE COUNSELING & FAMILYRESOURCE CENTER	01-5800		20,000.00
85311590	05/17/2013	LINCOLN ACE HARDWARE/MAINT	01-4300		54.80
85311591	05/17/2013	LINGUI SYSTEMS INC	01-4300	449.87	
			Unpaid Sales Tax	31.37-	418.50
85311592	05/17/2013	Loomis Union School Dist	01-4300		100.00
85311593	05/17/2013	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-5800		425.00
85311594	05/17/2013	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		2,816.14
85311595	05/17/2013	MEDICAB OF SACRAMENTO/SIERRA	01-5800		2,178.00
85311596	05/17/2013	MEDICAL BILLING TECHNOLOGIES	01-5800		1,242.42
85311597	05/17/2013	MELINDA TAINTON-BRECHTEL DBA: TEENY TOTS THERAPY	01-5800		5,890.00
85311598	05/17/2013	MISSION UNIFORM SERVICE INC	01-4300	106.68	

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Checks Dated 05/17/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85311598	05/17/2013	MISSION UNIFORM SERVICE INC	01-5800	1,790.40	1,897.08
85311599	05/17/2013	NATIONAL AUTISM RESOURCE	01-4300		37.74
85311600	05/17/2013	NBI - NATL BUSINESS INSTITUTE	01-5200		339.00
85311601	05/17/2013	PCOE	01-5200		1,200.00
85311602	05/17/2013	PEARSON ASSESSMENTS ORDERING DEPARTMENT	01-4300		210.32
85311603	05/17/2013	PLACER COUNTY SELPA	01-5200		45.00
85311604	05/17/2013	PLATT ELECTRIC SUPPLY, INC.	01-4300		697.15
85311605	05/17/2013	RAY MORGAN CO. / CHICO	01-4300	133.78	
			01-5600	358.81	492.59
85311606	05/17/2013	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		1,804.41
85311607	05/17/2013	RIEBES AUTO PARTS	01-4365		1,415.69
85311608	05/17/2013	SAC VAL JANITORIAL SALES	01-4300		1,025.55
85311609	05/17/2013	SIERRA OFFICE SUPPLIES &	01-4300		377.83
85311610	05/17/2013	SUPER DUPER SCHOOL COMPANY	01-4300	27.84	
			Unpaid Sales Tax	1.94-	25.90
85311611	05/17/2013	TAG / AMS INC	01-5800		255.00
85311612	05/17/2013	WESTERN PLACER WASTE	01-5540		8.05
85311613	05/17/2013	WILCO SUPPLY	01-4300		106.52
85311614	05/17/2013	WILSON WAY TIRE CO. INC.	01-4365		206.27
85311615	05/17/2013	DISCOVERY OFFICE SYS/US BANK EQUIPMENT FINANCE	01-5600		950.58
		Total Number of Checks		**90**	**124,519.90**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	88	123,650.74
12	Child Development Fund	3	1,029.18
	Total Number of Checks	**90**	124,679.92
	Less Unpaid Sales Tax Liability		160.02-
	Net (Check Amount)		**124,519.90**

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

Checks Dated 05/10/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85310057	05/10/2013	PACIFIC GAS & ELECTRIC CO	01-5510		10,315.74
85310058	05/10/2013	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		334.13
85310059	05/10/2013	WAVE DIVISION HOLDINGS	01-5560		9,850.00
85310060	05/10/2013	Reynaldo A. Cubias	01-4300		356.16
85310061	05/10/2013	Michael J. Doherty	01-4300	424.18	
			01-5800	44.78	468.96
85310062	05/10/2013	Tracy L. Gruber	01-4300		106.55
85310063	05/10/2013	Mike T. Hankins	01-5200		129.00
85310064	05/10/2013	Erin E. Kadel	01-4300		79.69
85310065	05/10/2013	Kevin D. Kurtz	01-4300		51.10
85310066	05/10/2013	Cherill L. Morris	01-4300		48.35
85310067	05/10/2013	Jennifer D. Nelson	01-4300		52.12
85310068	05/10/2013	Sheri S. Stone	01-4300		314.77
85310069	05/10/2013	Kelli M. Willard	01-4300		12.88
85310070	05/10/2013	AMF BOWLING CENTERS INC DBA ROCKLIN LANES	01-5800		1,200.00
85310071	05/10/2013	BIO CORPORATION	01-4300	342.74	
			Unpaid Sales Tax	19.86-	322.88
85310072	05/10/2013	CDW GOVERNMENT INC	01-4300		3,600.00
85310073	05/10/2013	CELEBRATIONS	01-5600		201.86
85310074	05/10/2013	CLASSROOM DIRECT.COM	01-4300		63.93
85310075	05/10/2013	COMMON GOAL SYSTEM INC	01-5600		897.85
85310076	05/10/2013	COSTCO	01-4300		899.87
85310077	05/10/2013	DEMCO MEDIA	01-4300		158.84
85310078	05/10/2013	EDUCATORS PUBLISHING SERVICE	01-4300		126.59
85310079	05/10/2013	FOLLETT LIBRARY RESOURCES	01-4300		548.51
85310080	05/10/2013	FRY'S ELECTRONICS	01-4400		622.41
85310081	05/10/2013	HOME DEPOT	01-4300		201.26
85310082	05/10/2013	INSECT LORE	01-4300		54.80
85310083	05/10/2013	J.W. PEPPER & SON INC	01-4300		183.07
85310084	05/10/2013	LAKESHORE LEARNING MATERIALS	01-4300		565.93
85310085	05/10/2013	NEW LIFE ELECTRONICS	01-4300		98.40
85310086	05/10/2013	NICKY'S COMMUNICATOR	01-4300	1,310.42	
			Unpaid Sales Tax	91.42-	1,219.00
85310087	05/10/2013	OFFICE DEPOT	01-4300	2,481.56	
			01-4400	2,361.30	
			11-4300	21.91	
			21-4400	2,361.30	7,226.07
85310088	05/10/2013	ORIENTAL TRADING COMPANY INC	01-4300	358.59	
			Unpaid Sales Tax	22.70-	335.89
85310089	05/10/2013	PCOE	01-5200		1,650.00
85310090	05/10/2013	PIONEER MEDICAL PRODUCT	01-4300		239.04
85310091	05/10/2013	PROMOTE MARKETING CONCEPTS	01-4300		100.51
85310092	05/10/2013	RAY MORGAN CO. / CHICO	01-4300		419.33
85310093	05/10/2013	REALLY GOOD STUFF	01-4300	456.49	
			Unpaid Sales Tax	28.06-	428.43
85310094	05/10/2013	SAFEWAY INC	01-4300		53.55

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5.2.10

Checks Dated 05/10/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85310095	05/10/2013	SAX ARTS & CRAFTS	01-4300		35.63
85310096	05/10/2013	SCHOOL SPECIALTY INC	01-4300	297.52	
			11-4300	465.01	762.53
85310097	05/10/2013	SCIENCE KIT & BOREAL LABS	01-4100		137.68
85310098	05/10/2013	SIGNS ON TIME	01-4300		180.60
85310099	05/10/2013	SONLIGHT COMMUNICATIONS	01-4300	332.76	
			Unpaid Sales Tax	22.12-	310.64
85310100	05/10/2013	STUDENT SUPPLY	01-4300	92.52	
			Unpaid Sales Tax	6.28-	86.24
85310101	05/10/2013	SUPER 8 MOTEL	01-5200		261.06
85310102	05/10/2013	SUPERIOR REGION CATA	01-5200		150.00
85310103	05/10/2013	SURVEILLANCE SYSTEM INT	01-4400	1,739.60	
			01-5800	379.50	2,119.10
85310104	05/10/2013	TOLEDO P.E. SUPPLY	01-4300	190.03	
			Unpaid Sales Tax	11.63-	178.40
85310105	05/10/2013	TROXELL COMMUNICATIONS	01-4300	27.68	
			01-4400	35.75	63.43
85310106	05/10/2013	ULINE	01-4300		1,279.06
85310107	05/10/2013	WESTERN BLUE AN NWN COMPANY	01-4300		173.08
85310108	05/10/2013	Diane L. Whiting	01-4300		42.25
85310109	05/10/2013	"DANIELSEN COMPANY, THE"	13-4380	210.48	
			13-4710	4,496.43	
			Unpaid Sales Tax	9.18-	4,697.73
85310110	05/10/2013	CROWN DISTRIBUTING INC.	13-4380		517.98
85310111	05/10/2013	D & P CREAMERY	13-4710		13,257.06
85310112	05/10/2013	ED JONES FOOD SERVICE	13-4710		5,361.99
85310113	05/10/2013	MISSION UNIFORM SERVICE INC	13-4300		825.85
85310114	05/10/2013	OLD TOWN PIZZA	13-4710		2,635.00
85310115	05/10/2013	PROPACIFIC FRESH	13-4710		294.65
85310116	05/10/2013	SARA LEE	13-4710		463.16
85310117	05/10/2013	SYSCO SACRAMENTO	13-4380	407.63	
			13-4710	2,320.12	2,727.75
		Total Number of Checks	**61**		**80,098.34**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	52	46,671.02
11	Adult Education Fund	2	486.92
13	Cafeteria Fund	9	30,790.35
21	Building Fund #1	1	2,361.30
	Total Number of Checks	**61**	80,309.59
	Less Unpaid Sales Tax Liability		211.25-
	Net (Check Amount)		**80,098.34**

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

Checks Dated 05/03/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85308795	05/03/2013	"DANIELSEN COMPANY, THE"	13-4380	189.92	
			13-4710	1,378.22	
			Unpaid Sales Tax	2.91-	1,565.23
85308796	05/03/2013	CROWN DISTRIBUTING INC.	13-4380		832.52
85308797	05/03/2013	DISCOUNT SCHOOL SUPPLY	01-4300	2,426.27	
			01-4400	615.85	3,042.12
85308798	05/03/2013	ED JONES FOOD SERVICE	13-4710		6,078.20
85308799	05/03/2013	HERITAGE THEATRE	01-5800		396.00
85308800	05/03/2013	OLD TOWN PIZZA	13-4710		2,711.50
85308801	05/03/2013	ORIENTAL TRADING COMPANY INC	01-4300	206.85	
			Unpaid Sales Tax	13.11-	193.74
85308802	05/03/2013	PROPACIFIC FRESH	13-4710		263.25
85308803	05/03/2013	SARA LEE	13-4710		479.10
85308804	05/03/2013	SEVEN UP BOTTLING CO OF SF	13-4710		271.20
85308805	05/03/2013	SKY ZONE INDOOR TRAMPOLINE PARK	01-5800		414.00
85308806	05/03/2013	STAFFORD MEAT COMPANY	13-4710		192.00
85308807	05/03/2013	Anayat Sharifie	01-5200		58.42
85308808	05/03/2013	ACSA PLACER COUNTY CHARTER DRY CREEK JOINT ELEM	01-4300	330.00	
			01-5200	310.00	
			01-5800	30.00	670.00
85308809	05/03/2013	ADI HONEYWELL INTERNATIONAL	01-4300		410.68
85308810	05/03/2013	BOYLE FUTURE TECHNOLOGY	01-4365		210.70
85308811	05/03/2013	BUS WEST - FRESNO	01-4365		59.24
85308812	05/03/2013	C.A.S.H. COALITION FOR	21-5200		1,580.00
85308813	05/03/2013	DANIEL W. GRIFFEN DBA DANG ELECTRIC	01-5800		1,894.39
85308814	05/03/2013	DAWSON OIL COMPANY	01-5200		115.00
85308815	05/03/2013	GRAINGER .	01-4300		139.65
85308816	05/03/2013	INTEGRATED FIRE SYSTEMS INC	01-5600	180.00	
			01-5800	1,376.64	1,556.64
85308817	05/03/2013	J HOUSE ENVIRONMENTAL, INC.	35-5800		2,190.00
85308818	05/03/2013	K S TELECOM INC	01-4300		99.07
85308819	05/03/2013	LOZANO SMITH, LLP	01-5810		1,073.00
85308820	05/03/2013	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		3,994.44
85308821	05/03/2013	MEDICAB OF SACRAMENTO/SIERRA	01-5800		1,980.00
85308822	05/03/2013	PINNACLE TELECOMMUNICATIONS	01-4300		556.12
85308823	05/03/2013	SAC VAL JANITORIAL SALES	01-4300		544.20
85308824	05/03/2013	SIG EMPLOYEE BENEFITS TRUST	76-9554		577,678.10
85308825	05/03/2013	TOTAL EDUCATION SOLUTIONS	01-5800		743.75
85308826	05/03/2013	WESTERN BLUE AN NWN COMPANY	01-4300		3,582.44
85308827	05/03/2013	ZEP SALES & SERVICE	01-4300		3,275.15
85308828	05/03/2013	Melanee Ford	01-4300		84.38
85308829	05/03/2013	Sylvia M. Fulton	01-4300		28.60
85308830	05/03/2013	Robert T. Lyons	01-4300		43.00

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5.2.12

Checks Dated 05/03/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85308831	05/03/2013	Jennifer D. Nelson	01-4300		32.81
85308832	05/03/2013	ALL AWARDS	01-4300		1,392.82
85308833	05/03/2013	APPLE INC.	01-4400		2,910.28
85308834	05/03/2013	B&H PHOTO VIDEO	01-4400	1,220.12	
			Unpaid Sales Tax	85.12-	1,135.00
85308835	05/03/2013	BOWDEN & SONS CONSTRUCTION	40-4400		1,600.00
85308836	05/03/2013	CATA CONFERENCE	01-5200		993.00
85308837	05/03/2013	DE LAGE LANDEN	01-5600		129.82
85308838	05/03/2013	EXP INC DBA ERIC'S X PRESS	11-4300		191.35
85308839	05/03/2013	FLINN SCIENTIFIC INC	01-4300		311.90
85308840	05/03/2013	MJB WELDING SUPPLY, INC.	01-4300		38.14
85308841	05/03/2013	NORMAJEAN HINDERS/APSEMSU	01-5200		735.00
85308842	05/03/2013	PACIFIC ENVIRONMENTAL	01-5800		8,016.00
85308843	05/03/2013	PCOE	01-4300	177.87	
			01-5200	450.00	627.87
85308844	05/03/2013	POSTMASTER / GEMS	01-4300		690.00
85308845	05/03/2013	QUALTIY SUITES	01-5200		1,783.04
85308846	05/03/2013	QUENCH USA, INC	01-4300		399.90
85308847	05/03/2013	RAY MORGAN CO. / CHICO	01-4300		49.93
85308848	05/03/2013	RENAISSANCE LEARNING INC.	01-4300		3,500.81
85308849	05/03/2013	SACRAMENTO ZOO	01-5800		358.00
85308850	05/03/2013	SAFEWAY INC	01-4300		48.49
85308851	05/03/2013	SCHOOL SPECIALTY INC	01-4300		18.63
85308852	05/03/2013	STAPLES ADVANTAGE	01-4100	56.43	
			01-4300	637.67	694.10
85308853	05/03/2013	SUPER 8 MOTEL	01-5800		312.56
85308854	05/03/2013	THE ACTIVE NETWORK INC	01-5600		625.00
85308855	05/03/2013	US BANK BUSINESS EQUIPMENT	01-5600		492.00
85308856	05/03/2013	WESTERN BLUE AN NWN COMPANY	11-4300		538.58
85308857	05/03/2013	WILLIAM A. SIDNEY DBA - SAC TOWN BEBOPS	01-5600		130.00
		Total Number of Checks	**63**		**646,760.86**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	49	50,688.06
11	Adult Education Fund	2	729.93
13	Cafeteria Fund	8	12,395.91
21	Building Fund #1	1	1,580.00
35	Schools Facilities (Prop 1A)	1	2,190.00
40	Spec Res For Capital Outlay	1	1,600.00
76	Payroll Fund	1	577,678.10
	Total Number of Checks	**63**	646,862.00
	Less Unpaid Sales Tax Liability		101.14-
	Net (Check Amount)		**646,760.86**

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

5.2.13

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:
June 4, 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.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT

June 4, 2013

CLASSIFIED/MANAGEMENT

NEW HIRES

1. **Name:** Alisha Drennon
   Position: Paraprofessional Phys Health Care
   Salary: CSEA, Range 17, Step A
   Hours: 3.34 Hours/Day
   Days: 10 Months/Year
   Effective: 5/28/13
   Site: Foskett Ranch Elementary
   Funding: Categorical
   Replacement Position

ADDITIONAL POSITION

1. **Name:** Deanna Harmon
   Position: Food Service Assistant
   Site: Lincoln High School
   Hours: 2.25 Hours/Day
   Effective: 7/1/13
   Replacement Position

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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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:
June 4, 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

June 4, 2013

CERTIFICATED/MANAGEMENT

REQUEST FOR LEAVE OF ABSENCE/TEACHER ON SPECIAL ASSIGNMENT/PEER COACH

1. **Name:** Lori Fury
   Position: From: 7th/8th Grade Math/Elective To: Teacher On Special Assignment/Peer Coach
   FTE: 1.0
   Effective Date: July 1, 2013 – June 30, 2014
   Site: From: GEMS To: DISTRICT OFFICE

RETIREMENTS/RESIGNATIONS

1. **Name:** Janet Baird
   Position: English Teacher
   FTE: .75
   Effective Date: June 30, 2013
   Site: Lincoln High

2. **Name:** Michael Doherty
   Position: Reading Intervention Instructor Title I
   FTE: .20
   Effective Date: June 30, 2013
   Site: Phoenix High

3. **Name:** Sandra Phillips
   Position: 1st-3rd Language Intensive Teacher
   FTE: 1.0
   Effective Date: June 30, 2013
   Site: Carlin C. Coppin

4. **Name:** Erica Raaberg
   Position: Math Teacher
   FTE: .83
   Effective Date: June 30, 2013
   Site: Lincoln High

5. **Name:** Jennifer Jacobo
   Position: 6th Grade L.A./Social Studies
   FTE: 1.0
   Effective Date: June 30, 2013
   Site: Twelve Bridges Middle

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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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:
Director of Technology Contract Extension

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Mary Boyle
Deputy Superintendent

ENCLOSURES:
No

DEPARTMENT:
District Office

FINANCIAL INPUT/SOURCE:
General Fund

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

The contract for the Director of Technology expires June 30, 2013. Administration recommends extension of the contract for the original contract length of two years.

RECOMMENDATION:

Administration recommends extension of the contract for two years.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:
Ratification of District Director of Maintenance and Operations Contract as Senior Management of the Classified Service

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Audrey Kilpatrick
Assistant Superintendent of Business & Operations

ENCLOSURES:
Yes

DEPARTMENT:
Business Services

FINANCIAL INPUT/SOURCE:
Maintenance & Operations

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

Pursuant to California Education Code 45100.5 and 45108.5, the Governing Board is authorized to employ the District Director of Maintenance and Operations as Senior Management of the Classified Service. The contract commences July 1, 2013 and ends June 30, 2014. The contract has been amended to remove the District provided vehicle and adds a monthly automobile allowance for the use of his personal vehicle for District business. The provisions of the contract shall become effective July 1, 2013.

RECOMMENDATION:

Staff recommends ratification of the contract.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
AGREEMENT FOR EMPLOYMENT OF
DISTRICT DIRECTOR OF MAINTENANCE AND OPERATIONS

The following is an Agreement between the Western Placer Unified School District Board of trustees, hereinafter referred to as "Board," and Curtis Stizzo, hereinafter referred to as "Director of Maintenance and Operations."

1. Term and Termination:

Pursuant to California Education Code 45100.5 and 45108.5, the Governing Board hereby employs the Director of Maintenance and Operations commencing July 1, 2013 and ending on June 30, 2014 unless otherwise terminated or extended. The provisions of this Agreement shall become effective on commencement of employment.

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

2. Salary:

The Director of Maintenance and Operations 's base salary shall be $66,484.00 annually. The district will pay the employee's portion of Public Employee Retirement System (PERS) contribution. The opportunity for the Director of Maintenance and Operations to negotiate other benefits and conditions of this Agreement remain open during the life of the remaining Agreement.

3. Duties:

The Director of Maintenance and Operations shall serve as the Director of Maintenance and Operations of the Western Placer Unified School District according to the board adopted job description. The Director of Maintenance and Operations shall do and perform all services, acts, or things necessary or advisable to manage and conduct the Maintenance and Operations department of District in this capacity, subject at all times to applicable state and federal laws and the policies set by District's Governing Board, and subject to the consent of the Board when required by the terms of this Agreement or by Board Ordinances, Policies, Rules, or direction, or by applicable law. This is a twelve month position.

4. Health and Welfare:

The Director of Maintenance and Operations shall be provided the same health and welfare benefits as classified management employees including the same allowances and caps.

5. Reimbursement of Personal Expenses:

The District shall promptly reimburse the Director of Maintenance and Operations for all reasonable personal expenses incurred in connection with District responsibilities, under the direction of the supervisor. Each such expenditure shall be reimbursable only if the Director of

Maintenance and Operations furnishes to the District adequate records and other documentary evidence required by federal and state statutes and regulations issued by the appropriate taxing authorities for the substantiation of each such expenditure. Such expenses, include, but are not limited to, the expenses incurred in the attendance of regional, state or national conferences, seminars, hearings, or meetings which are devoted to matters to the benefit and welfare of the District under the direction of the immediate supervisor.

6. Transportation:

The Director of Maintenance and Operations shall be paid for use of his private vehicle in the amount of two hundred and fifty dollars ($250) per month.

7. Membership and Dues:

The District shall pay membership fees for appropriate organizations as approved by the immediate supervisor.

8. Life and Disability Insurance:

The District shall pay for the life and disability insurance plans provided to classified management employees.

9. Vacation:

The Director of Maintenance and Operations shall be allotted 10 days vacation. In no case will more than 35 days of unused vacation be paid at the expiration or termination of this contract.

10. Sick Leave:

The Director of Maintenance and Operations shall be entitled to twelve (12) working days of sick leave each current contract year cumulative indefinitely.

11. Evaluation:

The performance of the Director of Maintenance and Operations shall be assessed at least annually. This evaluation shall be based on the position description and the mutually agreed upon and specified goals and objectives in accordance with the procedures authorized in district policies.

12. Termination:

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

(a) Whenever the Director of Maintenance and Operations and District shall mutually agree to termination in writing;

(b) Upon the death of Director of Maintenance and Operations or permanent incapacity to perform the duties of this office; or

(c) Regardless of the term of this Agreement and pursuant to the requirements of Government

Code Sections 53260 and 54261, it is hereby agreed that the Board, unilaterally and without cause, may terminate this Agreement and the director's status as an employee of the District. In consideration of the Board's right to terminate the Agreement without cause, the District shall pay to the director the then current salary for the remainder of the term of this Agreement, or for twelve (12) months (see Government Code 53260(a) and 53261) following the effective date of termination, whichever is less.

13. Entire Agreement:

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

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

14. Modifications:

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

15. Severability:

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

Law Governing Agreement

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

Scott Leaman, Superintendent — Date 5/30/13

Curtis Stizzo — Date 5/30/13

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Resolution 09/10.15

A RESOLUTION BEFORE THE GOVERNING BOARD OF THE WESTERN PLACER UNIFIED SCHOOL DISTRICT APPROVING DIRECTOR MAINTENANCE AS BEING DESIGNATED A CLASSIFIED POSITION

WHEREAS, California Education Code Section 45100.5 allows the Governing Board of the Western Placer Unified School District to designate certain classified positions as "senior management" positions of the classified service; and

WHEREAS, such designation of certain classified positions is not a matter subject to collective bargaining negotiations but is subject to review by the Public Employment Relations Board; and

WHEREAS, employees whose positions are designated as senior management shall be part of the classified service and afforded all rights, benefits and burdens of other classified employees except that they shall be exempt from all provisions relating to obtaining permanent status in a senior management position; and

WHEREAS, in accordance with Education Code Section 45108.5 only a classified employee who acts as the fiscal advisor to the District Superintendent or classified employees in the highest position in a principal program area and which has district-wide responsibility for formulating policies or administering the program area may be designated "senior management"; and

WHEREAS, as a school district with less than 10,000 ADA, the Western Placer Unified School District may designate a maximum of two senior management positions.

NOW THEREFORE, BE IT IS RESOLVED, that the district's Director of Maintenance is the highest position in the respective principal program area of Maintenance and has district-wide responsibilities for administering the maintenance department; and

BE IT FURTHER RESOLVED, that the following district classified position is hereby designated as senior management:

Director of Maintenance

PASSED AND ADOPTED, at a regular meeting of the Western Placer Unified School District Governing Board on the 19th day of January 2010, by the following vote

Ayes: Gage, Long, Stevenson, Haley, Carras
Noes:
Absent:

Governing Board President
Western Placer Unified School District

Board Clerk
Western Placer Unified School District

5.6.4

Public

Hearing

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:

Public Hearing on Tier III Funding

AGENDA ITEM AREA:

Public Hearing

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent, Business & Operations

ENCLOSURES:

Included in Tier III Adoption Back Up

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

June 4, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

Per California Education Code 42605, as a condition of receipt of funds, the governing Board of each school district shall hold a public hearing regarding Tier III categorical proposed expenditures for the subsequent fiscal year. At this public hearing the Board shall take testimony from the public, discuss, approve or disapprove the proposed use of funding.

The district is not proposing to close any programs.

This public hearing notices were posted 72 hours in advance of the hearing.

RECOMMENDATION:

Administration recommends the Board hold a public hearing regarding the proposed Tier III categorical funding expenditures.

WESTERN PLACER
UNIFIED SCHOOL DISTRICT

NOTICE OF PUBLIC HEARING

2013-14 Tier III Categorical Programs

Lincoln High School
Performing Arts Theater
790 J Street, Lincoln CA
June 4, 2013 7:00 P.M.

Notice is hereby given that per California Education Code 42605 and as amended by AB 189, Chapter 606, the Board of Trustees of the Western Placer Unified School District shall hold a Public Hearing at which the governing Board shall take testimony from the public, discuss and approve or disapprove the proposed use of Tier III Categorical Program revenue for the 2012-13 school year.

AB 189 gives local education agencies the authority to use these funds with specified exceptions, for any educational purpose, to the extent permitted by federal law. The flexibility provisions of these funds are authorized through the 2014-15 fiscal year. As a condition of receiving Tier III revenue, a public hearing must be held each fiscal year.

The proposed use of Tier III Categorical Program revenue will be available for public inspection 3 days prior to the date set for the hearing. The proposed use will be available for public inspection at 600 Sixth Street, Suite 400, Lincoln, California, during regular business working hours.

Posted: May 30, 2013

8.1

INFORMATION

DISCUSSION

ACTION

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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SUBJECT:
Preliminary Look at CAHSEE Test Scores 2013

AGENDA ITEM AREA:
Information

REQUESTED BY:
Mary Boyle MB
Deputy Superintendent Educational Services

ENCLOSURES:
Attached

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
None

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
No

BACKGROUND AND SUMMARY:
Lincoln High School rocks! The LHS administration, teaching staff, support staff, students and families have continued the tradition of strong results for tenth grade students passing the California High School Exit Examination (CAHSEE) in the areas of English Language Arts (ELA) and Mathematics on their first attempt with a SIGNIFICANT increase in scores. While 85% or more of our students have passed CAHSEE on their first attempt for the past three to five years, the 2013 assessment results show a record 91% pass rate in ELA and a 94% pass rate in Mathematics! This is OUTSTANDING! At the same time as the overall scores are going up, the achievement gap for students who speak English as a second language and for students living in poverty compared to their English-only speaking and more affluent peers is shrinking. In fact, our RFEP (Reclassified Fluent English Proficient – bilingual in English and a second language) students actually outscored their non-second-language counterparts, with a 97% pass rate in both ELA and Mathematics. Students who are socially-economically disadvantaged scored within 8 and 3 percentage points of non-SED students in ELA and Mathematics, respectively.

RECOMMENDATION:
Information only – celebrating Lincoln High School's positive CAHSEE results!

Western Placer Unified School District
CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE)
10th Grade Results
2006 - 2013

WPUSD ENGLISH LANGUAGE ARTS
% 10th Grade Students Passing CAHSEE
(Parentheses Indicate # Tested if <20; n/a if <10 - not representative sample)

Year	% ALL WPUSD Students Grade 10	% LHS Only Grade 10	% County Grade 10	% State Grade 10	% ALL WPUSD Special Educaton Students	% ALL WPUSD English Learner Students (EL)	% ALL WPUSD Redesig Fluent English Prof (RFEP)	% ALL WPUSD Socio-Econom Disadvan (SED)	% ALL WPUSD Not Socio-Econom Disadvan
2006	81	**83**	89	79	42 (11)	27 (7)	n/a	66	90
2007	84	**85**	87	78	44 (12)	43 (12)	78	70	89
2008	86	**87**	86	79	27 (8)	53 (17)	89	75	92
2009	86	**88**	85	80	31 (11)	27 (11)	91	75	92
2010	82	**84**	80	80	34 (11)	41 (13)	83	70	89
2011	86	**86**	90	83	33 (13)	50 (11)	85	74	91
2012	87	**88**	91	83	32 (9)	42 (10)	81	77	95
2013	91	**91**	TBD	TBD	60 (3)	53 (9)	97	86	94

WPUSD MATHEMATICS
% 10th Grade Students Passing CAHSEE
(Parentheses Indicate # Tested if <20; n/a if <10 - not representative sample)

Year	% ALL WPUSD Students Grade 10	% LHS Only Grade 10	% County Grade 10	% State Grade 10	% ALL WPUSD Special Educaton Students	% ALL WPUSD English Learner Students (EL)	% ALL WPUSD Redesig Fluent English Prof (RFEP)	% ALL WPUSD Socio-Econom Disadvan (SED)	% ALL WPUSD Not Socio-Econom Disadvan
2006	82	**83**	87	78	17(5)	58 (15)	n/a	70	88
2007	83	**84**	85	76	36 (9)	50 (14)	81	70	90
2008	87	**87**	86	79	21 (6)	53 (17)	86	77	92
2009	86	**88**	84	81	26 (9)	54 (13)	89	77	90
2010	85	**88**	82	81	41 (12)	54 (15)	91	83	91
2011	86	**87**	92	83	28 (11)	70 (16)	79	77	91
2012	85	**85**	91	84	29 (8)	67 (16)	80	80	89
2013	94	**94**	TBD	TBD	50 (2)	64 (9)	97	91	94

NOTES:

*** Significant jump in scores in 2013!**
*** Consistently strong scores for WPUSD 10th grade students passing CAHSEE on first attempt**
*** Scores higher than State averages**
*** 2009 - 2013 significant increase in RFEP & SED scores, closing the achievement gap**

5/29/2013

9.1.1

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:
Vision Screening Contract 2013 - 2014

AGENDA ITEM AREA:
Action

REQUESTED BY:
Mary Boyle MB
Deputy Superintendent Ed Services

ENCLOSURES:
Yes

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

WPUSD participates in required vision screening for all students in kindergarten and in grades three and six annually, with additional color vision screening for boys in first grade. The cost of this vision screening has been approximately $4700 annually.

Melody O. Quenzer, O.D., Inc. of Eye-Q Optometry in Lincoln, has offered the required vision screening at no cost to our District students in these required grades for the 2013 – 2014 school year. She will provide the vision screening at school sites with our District School Nurses coordinating the screenings through the involved sites as we have done before.

Western Placer Unified School District appreciates such community support of our District students and programs, especially during the recent budget challenges.

RECOMMENDATION:

Approve contract with Eye-Q Optometry for free vision screening for students in kindergarten and grades three and six for the 2013-14 school year.

9.2

Melody O. Quenzer, O.D., Inc.
Eye-Q Optometry
167 Lincoln Boulevard, Suite 102
Lincoln, California 95648-1890
916.434.6225
mquenzerod@gmail.com

MCT Vision Screening Contract 2013-2014

Dr. Melody Quenzer ("Contractor") shall provide Modified Clinical Technique Vision Screening Services for students enrolled in Western Placer Unified School District, to include all students in kindergarten, 3rd grade, and 6th grade, as well as color vision testing for 1st grade boys.

Required testing for grades K, 3, and 6 will include, but not be limited to:

- Distance and Near Visual Acuity
- Coordination/Cover Test
- Refractive Error

Additional testing for grades K, 3, and 6 will include:

- Color Vision
- Stereo Testing
- Pupil and Extraocular Motility

Testing for grade 1 males will include:

- Color Vision

The specific days for testing are to be mutually agreed upon by contract and WPUSD. WPUSD shall designate which children are to be tested as well as the school sites where testing will occur.

Contractor agrees to test up to 125-200 students per day. Contractor will provide these services free of charge on a voluntary basis. Contractor must be notified at least ten (10) days prior to the cancellation of any screening day by WPUSD.

Western Placer Unified School District
600 Sixth Street, Suite 400
Lincoln, CA 95648
916.645.6350

By: _____
Date: 5/29/13

Dr. Melody O. Quenzer (Contractor)
Eye Q Optometry
167 Lincoln Blvd, Suite 102
Lincoln, CA 95648
916.434.6225

_____
5-10-2013

9.2.1

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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SUBJECT:
Placer Community Foundation Community Wellness Mini-Grant Application

AGENDA ITEM AREA:
Action

REQUESTED BY:
Mary Boyle MB

ENCLOSURES:
Handouts at Meeting

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
Grant Funding

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

Western Placer Unified School District formed a Student Wellness Committee this year as part of our continued commitment to student wellness. Part of that committee's charge is to determine health and wellness improvement goals for our District students. The Committee has endorsed an application to the Placer Community Foundation for a Community Wellness Mini-Grant to enhance our students' individual attention to their own physical fitness, adding a fall Physical Fitness Test (PFT) assessment in grades 5, 7 & 9 in order that students set goals for improvement in two specific areas before spring PFT testing: Aerobic Capacity and Body Composition. Of the six areas measured by the PFT, these are the two targeted for improvement by the Student Wellness Committee. The purpose of the grant is to provide students with baseline information on their fitness in these two areas in the fall, to encourage them to set their own goals for improvement, to choose a partner for encouragement, and to monitor their own progress toward their goals.

RECOMMENDATION:

Approve WPUSD Application for a Placer Community Foundation Community Wellness Mini-Grant.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Ratification of Updated 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 5/15/13

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund Savings

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

The Western Placer Unified School District and the California School Employees Association Chapter #741 have signed an updated Memorandum of Understanding regarding furlough days, salary, and other items for the 2013/2014 school year. This MOU is a modification of the previous MOU ratified by the Board on April 16, 2013 and 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 CSEA Unit Membership on Thursday, May 30, 2013.

RECOMMENDATION:

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

9.4

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

May 15, 2013

INTRODUCTION

On February 19 and 26, 2013, March 15, 2013, April 4, 2013 and May 15, 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. On April 4, 2013, the Parties signed an Agreement which was later ratified by both CSEA and the Board of Trustees for WPUSD. Since the time of the Agreement on April 4, 2013, circumstances have changed that have allowed the Parties to come back together to modify and revise the prior Agreement and to enter into this Revised Agreement which shall supersede and replace the prior Agreement of April 4, 2013. 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 two (2) unpaid, non-work "furlough" days. Furlough days shall be taken in the following manner:
    a. All CSEA unit members will receive two (2) unpaid furlough days for the 2013-2014 school year. Each employee's pay shall be reduced accordingly to reflect the two (2) furlough day reduction.

    b. One (1) of the furlough days will be considered a floating furlough day taken in accordance with paragraph 1(c)(i-iv) below 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 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.

9.4.1

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 one (1) 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 one (1) day. Said furlough time off for the equivalent of one (1) day 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 1 day = 8 furlough hours. A 4 hour employee shall be calculated to have 4 hours x 1 day = 4 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 one (1) day 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 two (2) 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 two (2) 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 two (2) 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 two (2) 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.

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 together with the District's one-time borrowing from the Deferred Maintenance Reserve in 2013-2014, 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 two (2) days.

5. Sixty days after approval of the California State Budget, at the 2013-2014 2nd Interim Budget Report and when the 2013-2014 Unaudited Actual Report is approved by the Board, if the District realizes any new State Revenues from the 2013-2014 projected Total State Revenues (as presented in the 2012-2013 2nd Interim Report - Listed as $34,469,533 for Revenue Limit Sources and $5,958,927 as State Revenue, totaling $40,428,460), resulting in an aggregate total increase of at least $100,000, the District will meet with CSEA and have concessions restored in the amount of 9.75% of the increased State Revenue amount. These dollars will be allocated at the discretion of CSEA Bargaining Team for restorative purposes on behalf of its members. The restoration of concessions may be completed after each event (ex. State Budget approval, 2013-2014 2nd Interim, or approval of 2013-14 Unaudited Actuals in 2014) occurs and the aggregate total at any time reaches a minimum of $100,000; the allocated funds must be such that they can be used for restoration of concessions. Concessions, if rescinded, will be rescinded prior to their occurrence if possible or retroactively.

   Should the 2013-2014 Total State Revenues for the District deteriorate (by $100,000 or more), both Parties agree to reopen negotiations to mitigate the increased deficit under a fair share mentality using the same criteria as described above.

   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 Parties agree that this MOU supersedes and replaces the previous Agreement dated April 4, 2013.

7. 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.

8. 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.

9. 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.

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

9.4.4

11. 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: 5/15/13

For the District:

Ryan Davis, Director of Human Services

Dated: 15 MAY 2013

For CSEA:

Mike Kimbrough, Chapter President

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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:
Approve Resolution No 12/13.29 Regarding Authorization to Teach Assigned Subjects

AGENDA ITEM AREA:
Discussion/ Action

REQUESTED BY:
Ryan Davis
Director, Human Services

ENCLOSURES:
Yes
Resolution No. 12/13.29 &
Consent form

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
Yes

BACKGROUND:

Pursuant to Education Code 44256(b), and in order to ensure proper credentialing and teacher consistency for one of our assignments the District administration is making a recommendation that the Board approve Resolution No 12/13.29 which will allow one certificated teacher to teach Social Science for the entire 2013-2014 school year in an middle school departmentalized setting at grades 6-8 at Glen Edwards Middle School. The teacher has consented to this assignment.

RECOMMENDATION:

Administration recommends the Board of Trustees approve Resolution 12/13.29.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 12/13.29

AUTHORIZATION TO TEACH ASSIGNED SUBJECTS
FOR THE 2013-2014 SCHOOL YEAR

WHEREAS, the Western Placer Unified School District always seeks to hire fully credentialed teachers to teach all subjects. However, when credentialed teachers are not available, some teachers may be assigned to classes that are outside their credential authorizations but still in compliance with the law;

WHEREAS, Education Code section 44256(b) authorizes the holder of a multiple subjects teaching credential to teach classes in grade 5-8 in a middle school provided he/she has completed at least twelve (12) semester units or six (6) upper division or graduate units, of coursework at an accredited institution in the subject to be taught. The teacher's consent to the assignment is required;

WHEREAS, the District finds that Flavia McGinley has satisfied the unit requirement of Education Code section 44256(b) in order to teach Social Science at Glen Edwards Middle School during the 2013-2014 school year; and

WHEREAS, Flavia McGinley has consented to teaching Social Science at Glen Edwards Middle School during the 2013-2014 school year.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Western Placer Unified School District authorizes Flavia McGinley to teach Social Science at Glen Edwards Middle School for the 2013-2014 school year.

PASSED AND ADOPTED this ___ day of June, 2013 by the Board of Trustees of the Western Placer Unified School District by the following vote:

AYES: NOES: ABSENT: ABSTAIN:

_____
President
Board of Trustees
Western Placer Unified School District

Attested:
I certify that the foregoing resolution was adopted by the Board of Trustees of the Western Placer Unified School District, County of Placer, on the date shown above.

_____
Clerk
Board of Trustees
Western Placer Unified School District

9.5.1

Western Placer Unified School District
Teacher Consent Form

PURPOSE: Pursuant with *Education Code section 44256 (b)* Western Placer Unified School District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Western Placer Unified School District School Year: 2013-2014

School Site: Glen Edwards Middle School Grade Level: 6th – 8th

Teacher: Flavia McGinley

Credential Held: Multiple Subject Teaching Credential – General Subjects

Supplementary Authorization: Business & Introductory Spanish

1. Assignment: 6th-8th Social Science Legal Authorization per Ed Code §44256 (b)

I mutually agree and consent to this assignment.

Teachers Signature: Flavia McGinley

Printed/Typed Name: Flavia McGinley

Date: 5/29/13

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:
Approve Resolution No 12/13.30 Regarding Authorization to Teach Assigned Subjects

AGENDA ITEM AREA:
Discussion/ Action

REQUESTED BY:
Ryan Davis
Director, Human Services

ENCLOSURES:
Yes
Resolution No. 12/13.30 &
Consent form

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
Yes

BACKGROUND:

Pursuant to Education Code 44256(b), and in order to ensure proper credentialing and teacher consistency for one of our assignments the District administration is making a recommendation that the Board approve Resolution No 12/13.30 which will allow one certificated teacher to teach Math for the entire 2013-2014 school year in an middle school departmentalized setting at grades 6-8 at Glen Edwards Middle School. The teacher has consented to this assignment.

RECOMMENDATION:

Administration recommends the Board of Trustees approve Resolution 12/13.30.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 12/13.30

AUTHORIZATION TO TEACH ASSIGNED SUBJECTS
FOR THE 2013-2014 SCHOOL YEAR

WHEREAS, the Western Placer Unified School District always seeks to hire fully credentialed teachers to teach all subjects. However, when credentialed teachers are not available, some teachers may be assigned to classes that are outside their credential authorizations but still in compliance with the law;

WHEREAS, Education Code section 44256(b) authorizes the holder of a multiple subjects teaching credential to teach classes in grade 5-8 in a middle school provided he/she has completed at least twelve (12) semester units or six (6) upper division or graduate units, of coursework at an accredited institution in the subject to be taught. The teacher's consent to the assignment is required;

WHEREAS, the District finds that William Trueman has satisfied the unit requirement of Education Code section 44256(b) in order to teach Math at Glen Edwards Middle School during the 2013-2014 school year; and

WHEREAS, William Trueman has consented to teaching Math at Glen Edwards Middle School during the 2013-2014 school year.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Western Placer Unified School District authorizes William Trueman to teach Math at Glen Edwards Middle School for the 2013-2014 school year.

PASSED AND ADOPTED this ___ day of June, 2013 by the Board of Trustees of the Western Placer Unified School District by the following vote:

AYES: NOES: ABSENT: ABSTAIN:

_____
President
Board of Trustees
Western Placer Unified School District

Attested:
I certify that the foregoing resolution was adopted by the Board of Trustees of the Western Placer Unified School District, County of Placer, on the date shown above.

_____
Clerk
Board of Trustees
Western Placer Unified School District

9b.1

Western Placer Unified School District
Teacher Consent Form

PURPOSE: Pursuant with *Education Code section 44256 (b)* Western Placer Unified School District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

District: Western Placer Unified School District School Year: 2013-2014

School Site: Glen Edwards Middle School Grade Level: 6th – 8th

Teacher: William Trueman

Credential Held: Multiple Subject Teaching Credential – General Subjects

Supplementary Authorization: Science & Business

1. Assignment: 6th-8th Mathematics Legal Authorization per Ed Code §44256 (b)

I mutually agree and consent to this assignment.

Teachers Signature: William D Trueman

Printed/Typed Name: William D. Trueman

Date: 5/29/13

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:
Consider Approving Revised Job Description for Network Engineer position.

AGENDA ITEM AREA:
Discussion/Action

REQUESTED BY:
Ryan Davis
Director of Human Services

ENCLOSURES:
Current and Revised Job Description for:
Network Engineer position

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the Network Engineer position to update some of the essential job duties and requirements. The District administration worked with CSEA to bring forward the enclosed job description and the description is up for a ratification vote by CSEA on May 30, 2013. A side letter has also been signed between the Parties to establish that this position is equivalent to Network Administrator and Network Analyst in Placer County. There is no financial impact as a result of this change.

RECOMMENDATION:

Approve the revised job description for the Network Engineer position.

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **NETWORK ENGINEER**
Department: Technology Services
Reports To: Director of Technology

SUMMARY:
The network administrator is responsible for a wide variety of technical duties which include, but are not limited to, analyzing, planning, designing, documenting, implementing, inspecting, testing, troubleshooting, and maintaining all areas of the network infrastructure in relation to video, life safety (e.g. digital clocks, bells, paging, communication), data systems, and applications.

ESSENTIAL DUTIES AND RESPONSIBILTIES:

- Installs, configures, maintains, upgrades, and troubleshoots servers and server-based district operating systems;
- Maintains network data communications, hardware, and software configurations;
- Performs system maintenance, diagnoses system failures, coordinates warranty repair activities, and assists in facilitating recovery;
- Performs work related assignments at various district sites remotely and on on-site;
- Provides a positive customer service oriented level of support for clients;
- Creates, tests, manages, and maintains directory services including staff user profiles and accounts;
- Adheres to and assists in enforcing technology policies, rules, and regulations by reporting violations to appropriate officials and/or administrators;
- Leads in the design, development, implementation, maintenance, and management for server virtualization and storage area network technologies;
- Designs, develops, implements, and supports network services and monitoring for network, video, life safety (e.g. digital clocks, bells, paging, communication), and supporting applications;
- Reviews plans and specifications and prepares technical design and specifications for network processing based on approved requirements;
- Implements network configuration changes to provide maximum performance and cost efficiency;
- Designs, installs, configures, maintains, and manages firewall solutions, content filter, wireless, switches, routers, intrusion detection devices, video conferencing/streaming equipment, and other network services;
- Manages and monitors network access to support a secure system environment;
- Leads in the design, development, implementation, maintenance, and management of an IT backup and disaster recovery plan;
- Prepares ad hoc and recurring management reports;
- Performs system software updates and maintains system utilities;
- May prepare or revise complex documentation in non-technical terms for users;
- Provides technology phone support, handling inquiries, and making referrals to second-tier support specialists when appropriate;
- Assists in establishing standards for data communications networks;
- Evaluates application software packages against network requirements;
- Establishes and maintains performance evaluation criteria of recommended administrative network hardware and software components;
- Other related duties as assigned.

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9.7.1

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Possession of an appropriate, valid motor vehicle operator's license is required.

EDUCATION AND/OR EXPERIENCE:
Any combination of education and experience equivalent to an associate's degree in computer science, information technology, or a related field, plus five years of progressively more responsible network and data communications experience, three of which shall have been as a network administrator. Can demonstrate knowledge of the theory, principles and practices of network engineering design and functional applications for network, data communication, and life safety systems; knowledge of industry-standard network protocols, data communications facilities, systems, interfaces, and federal, state, and local laws, codes, and regulations applicable to communications systems; ability to incorporate state-of the-art, network management technologies applicable to communications systems operations and transmission to provide maximum performance and efficiency; ability to lead a team; ability to write reports, specifications and contract documents and formulate life cycle projections; exhibits leadership and project management skills for managing large complex projects; ability to communicate effectively, both orally and in writing; and sufficient strength, agility, and dexterity to move computer equipment and perform all required tasks. Possession of a Cisco and/or other network administration certificate is preferred. High School Diploma is required.

EMPLOYMENT ELIGIBILITY:
Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

OTHER SKILLS AND ABILITIES:
- Ability to operate a computer and related software.
- Ability to communicate clearly and concisely, both orally and in writing and the ability to interact positively with schools and community.
- Ability to handle a multitude of responsibilities with minimal supervision.
- Ability to drive a car or district vehicle and possession of an appropriate, valid motor vehicle operator's license.
- Knowledge of basic math including calculation of fractions, percents and/or ratios.
- Skills to read a variety of manuals and understand multiple-step instructions.
- Skills to write documents following prescribed formats and/or present information before groups.
- Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings.
- Ability to interpret and implement rules relating to Western Placer Unified School District policies.
- Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.
- Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation.
- Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment.
- Ability to apply problem-solving techniques to analyze issues, create plans of action and reach solutions.
- Ability to establish and maintain cooperative working relationships.

DRAFT

LANGUAGE SKILLS:

- Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals.
- Ability to communicate effectively with others regarding technology issues.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed written, oral, and technical instructions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

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 essential functions.

The employee must be able to:

- Lift and/or move up to 50 pounds such as technology and networking equipment.
- Push or pull items such as furniture and equipment.
- Interact with other staff members.
- Climb a step stool or ladder and reach above shoulders.
- Sit or stand for extended periods of time.
- Squat, stoop or kneel.
- Reach above the head and reach forward.
- Stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; use hand strength to grasp tools; and to talk and hear.
- See up close, have color and peripheral vision, have depth perception, and the ability to adjust focus.
- Frequently bend or twist at the neck and trunk more than the average person.
- Ability to see and read a computer screen and printed matter with or without visual aids.
- Ability for verbal communications including the ability to speak and hear at normal room levels.
- Ability to use computer terminals, telephones, calculators, copiers, and facsimile.
- Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

WORK ENVIROMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works indoors in office and school environments and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

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

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Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **NETWORK ADMINISTRATOR**
Department: Business Services
Reports To: Assistant Superintendent, Business Services

SUMMARY:

Functioning as the Network Administrator, this individual plans, installs, maintains, documents and operationally supports all network components ensuring the maximum availability of all LAN/WAN (network) resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Designs and implements network infrastructure to meet District needs.
* Installs, configures, maintains, and secures switches, routers, firewalls and any other required network equipment.
* Implements and maintains secure VPN access to the District network.
* Troubleshoots network performance issues, creates, and maintains a disaster recovery plan.
* Maintains thorough documentation of the District network.
* Monitors all network systems to ensure optimal performance and address deficiencies.
* Works with outside vendors and service providers to meet District connectivity needs.
* Supports site technicians.
* Coordinates with other departments on projects.

MINIMUM QUALIFICATIONS:

Employment Eligibility:

* Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

* AA degree in Computer Science, Information Systems or equivalent preferred
* High school diploma required
* Cisco and/or other network certification desired, but not required

Experience:

* Five years experience in network administration supporting a LAN/WAN environment.
* Cisco equipment experience (routers and firewall).

Knowledge, Skills, and Abilities:

* Knowledge of basic math including calculation of fractions, percents and/or ratios.
* Skills to read a variety of manuals and understand multiple step instructions.
* Skills to write documents following prescribed formats and/or present information before groups.
* Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
* Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings.
* Ability to interpret and implement rules relating to Western Placer Unified School District policies.
* Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.
* Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation.

9.7.4

* Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment.
* Ability to apply problem-solving techniques to analyze issues, create plans of action and reach solutions.
* Ability to establish and maintain cooperative working relationships.

WORK ENVIRONMENT:

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

* While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate

PHYSICAL REQUIREMENTS:

* Facility to sit for extended periods at a desk, conference table, or in meeting rooms.
* Facility to frequently stand and walk; bend, stoop, and reach overhead.
* Facility to see and read a computer screen and printed matter with or without visual aids.
* Facility for verbal communications including the ability to speak and hear at normal room levels.
* Facility to use computer terminals, telephones, calculators, copiers, and facsimile.
* Facility to drive a car and the means to provide own transportation when required.
* Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

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

9.7.5

SIDE LETTER OF AGREEMENT
ENTERED INTO BY
WESTERN PLACER UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 741

This is a one time non precedent setting agreement entered into between California School Employees Association Chapter #741 (CSEA) and the Western Placer Unified School District (District):

1. On May 9, 2012, August 2, 2012, August 13, 2012, December 14, 2012, December 17, 2012, and May13, 2013 CSEA and the District met and negotiated changes in the job descriptions for the Technology Services Department.

2. In exchange for significant changes in the Network Administrator job description CSEA asked that the title of the position be changed to Network Engineer. The District agreed.

3. The Parties acknowledge that this position is equivalent to the Network Administrator/Network Analyst position in Placer County.

CSEA Chapter 741

24 MAY 2013
Date

Western Placer Unified School District

5/24/13
Date

9.7.6

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Consider Approving Revised Job Description for Technology Data Specialist position.

AGENDA ITEM AREA:
Discussion/Action

REQUESTED BY:
Ryan Davis
Director of Human Services

ENCLOSURES:
Current and Revised Job Description for:
Technology Data Specialist position

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the Technology Data Specialist position to update some of the essential job duties and requirements. The District administration worked with CSEA to bring forward the enclosed job description and the description is up for a ratification vote by CSEA on May 30, 2013. There is no financial impact as a result of this change.

RECOMMENDATION:

Approve the revised job description for the Technology Data Specialist position.

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **TECHNOLOGY DATA SPECIALIST**
Department: Technology Services
Reports To: Director of Technology

SUMMARY:

Responsible for installing, monitoring, maintaining, and updating the district's student information system and associated programs and databases; researching, designing, and implementing procedures to audit, certify, and publish student information; performing statistical reporting activities required by the district; process, summarize, analyze, prepare and certify student information reports for the Western Placer Unified School District (WPUSD) and on behalf of WPUSD for local, regional, state, and federal agencies; consults with and provides technical assistance to schools and central office administrators regarding student information analysis activities and reports; and performs related duties as required or assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Installs, monitors, maintains, updates, and supports the student information system and associated programs and databases;
- Assists end-users with student database queries and issues;
- Plans, designs, and manages all aspects of new and ongoing requests for student information to comply with state and WPUSD internal data warehouse projects and programs;
- Designs, tests, plans, and performs testing for new associated programs and databases developed internally or through vendor purchases;
- Provides technical assistance to school and district office personnel in use of operational systems or data warehouse tools and statistical analysis to gather data for district reports;
- Assists in the development of standards, policies, and procedures related to maintaining district data;
- Provides training and technical assistance to staff regarding student information system and associated programs and databases;
- Creates, audits, and summarizes student information for other departments to satisfy reporting requirements;
- Uses databases, spreadsheets, and advanced statistical software for data management and analysis activities;
- Provide a positive customer service oriented level of support for district technology users;
- Uses a variety of presentation software to prepare written reports, analyses, and statistical documents for a variety of audiences;
- Assists the technology director with e-rate applications, cellular devices, and the development and management of the budget supporting the student information system;
- Assists with and provides secondary support for federal, state, and local data requirements;
- Develops and implements security policies, procedures, and guidelines for all district data stored in district databases;
- Participate in staff meetings, workshops, conferences, and classes;

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- Adheres to and assists in enforcing technology policies, rules, and regulations by reporting violations to appropriate officials and/or administrators;
- Other related duties as assigned.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Possession of an appropriate, valid motor vehicle operator's license is required.

EMPLOYMENT ELIGIBILITY:
Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Knowledge, Skills, and Abilities:
- Monitor, maintain, and administer MS SQL databases;
- Interpret and write complex SQL queries;
- Knowledge of MS Access;
- Demonstrate knowledge of the general principles of data processing, retrieval, analysis, and statistical reporting as related to student information systems;
- Ability to drive a car or district vehicle and possession of an appropriate, valid motor vehicle operator's license.
- Ability to remain current in local, state, and federal student information reporting requirements and accreditation requirements for public schools;
- Technical expertise using data retrieval and reporting software and report formats;
- Ability to communicate effectively, both orally and in writing, including communication of technical information;
- Ability to establish and maintain cooperative relationships with other school personnel and other administrators;
- Knowledge of basic math including calculation of fractions, percents and/or ratios.
- Skills to read a variety of manuals and understand multiple-step instructions.
- Skills to write documents following prescribed formats and/or present information before groups.
- Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings.
- Ability to interpret and implement rules relating to Western Placer Unified School District policies.
- Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.
- Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation.
- Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment.
- Ability to apply problem-solving techniques to analyze issues, create plans of action and

9.8.2

reach solutions.

EDUCATION and/or EXPERIENCE:

- AA degree in Computer Science, Information Systems or equivalent preferred. High school diploma required.
- Five years experience in database management and software support. Skill set in student information system preferred.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals.
- Ability to communicate effectively with others regarding technology issues.

PHYSICAL DEMANDS:

- Lift and/or move up to 50 pounds such as technology and networking equipment.
- Push or pull items such as furniture and equipment.
- Interact with other staff members.
- Climb a step stool or ladder and reach above shoulders.
- Sit or stand for extended periods of time.
- Squat, stoop or kneel.
- Reach above the head and reach forward.
- Stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; use hand strength to grasp tools; and to talk and hear.
- See up close, have color and peripheral vision, have depth perception, and the ability to adjust focus.
- Frequently bend or twist at the neck and trunk more than the average person.
- Ability to see and read a computer screen and printed matter with or without visual aids.
- Ability for verbal communications including the ability to speak and hear at normal room levels.
- Ability to use computer terminals, telephones, calculators, copiers, and facsimile.
- Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

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

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Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **TECHNOLOGY DATA SPECIALIST**
Department: Business Services
Reports To: Assistant Superintendent, Business Services

SUMMARY:

Responsible for the overall support, maintenance and monitoring of the District's Student Information Database and Specialty Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Installs, maintains, updates, and supports the student information system.
* Installs and maintains district specialty software.
* Supports District programs including, but not limited to updates, monitoring, training and research.
* Develops and implements policies, procedures, and guidelines regarding information technology.
* Participates in the development and maintenance of the district technology plan.
* Coordinates with the Facilities Department on new projects.
* Supports Site Support Technicians
* Acts as a District E-Rate Coordinator

MINIMUM QUALIFICATIONS:

Employment Eligibility:

* Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Knowledge, Skills, and Abilities:

* Knowledge of basic math including calculation of fractions, percents and/or ratios.
* Skills to read a variety of manuals and understand multiple-step instructions.
* Skills to write documents following prescribed formats and/or present information before groups.
* Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
* Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings.
* Ability to interpret and implement rules relating to Western Placer Unified School District policies.
* Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.
* Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation.
* Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment.
* Ability to apply problem-solving techniques to analyze issues, create plans of action and reach solutions.
* Ability to establish and maintain cooperative working relationships.

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EDUCATION and/or EXPERIENCE:

AA degree in Computer Science, Information Systems or equivalent preferred. High school diploma required

Five years experience in database management and software support. Skill set in student information system preferred.

PHYSICAL DEMANDS:

* Facility to sit for extended periods at a desk, conference table, or in meeting rooms.
* Facility to frequently stand and walk; bend, stoop, and reach overhead.
* Facility to see and read a computer screen and printed matter with or without visual aids.
* Facility for verbal communications including the ability to speak and hear at normal room levels.
* Facility to use computer terminals, telephones, calculators, copiers, and facsimile.
* Facility to drive a car and the means to provide own transportation when required.
* Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate

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

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WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Consider Approving Revised Job Description for CALPADS Coordinator/ Technology Projects Technician position.

AGENDA ITEM AREA:
Discussion/Action

REQUESTED BY:
Ryan Davis
Director of Human Services

ENCLOSURES:
Current and Revised Job Description for: CALPADS Coordinator/ Technology Projects Technician position

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

As a part of the ongoing review of job descriptions by both the District and CSEA there exists a need to approve a revised job description for the CALPADS Coordinator/ Technology Projects Technician position to update some of the essential job duties and requirements. The District administration worked with CSEA to bring forward the enclosed job description and the description has been approved by CSEA. There is no financial impact as a result of this change.

RECOMMENDATION:

Approve the revised job description for the CALPADS Coordinator/ Technology Projects Technician position.

Revised Job Description

Western Placer Unified School District
POSITION DESCRIPTION

Position Title: **CALPADS COORDINATOR/ TECHNOLOGY PROJECTS TECHNICIAN**
Department: Educational Services – Technology Department
Reports: Director of Technology & Deputy Superintendent of Educational Services

SUMMARY:
Coordinates the district's data submission to CALPADS and associated programs and databases; audits, certifies, and publishes student and staff information to CALPADS and other local, regional, state, and federal agencies; consults with and provides technical assistance to schools and central office administrators regarding student information analysis activities and reports; other special projects as assigned, and other related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Represents the district as the coordinator for CALPADS (California Longitudinal Pupil Achievement Data System) (or other related system) including attending trainings, webinars, consulting with other districts and researching CDE websites;
- Represents the district as the CDS contact;
- Monitors, maintains, and updates the district's data within CALPADS and associated programs and databases as required;
- Assist in completing requirements for deliverables as required by CDE;
- Researches, designs, and implements procedures to audit, certify, and publish student and staff information to CALPADS and other local, regional, state, and federal agencies;
- Provides technical assistance to schools and central office administrators regarding CALPADS requirements and reports;
- Communicates regularly with the Director of Technology and district administration regarding CALPADS timelines and requirements;
- Coordinates with the Technology Data Specialist to provide data entry updates and training to site and district personnel;
- Collaborates with the Technology Data Specialist to meet federal, state, and local data requirements;
- Occasionally provides secondary support for the district Student Information System (SIS) as needed;
- Supports implementation and management of the district Learning Management system (LMS);
- Adheres to and assists in enforcing technology policies, rules, and regulations by reporting violations to appropriate officials and/or administrators;
- May prepare or revise complex documentation in non-technical terms for users;
- Performs work related assignments at various district sites remotely and on on-site;
- Provides a positive customer service oriented level of support for district technology users;
- Supports other Technology Department projects as assigned;
- Provides technology phone support, handling inquiries, and making referrals to specialists when appropriate;
- May provide training for district computer users;
- Participate in staff meetings, workshops, conferences, and classes;
- Other related duties as assigned.

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QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Possession of an appropriate, valid motor vehicle operator's license is required.

EMPLOYMENT ELIGIBILITY:
Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Knowledge, Skills, and Abilities:

- Interpret and write complex SQL queries;
- Knowledge of MS Access;
- Demonstrate knowledge of the general principles of data processing, retrieval, analysis, and statistical reporting as related to student information systems;
- Ability to drive a car or district vehicle and possession of an appropriate, valid motor vehicle operator's license.
- Ability to remain current in local, state, and federal student information reporting requirements and accreditation requirements for public schools;
- Technical expertise using data retrieval and reporting software and report formats;
- Ability to communicate effectively, both orally and in writing, including communication of technical information;
- Knowledge of basic math including calculation of fractions, percents and/or ratios.
- Skills to read a variety of manuals and understand multiple-step instructions.
- Skills to write documents following prescribed formats and/or present information before groups.
- Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings.
- Ability to interpret and implement rules relating to Western Placer Unified School District policies.
- Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.
- Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation.
- Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment.
- Ability to apply problem-solving techniques to analyze issues, create plans of action and reach solutions.
- Ability to establish and maintain cooperative working relationships.
- Ability to communicate effectively with others regarding technology issues.

EDUCATION and/or EXPERIENCE:

- AA degree in Computer Science, Information Systems or equivalent preferred. High school diploma required.
- Five years experience in database management and software support. Skill set in student information system preferred.

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WORK ENVIRONMENT:

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

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS:

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 essential functions.

The employee must be able to:

- Lift and/or move up to 50 pounds such as technology and networking equipment.
- Push or pull items such as furniture and equipment.
- Interact with other staff members.
- Climb a step stool or ladder and reach above shoulders.
- Sit or stand for extended periods of time.
- Squat, stoop or kneel.
- Reach above the head and reach forward.
- Stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; use hand strength to grasp tools; and to talk and hear.
- See up close, have color and peripheral vision, have depth perception, and the ability to adjust focus.
- Frequently bend or twist at the neck and trunk more than the average person.
- Ability to see and read a computer screen and printed matter with or without visual aids.
- Ability for verbal communications including the ability to speak and hear at normal room levels.
- Ability to use computer terminals, telephones, calculators, copiers, and facsimile.
- Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

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

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9.9.3

Current Job Description

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **TECHNOLOGY SUPPORT TECHNICIAN- SPECIAL PROJECTS**
Department: Educational Services – Technology Department
Reports: Director of Technology

SUMMARY:

Responsible for assisting in the overall development, implementation, support, maintenance and monitoring of the District's requirements within the CALPADS technology system. Responsible for other special projects and Technology department support, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Researches investigates CDE requirements for CALPADS (California Longitudinal Pupil Achievement Data System) project, including attending trainings, webinars, consulting with other districts and researching CDE websites.
- Researches district continuing readiness for implementing CALPADS system
- Communicates regularly with the Director of Technology regarding CALPADS system and requirements
- Makes recommendations for data reporting requirements, sharing of information, updating/upgrading systems and other items required to successfully implement the CALPADS system.
- Advises the district on all matters of CALPADS requirements in a timely manner to ensure district's continuing successful implementation.
- Assist in completing requirements for deliverables and other requirements as required by CDE.
- Coordinates and supports other Technology Department projects as assigned.
- Coordinates with other departments on projects.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- One to three years in PC setup and repair and/or networking experience and/or data management experience
- AA degree in Computer Science, Information Systems or equivalent preferred
- High school diploma

Experience:

- PC, Macintosh and networking experience
- Experience with project management
- Experience scheduling project implementations

Knowledge, Skills and Abilities:

- Knowledge of basic math including calculation of fractions, percents, and/or ratios.
- Skills to read a variety of manuals and understand multiple step instructions.
- Skills to write documents following prescribed formats and/or present information before groups.
- Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.

9.9.4

- Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings.
- Ability to interpret and implement rules relating to Western Placer Unified School District policies.
- Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.
- Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation.
- Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job related equipment.
- Ability to apply problem solving techniques to analyze issues, create plans of action and reach solutions.
- Ability to establish and maintain cooperative working relationships; ability to work as part of a team.

WORK ENVIRONMENT:

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

- While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS:

- Facility to sit for extended periods at a desk, conference table, or in meeting rooms.
- Facility to frequently stand and walk; bend, stoop, and reach overhead.
- Facility to see and read a computer screen and printed matter with or without visual aids.
- Facility for verbal communications including the ability to speak and hear at normal room levels.
- Facility to use computer terminals, telephones, calculators, copiers, and facsimile.
- Facility to drive a car and the means to provide own transportation when required.
- Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

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

9.9.5

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Allocation Plan of Donation Funds – The John W. Brady And Dorothy J. Brady Living Trust

AGENDA ITEM AREA:

Discussion/Action

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Restricted Donation Funds

MEETING DATE:

June 4, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

On March 11, 2013 the District received an unexpected distribution of funds in the amount of $58,482.49 from the John W. Brady and Dorothy J. Brady Living Trust. The District was included as a beneficiary of the Trust. Although the distribution did not include any specific restrictions of the funds, staff has requested input and/or recommendations from the board on April 2, 2013 as to the use of this generous donation for specific academic support areas in the District.

Through discussions with Administration and the specific needs at Lincoln High School Library and Career Center the following attached preliminary allocations are presented for board input and discussion. Based on input and discussion, the allocation plan is presented for discussion and possible action to approval as presented to the board.

RECOMMENDATION:

Staff is requesting final input and possible approval regarding the allocation plan of Brady Living Trust donation funds attached.

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WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

John W. Brady and Dorothy J. Brady Living Trust

Allocation Plan of Donation – 2013-14 Fiscal Year

Lincoln High School –	
Library & Career Center Renovation	**$48,182**
(Electrical Upgrades, Wiring, Computer Tables/Chairs, New Tables & Chairs and Casual Setting)	
Lincoln High School –	
Advanced Placement Resources	**2,000**
(EBSCO Advanced Placement Source - College Prep Resource for 2013-14)	
District Elementary, Middle and Continuation High Schools	**15,300**
School Site Allocation – One Time Funds	
(Based on October 2012 CALPADS Enrollment x $3.00)	
Total Allocation of Donation Funds	**$58,482**

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WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Facilities Departmental Update
Summer Projects 2013

AGENDA ITEM AREA:
Information

REQUESTED BY:
Heather Steer, Facilities Coordinator

ENCLOSURES:
No

DEPARTMENT:
Facilities

FINANCIAL INPUT/SOURCE:
Restricted Facilities Funds
21,25,35,40

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

This item is a Board of Trustees informational update on current Facilities projects and work that will be taking place during the summer of 2013.

RECOMMENDATION:

Staff requests that the Board of Trustees consider information given during staff report and provide any comments or inquires as needed.

9.11

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:

Preliminary 2013-14 Budget Assumptions

AGENDA ITEM AREA:

Information

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent - Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

June 4, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

District staff is preparing the 2013-14 budget documents for Board approval at the June 18, 2013, Board of Trustees meeting. The State's May Revision Budget has an impact on our 2013-14 budget assumptions along with our multi-year projections. Enclosed are the budget assumptions for 2013-14 for Board review and input.

RECOMMENDATION:

Board of Trustees review the budget assumptions for the 2013-14 Adopted Budget and provide input.

9.12

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING

Per California Education Code 42127, on or before July 1 of each year, the governing Board of each school district shall adopt the budget for the subsequent fiscal year. The 2013-14 budget will be presented for Board of Trustee approval on June 18, 2013. The budget reflects assumptions provided by Placer County Office of Education, School Services of California, WPUSD Board approved budget reductions and the most recent State May Budget Revise.

BUDGET ASSUMPTIONS:

The following budget assumptions will be used for the 2013-14 Adopted Budget.

	2012/13 Est. Actuals	2013/14 Adopted	2014/15 Projection	2015/16 Projection	
REVENUES					
Revenue Limit Sources:					
Projected Increase in Enrollment	10	33	66	67	
Projected Enrollment	6,598	6,626	6,692	6,759	
Projected ADA Funded	6,299	6,341	6,391	6,455	
Enrollment vs ADA Factor	95.5%	95.7%	95.5%	95.5%	
Percent Increase in Student Enrollment (CBEDS)	0.0%	0.5%	1.0%	1.0%	Updated projections
Total ADA	6,327.30	6,369.25	6,419.27	6,483.19	
less: County Program ADA	28.20	28.20	28.20	28.20	
ADA less County ADA	**6,299**	**6,341**	**6,391**	**6,455**	
Percent Increase in ADA	0.1%	0.7%	0.8%	1.0%	
State COLA	3.24%	1.565%	1.80%	2.20%	Per SSC Dartboard May Revise
State Deficit	- 22.272%	- 22.272%	- 22.272%	- 22.272%	Per SSC Dartboard May Revise
Mid- year cut	0.000%	0.000%	0.000%	0.000%	Per SSC Dartboard May Revise
Deficit Factor	0.77728	0.77728	0.77728	0.77728	Per SSC Dartboard May Revise
Prior Year Revenue Limit (before deficit)	$6,491.07	$6,703.07	$6,808.07	$6,931.07	
COLA Applied	**$212.00**	**$105.00**	**$123.00**	**$152.00**	
Additional cut (applied before deficit)	**$0.00**	**$0.00**	**$0.00**	**$0.00**	
Other Revenue Limit Adjustments (applied before deficit)	**$26.81**	**$27.23**	**$27.72**	**$28.33**	Beginning Teacher Salary incentive funding
Deficit Applied	**(1,498.88)**	**(1,522.36)**	**(1,549.86)**	**(1,583.85)**	
Additional cut	**0.00**	**0.00**	**0.00**	**0.00**	
Equalization	$0.00	$0.00	$0.00	$0.00	
Other Revenue Limit Adjustments	$0.00	$0.00	$0.00	$0.00	
Funded Revenue Limit per ADA	$5,231.00	$5,312.94	$5,408.93	$5,527.55	
Basic Aid/Charter School Revenue Adjustment	$0	$0	$0	$0	
Federal Revenue					
Statutory COLA	0.000%	0.000%	0.000%	0.000%	
State Revenue					
State Categorical COLA	0.00%	1.565%	1.80%	2.20%	Per SSC Dartboard May Revise
Lottery- Unrestricted (RS 1100)	$124.25	$124.00	$124.00	$124.00	
Lottery- Restricted (RS 6300)	$30.00	$30.00	$30.00	$30.00	
Mandate Block Grant	$28.00	$47.00	$47.00	$47.00	Per SSC Dartboard May Revise
Transfers In From:					
Adult Ed (Fund 11)	$8,700	$7,000	$7,000	$7,000	
Preschool (Fund 12)	$11,700	$12,700	$12,700	$12,700	
Cafeteria (Fund 13)	$82,000	$98,100	$98,100	$98,100	
Deferred Maintenance (Fund 14)	$0	$0	$0	$0	
Special Reserve Fund (Fund 17)	$750,000	$0	$0	$0	

PCOE and School Services of California, Inc. (SSC) have recommended we plan the 2013-14 Adopted Budget based on the SSC Dartboard and specific budget circumstances for each individual district. PWUSD will use the Dartboard as projected with the exception of using the 2012-13 Revenue Limit Deficit Reduction percentages for 2013-14 forward. Once the State approves a budget and final calculations are made of the actual funding formula the District will present the effect to the Board.

9.12.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING

	2012/13 Est. Actuals	2013/14 Adopted	2014/15 Projection	2015/16 Projection
EXPENDITURES				
Certificated Salaries				
New Hires FTE - Growth	0.0FTE	0.0FTE	0.0FTE	0.0FTE
Reductions in Force	(21.2) FTE	0.0FTE	0.0FTE	to be determined
Program (Music, PE, Special Ed)	0 FTE	0 FTE	0 FTE	0 FTE
New Hires Admin FTE	0 FTE	0 FTE	0 FTE	0 FTE
Estimated Retirements/resignations	0 FTE	1.0 FTE	0 FTE	0 FTE
Staffing Ratio K	25:1	25:1	25:1	25:1
Staffing Ratio 1- 3	28:1	28:1	28:1	28:1
Staffing Ratio 4- 5	31:1	31:1	31:1	31:1
Staffing Ratio 6- 8	26:1	26:1	26:1	26:1
Staffing Ratio 9- 12	29:1	29:1	29:1	29:1
Step/Column	1.50%	2.50%	2.50%	2.50%
Average teacher salary/benefits	$83,721	$85,814	$87,959	$90,158
Expenditures for Extra Duty (xx20)	$326,000	$327,600	$330,900	$334,200
Substitutes (xx10)	$330,000	$350,000	$353,500	$357,000
EXPENDITURES (continued)				
Classified Salaries				
Additional Classified Staff - DO	0.0 FTE	0.0 FTE	0.0 FTE	0.0 FTE
Additional Classified Staff - school sites	0.0 FTE	0.0 FTE	0.0 FTE	0.0 FTE
Reductions in staffing	(11.75) FTE	0.0 FTE	0.0 FTE	to be determined
Estimated Retirements/resignations	0.0 FTE	0.0 FTE	0.0 FTE	0.0 FTE
Step/Column	0.00%	1.00%	1.00%	1.00%
Expenditures for OT/Subs	$153,000	$150,000	$152,000	$154,000
Benefits				

Health and Welfare benefits are projected to increase 5% per year in 13/14 and 14/15. Statutory benefits are projected to remain relatively stable at: OASDI (6.2%), Medicare (1.45%), Unemployment (1.61%), PERS Reduction (1.82%), and Workers' Comp (1%). Retirement benefits: STRS (8.25%) and PERS (11.20%). PERS is expected to increase at a rate of approximately 1% per year. STRS rates may increase in two years.

Site Allocations				
Unrestricted				
Per Elementary Student	$37.60	$31.66	$31.66	$31.66
Per Middle School Student	$46.80	$39.76	$39.76	$39.76
Per High School Student	$67.00	$56.93	$56.93	$56.93
SLIG (School and Library Improvement Grant)				
K- 6	$17.43	$8.14	$8.14	$8.14
7- 8	$6.36	$3.49	$3.49	$3.49
MAA (Medical Administrative Activities)				
Annual allocation distributed among sites (estimated)	$ 165,000	$ 120,000	$ 120,000	$ 120,000
Lottery per Teacher	$0.00	$250.00	$500.00	$500.00
Services & Operating Expenses				
Estimate/California CPI	2.40%	2.40%	2.40%	2.40%
Twelve Bridges Library Contribution	$72,000	$67,000	$62,000	$62,000
Indirect Cost Rate	7.33%	7.54%	*7.54%*	*7.54%*
TRANSFERS IN (891x)				
FD 13 Cafeteria Utility Fees	$17,400	$17,400	$17,400	$17,400
TRANSFERS OUT (761x)				
Adult Ed (Fund 11)	$ 23,000	$ 23,000	$ 23,000	$ 23,000
Special Reserve Other Than Capital Outlay (Wetlands)	$0	$0	$750,000	$0
Designated for Economic Uncertainty	3%	3%	3%	3%
Deferred Maintenance Reserve	1,963,000	1,397,882	1,963,000	1,963,000
Basic Aid Reserve	0	0	0	0

9.12.2

Expenditures assumptions also include the Board approved budget reductions and agreed upon concessions with our bargaining units as approved by the Board previously in MOUs. District assumptions for the 2013-14 budget year and the multi-years are conservative with projected COLAs, a slight increase in enrollment growth of 33 students in 2013-14 and slight increase in ADA percentage yield to 95.7% from 95.5% in 2013-14. The budget reductions and employee concessions savings are summarized on Attachment A.

The District plans to use any one-time unrestricted Fund Balances reserves at June 30, 2013 year end towards offsetting the 2013-14 structural deficit. The amount is current estimated at $2 million of Fund Balance reserves.

MAY BUDGET REVISION

The Governor's 2013-14 May Revision largely maintains his January positions regarding K-14 education with the majority of education funds going towards the new Local Control Funding Formula (LCFF) that would replace the traditional Revenue Limit funding model. The LCFF funding model would roll more than 40 State categorical programs into the LCFF calculation. The Governor's proposal also includes one-time funding for the Common Core State Standards implementation.

The May Revision leaves a fair amount of uncertainty regarding the 2013-14 State funding model. There are many details yet to be resolved at the Legislative level and discussions are currently underway at the State budget committee meetings. However, as we plan for the 2013-14 budget adoption, we will use the best information available with a conservative approach for our District and bring budget revisions and updates to the Board of Trustees throughout the year as necessary.

ATTACHMENT A

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING

Budget Committee / Management Information					District Recommendation/Board Approved			
Budget Committee Recommendation			Dollar Amount Saved	Notes from Budget Committee	Savings Amount	Proposed Action	Comments	One-Time
MGMT	Programs & Services		NA		**$30,000**	Fund 10% of Special Education secretary, program specialist, and director compensation		
MGMT	Programs & Services		NA		**$130,000**	Sweep additional Tier III funds including $50,000 in School Improvement funds, leaving GATE and adequate funds for high school math textbook support	Will impact site activities where site funding allocated	
MGMT	Staffing - Employment		NA		**$50,000**	Management Team is tasked with identifying savings through vacant positions in 13-14 without engaging in general funded position layoffs	All vacant positions will remain open for remainder of 2012-13 FY unless absolutely necessary	X
MGMT	Reserves		NA		**$565,118**	Temporary borrowing from Deferred Maintenance Reserve for Salary and Benefit Concession Reductions	Full balance borrowed restored in 2014-15 school year.	X
36,82,106,113,132	Programs & Services	Reduce budgets 5% - 20%	$50,000 - $76,250	Reduce all discretionary budgets 15%	**$120,000**	Reduce all discretionary budgets 15%	Will impact site activities.	
33, 140	Programs & Services	Sweep MAA carryover.	$9,900 - $66,500		**$10,000**	Sweep $10,000 of MAA carryover		X
150	Miscellaneous	Stop reimbursing the City of Lincoln for 22% of the Community Center PG&E costs.	$7,800	Avg. Community Center $650/month PG&E.	**$7,800**	Stop reimbursing the City of Lincoln for 22% of the Community Center PG&E costs.		
49	Technology	Suspend the computer replacement fund for one year.	$300,000		**$225,000**	Suspend the computer replacement fund for one year.	$75,000 left only to be spent on SBAC preparation	X
64	Extra Curricular	Eliminate full schedule bussing to athletic events and provide buses for only league games	$40,000		**$10,000**	Reduce Discretionary Athletic Bussing budget at LHS	May impact after school athletic program	
65	Efficiency	Water sites every other day	$2,000		**$2,000**	Water sites every other day	Dollar amount saved reflects savings per each 1% reduction in mater use.	
72	Efficiency	Use same plastic trash bags in trash cans for as long as possible. Don't change them every day.	$600		**$600**	Use same plastic trash bags in trash cans for as long as possible. Don't change them every day.	Dollar amount reflects 10% reduction in garbage bag costs.	
28	Reserves	Count the $750,000 wetland reserve as part of the reserve for economic uncertainty.	$750,000	-	**$750,000**	Count the $750,000 wetland reserve as part of the reserve for economic uncertainty.	Transfer back for 2014-15 school year.	X
		Total Budget Reductions 2013-14- Board Approved			***1,900,518***			

9.12.4

ATTACHMENT A

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING

Negotiations have been completed for the 2013-14 school year with all bargaining units, management, contract and confidential employees. Below is a summary of the savings from salary and other concessions for the 2013-14 school year:

Salary and Benefit Concession Savings						
				Savings		**One-Time**
Negotiations - MGMT/CONF	Staffing - Employment	4 Furlough Days - 2013-14 School Year		**$68,213**		**X**
Negotiations - CSEA	Staffing - Employment	2 Furlough Days, Freeze Step/Growth in 2013-14 School Year		**$105,538**		**X**
Negotiations - WPTA	Staffing - Employment	1 Furlough Day 2013-14, Elimination of Buy-Back Days, Sweep PAR Funds, Reduce Teacher Lottery Allocation to $250/Teacher, Freeze Class Size Overage		**$367,192**		**X**
		Total Salary and Benefit Concession Savings 2013-14		***540,943***		
		Grand Total Budget Reductions/Salary Concessions 2013-14		**2,441,461**		
			OneTime Reduction for 2013-14	**2,141,061**		
			One-Going Reductions	**300,400**		
				2,441,461		
			Use of Fund Balance Reserves 2012-13	**2,000,000**		
			Grand Total	**4,441,461**		

9.12.S

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Adoption of 2013-14 Tier III Funding Expenditures

AGENDA ITEM AREA:

Action

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent - Business & Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Included in Back Up

MEETING DATE:

June 4, 2013

ROLL CALL REQUIRED:

No

BACKGROUND:

Per California Education Code 42605, the governing Board of each school district, after holding a public hearing regarding Tier III categorical proposed expenditures for the subsequent fiscal year, shall adopt the use of Tier III categorical funding.

The 2013-14 program amounts on the attached spreadsheet is fixed. Any fluctuation in actual revenue received will be adjusted in the 2013-14 flexibility transfer amount.

The Board has held a public hearing regarding Tier III categorical expenditures. The Board will now consider the proposed Tier III categorical expenditures.

RECOMMENDATION:

Administration recommends that the Board adopt the proposed 2013-14 Tier III categorical funding expenditures.

9.13

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Tier III Program Activity
2013-14 Budget

Description	2012-13 Award	2012-13 Flex Amount	2012-13 Program Amount	Projected 2013-14 Award (1.565% COLA)	2014-15 Program Amount	2013-14 Flex Amount	Use
Hourly Programs	91,114	68,717	22,397	92,540	20,000	72,540	Summer school & educational purposes
P.E. Teacher Incentive Grant	88,053	88,053	0	89,431	0	89,431	Educational purposes
School Safety & Violence Prevention	64,148	0	64,148	65,152	65,152	0	School safety
Art & Music Block Grant	90,356	90,356	0	91,770	10,000	81,770	Art & music programs & educational purposes
CAHSEE Intensive Instruction	18,991	18,991	0	19,288	0	19,288	Educational purposes
Supplemental School Counseling	138,602	138,602	0	140,771	0	140,771	Educational purposes
Gifted and Talented	39,606	39,606	0	40,226	15,000	25,226	GATE programs & educational purposes
Instructional Materials	338,747	338,747	0	344,048	0	344,048	Educational purposes
Peer Assistance & Review	23,749	23,749	0	24,121	3,121	21,000	PAR program & educational purposes
Math & Reading Professional Devel.	53,111	53,111	0	53,942	0	53,942	Educational purposes
Pupil Retention Block Grant	151,050	151,050	0	153,414	0	153,414	Educational purposes
Professional Development Block Grant	105,009	105,009	0	106,652	0	106,652	Educational purposes
Targeted Instructional Improvement	6,540	6,540	0	6,642	0	6,642	Educational purposes
School & Library Improvement	260,458	91,160	169,298	264,534	42,587	221,947	School improvement & educational purposes
Adult Education Apportionment	89,865	89,865	0	91,271	0	91,271	Educational purposes
Community Based English Tutoring	19,587	19,587	0	19,894	0	19,894	Educational purposes
Deferred Maintenance	190,543	190,543	0	193,525	0	193,525	Educational purposes
Total	1,769,529	1,513,686	255,843	1,797,221	155,860	1,641,361	

1-3-14

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

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

AGENDA ITEM AREA:
Action

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
June 4, 2013

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- BP/AR 3550 Food Service/Child Nutrition Program
- BP/AR 3551 Food Service Operations/Cafeteria Fund
- BP/AR 3553 Free And Reduced Price Meals

RECOMMENDATION:

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

wp/rk/factform

9.14

MANUAL MAINTENANCE GUIDESHEET
June 4, 2013
Page 1 of 1

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

BP/AR 3550 - Food Service/Child Nutrition Program
(BP/AR revised)

Policy and regulation updated to reflect **NEW FEDERAL LAW** (P.L. 111-296) which reauthorized and revised requirements for the National School Lunch and Breakfast Programs. Policy also adds optional language re: goal to maximize student participation in meal programs, establishment of school gardens and farm-to-school programs, and offering of multiple choices within a meal service. Regulation reorganized to clarify requirements applicable to various programs. Regulation also provides legal cites for nutrition standards and deletes detailed standards which are subject to change per P.L. 111-296. Regulation adds section reflecting **NEW LAW** (SB 1431, 2010) and P.L. 111-296 which require districts to make free drinking water available during meals, adds section on Special Milk Program for schools that don't participate in the federal meal programs, and adds language on recordkeeping based on U.S. Department of Agriculture (USDA) guidance.

BP/AR 3551 - Food Service Operations/Cafeteria Fund
(BP/AR revised)

Policy updated to reflect requirements of **NEW FEDERAL LAW** (P.L. 111-296) re: pricing of full-price meals, upcoming USDA guidance on indirect costs, and upcoming regulations on qualifications and training of food service personnel. Updated regulation revises section on "Payments for Meals" to add optional language re: parental notification of meal payment policy, actions that may be taken in the event of repeated nonpayment by students, and replacement of lost or stolen tickets. Regulation also adds sections on "Reimbursement Claims" and "U.S. Department of Agriculture Foods," and adds requirements pertaining to contracts for food service management services.

BP/AR 3553 - Free and Reduced Price Meals
(BP/AR revised)

MANDATED policy adds new language re: providing free milk through the federal Special Milk Program and releasing information from the free and reduced-price meal application when eligible students transfer to another district or private school. Regulation reflects **NEW FEDERAL LAW** (P.L. 111-296) which provides that the meal application must request only the last four digits of the applicant's social security number and which allows direct certification of foster youth. Regulation also adds new sections on "Verification of Eligibility" and "Prices."

Western Placer USD

Board Policy

Food Service Operations/Cafeteria Fund

BP 3551
Business and Noninstructional Operations

The Board of Trustees intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. To increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district. Upon recommendation of the Superintendent or designee, the Board shall review and approve meal prices. Program financial reports shall be presented regularly to the Board.

(cf. 3100 - Budget)
(cf. 3300 - Expenditures and Purchases)
(cf. 3311 - Bids)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3552 - Summer Meal Program)

The Superintendent or designee shall ensure that all food services administrators and personnel possess appropriate qualifications and receive ongoing professional development related to the effective management and implementation of the district's food services program.

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

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to other individuals and organizations that are on campus during meal times for a legitimate purpose, such as classroom volunteers, parents/guardians, or students' siblings.

The Superintendent or designee shall recommend meal prices, based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760, for students and nonstudents for approval by the Board. Students who are enrolled in the free or reduced-price meal programs shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

(cf. 3553 - Free and Reduced Price Meals)

Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture foods.

~~Meals may be offered to employees and Board members as a matter of convenience. Since these meals may include federally donated food commodities, their price shall be set in accordance with state and federal guidelines.~~

~~Meals may be served to adults other than employees and Board members who are on campus during meal times for a legitimate purpose, such as serving as a classroom volunteer. Since these meals may include federally donated food commodities, their price shall be set in accordance with state and federal guidelines.~~

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

~~To increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the district.~~

~~(cf. 3550 - Food Service/Child Nutrition Program)~~
~~(cf. 3553 - Free and Reduced Price Meals)~~

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law. Program financial reports shall be presented regularly to the Board.

(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)

Contracts with Outside Providers

With Board approval, the district may enter into a contract for food services consulting services or food service management ~~consulting~~ services ~~related to food service on a year-to-year basis.~~ In one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

~~With Board approval, the district may enter into a contract with a private company that enables a school to operate a franchise offering fast food items for sale to students. The franchise agreement and food purchases shall be subject to the competitive bidding requirements of the National School Lunch and School Breakfast Programs.~~

Legal Reference:
EDUCATION CODE
38080-38086 Cafeteria, establishment and use
38090-38095 Cafeterias, funds and accounts
38100-38103 Cafeterias, allocation of charges
42646 Alternate payroll procedure
45103.5 Contracts for management consulting services; restrictions
49490-49493 School breakfast and lunch programs
49500-49505 School meals
49554 Contract for services
HEALTH AND SAFETY CODE
113700-114437 California Retail Food Code
UNITED STATES CODE, TITLE 42
1751-1769j School lunch programs
1771-1791 Child nutrition, including:
1773 School breakfast program
CODE OF FEDERAL REGULATIONS, TITLE 2
255 Cost Principles for State, Local, and Indian Tribal Governments
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.1-220.21 National School Breakfast Program
250.1-250.70 USDA foods

Management Resources:
CDE MANAGEMENT ADVISORIES
USDA-FDP-02-2010 Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods, August 2010
USDA-SNP-01-2008 Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs; and the Handling of Unpaid Meal Charges, February 2008
00-111 Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, July 2000

~~0701.00 Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, No. 00-111~~
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual
Food Distribution Program Administrative Manual
U.S. DEPARTMENT OF EDUCATION GUIDANCE
FAQs About School Meals
WEB SITES
California Department of Education, Nutrition Services Division: http://www.cde.ca.gov/ls/nu
California School Nutrition Association: http://www.calsna.org

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U.S. Department of Agriculture, Food and Nutrition Service: http://www.fns.usda.gov/cnd

~~WEB SITES~~

~~CDE, Nutrition Services Division: http://www.cde.ca.gov/nsd/~~

~~U.S. Department of Agriculture; Child Nutrition Programs: http://www.fns.usda.gov/cnd/~~

Policy WESTERN PLACER UNIFIED SCHOOL DISTRICT
adopted: September 4, 2007 Lincoln, California
revised: June 4, 2013

9.14.5

FOOD SERVICE OPERATIONS/CAFETERIA FUND

The Board of Trustees intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. Upon recommendation of the Superintendent or designee, the Board shall review and approve meal prices. Program financial reports shall be presented regularly to the Board.

Meals may be offered to employees and Board members as a matter of convenience. Since these meals may include federally donated food commodities, their price shall be set in accordance with state and federal guidelines.

Meals may be served to adults other than employees and Board members who are on campus during meal times for a legitimate purpose, such as serving as a classroom volunteer. Since these meals may include federally donated food commodities, their price shall be set in accordance with state and federal guidelines.

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

To increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3553 - Free and Reduced Price Meals)

Contracts with Outside Providers

With Board approval, the district may enter into a contract for management consulting services related to food service on a year-to-year basis.

With Board approval, the district may enter into a contract with a private company that enables a school to operate a franchise offering fast food items for sale to students. The franchise agreement and food purchases shall be subject to the competitive bidding requirements of the National School Lunch and School Breakfast Programs.

Legal Reference: (see next page)

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FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Legal Reference:

EDUCATION CODE
38090-38095 Cafeterias, funds and accounts
38100-38103 Cafeterias, allocation of charges
42646 Alternate payroll procedure
45103.5 Contracts for management consulting services
49490-49493 School breakfast and lunch programs
49500-49505 School meals
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.1-220.21 National School Breakfast Program

Management Resources:

CDE MANAGEMENT ADVISORIES
0701.00 Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, No. 00-111
WEB SITES
CDE, Nutrition Services Division: http://www.cde.ca.gov/nsd/
U.S. Department of Agriculture; Child Nutrition Programs: http://www.fns.usda.gov/cnd/

Western Placer USD

Administrative Regulation

Food Service Operations/Cafeteria Fund

AR 3551
Business and Noninstructional Operations

Payments

With the exception of students who are eligible to receive meals at no cost, students or their parents/guardians may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain an account indicating payments received from each student or his/her parents/guardians for the purchase of school meals.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)

At the beginning of the school year, parents/guardians shall be notified of the district's meal payment policies and encouraged to prepay for meals whenever possible.

Students are informed as they come through the meal line if their account balance is low or if they have a zero balance. Students and their parents/guardians shall be notified whenever their account has a zero balance. –Written collection notices are to be sent home at least one time per month for students who have a negative account balance.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.

Meal Charges: Students in grades K-5 may charge one meal or to the equivalent of one full priced lunch. Students in grades 6-12 are not allowed to charge against their meal account.

Forma

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

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Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Board of Trustees shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091, 38092)

(cf. 3100 - Budget)
(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for Board-authorized expenditures necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR 255, and ~~as defined in~~ the California School Accounting Manual ~~or appropriately reported to the California Department of Education.~~ (Education Code ~~38091,~~ 38101, CFR 255)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

~~Any funds derived from the sale of cafeteria food and deposited in a Board-established cafeteria equipment reserve shall be used only for the purchase, lease, maintenance, or replacement of cafeteria equipment. (Education Code 38102)~~

U.S. Department of Agriculture Foods

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation

2. Safeguard foods against theft, spoilage, and other loss

3. Maintain foods at proper storage temperatures

4. Store foods off the floor in a manner to allow for adequate ventilation

5. Take other protective measures as may be necessary

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA foods shall be used in school lunches as far as practicable, but also may be used in other nonprofit food service activities, with any revenues accruing to the district's nonprofit food service account. Such activities may include school breakfasts or other meals, a la carte foods

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sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students. (7 CFR 250.60)

Contracts with Outside Services/Providers

The term of any contract for food service management or consulting services ~~related to food services~~ shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

A contract for ~~food service management~~ consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. (Education Code 45103.5) All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5.

~~Health criteria established by the district for classified staff shall be applicable to all persons providing food service management consulting services. (Education Code 45103.5)~~

(cf. 3312 - Contracts)
(cf. 3515.6 - Criminal Background Checks for Contractors)
(cf. 3600 - Consultants)
(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 4212 - Appointments and Conditions of Employment)

Regulation WESTERN PLACER UNIFIED SCHOOL DISTRICT
approved: September 4, 2007 Lincoln, California
revised: August 4, 2009
revised: June 4, 2013

9.14.10

FOOD SERVICE OPERATIONS/CAFETERIA FUND

Payments

With the exception of students who are eligible to receive meals at no cost, students or their parents/guardians may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain an account indicating payments received from each student or his/her parents/guardians for the purchase of school meals.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3553 - Free and Reduced Price Meals)

Students are informed as they come through the meal line if their account balance is low or if they have a zero balance. Written collection notices are to be sent home at least one time per month for students who have a negative account balance.

Meal Charges: Students in grades K-5 may charge one meal or to the equivalent of one full priced lunch. Students in grades 6-12 are not allowed to charge against their meal account.

Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Board of Trustees shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091, 38092)

(cf. 3100 - Budget)
(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for Board-authorized expenditures necessary for the operation of school cafeterias as defined in the California School Accounting Manual or appropriately reported to the California Department of Education. (Education Code 38091, 38101)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

Any funds derived from the sale of cafeteria food and deposited in a Board-established cafeteria equipment reserve shall be used only for the purchase, lease, maintenance, or replacement of cafeteria equipment. (Education Code 38102)

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FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Contracts with Outside Services/Providers

The term of any contract for management consulting services related to food services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5)

A contract for food service management consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. (Education Code 45103.5)

Health criteria established by the district for classified staff shall be applicable to all persons providing food service management consulting services. (Education Code 45103.5)

(cf. 3515.6 - Criminal Background Checks for Contractors)
(cf. 3600 - Consultants)
(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 4212 - Appointments and Conditions of Employment)

Western Placer USD

Board Policy

Free And Reduced Price Meals

BP 3553
Business and Noninstructional Operations

The Board of Trustees recognizes that adequate nutrition is essential to the development, health, and learning ~~that some families may be unable to provide breakfast and lunch for their children~~of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

~~In accordance with law, the district shall provide nutritionally adequate free and reduced price meals for students whose families meet federal eligibility criteria.~~

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. 3550 - Food Service/Child Nutrition Program)

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

~~The Superintendent or designee shall recommend for~~ The Board shall approval~~e~~, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced price meals and milk are not treated differently from other students ~~or easily identified by their peers.~~ (Education Code 49557)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3555 - Nutrition Program Compliance
(cf. 5125.3 - Nondiscrimination/Harassment)

~~Upon approval of the Board, this plan shall be submitted to the California Department of Education for approval. (Education Code 49557)~~

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential except as provided by law. (Education Code 49558)

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~~Confidentiality/Release of Records~~

If a student transfers from the district to another district or to a private school, the Superintendent or designee may release the student's eligibility status or a copy of his/her free and reduced-price meal application to the other district or school to assist in the continuation of the student's meal benefits.

~~In accordance with law, t~~The Board authorizes designated employees to use individual records pertaining to student eligibility for the~~any~~ free and reduced-price meal program for the purposes of: (Education Code 49558)

1. Disaggregation of academic achievement data

2.____ In any school identified ~~for program improvement under~~as a Title I program improvement school pursuant to 20 USC 6316~~of the No Child Left Behind Act~~, identification of students eligible for school choice and supplemental educational services

(cf. 0520.2 -Title I Program Improvement Schools)
(cf. 5125 - Student Records)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6171 - Title I Programs)
(cf. 6190 - Evaluation of the Instructional Program)

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information as provided by Education Code 49557.2.

(cf. 5141.6 - Student Health and Social Services)

In addition, information on the school lunch program application may be released to the local agency that determines eligibility for participation in the CalFresh program or other nutrition assistance program, provided the student whose information is to be released is approved for free or reduced-price meals and his/her parent/guardian consents to the sharing of the information. Prior to releasing information to any such local agency, the Superintendent or designee and the local agency shall enter into a memorandum of understanding that, at a minimum, shall include the roles and responsibilities of the district and the local agency, the process for sharing the information, and a statement that the local agency may use the information only for purposes directly related to the enrollment of families in the CalFresh or other nutrition assistance program. (Education Code 49557.3, 49558)

Legal Reference:
EDUCATION CODE
48980 Notice at beginning of term
49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
49490-49494 School breakfast and lunch programs

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49500-49505 School meals
49510-49520 Nutrition
49530-49536 Child Nutrition Act of 1974
49547-49548.3 Comprehensive nutrition service
49550-49561 Meals for needy students
CODE OF REGULATIONS, TITLE 5
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs
UNITED STATES CODE, TITLE 20
1232g Federal Educational Rights and Privacy Act
6301-6514 Title I programs
UNITED STATES CODE, TITLE 42
1751-1769h School lunch program
1771-1791 Child nutrition, especially:
1773 School breakfast program
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.10-220.21 National School Breakfast Program
245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

Management Resources:
CSBA PUBLICATIONS
~~Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, October 2007~~
Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS
~~06-103 Conditions for Summer School Meal Waivers and Saturday School Meal Criteria, January 2006~~
~~04-103 Implementation of Final Rule on Verification of Applications for Free and Reduced-Price Meals, August 2004~~
USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010
NSD-SNP-12-2010 Clarification Regarding the Ability to Share Student Meal Program Eligibility Information Between School Food Authorities, April 2010
04-103 Implementation of Final Rule on Verification of Applications for Free and Reduced-Price Meals, August 2004
98-101 Confidentiality of Free and Reduced-Price Eligibility Information, February 1998
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Feed More Kids, Improve Program Participation
Direct Certification Implementation Checklist, May 2008
U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS
Eligibility Manual for School Meals: Federal Policy for Determining and Verifying Eligibility, January 2008
Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

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Eligibility Guidance for School Meals Manual, August 2001
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Nutrition Services Division: http://www.cde.ca.gov/ls/nu
California Healthy Kids Resource Center: http://www.californiahealthykids.org
California Project LEAN (Leaders Encouraging Activity and Nutrition):
http://www.californiaprojectlean.org
U.S. Department of Agriculture, Food and Nutrition Service: http://www.fns.usda.gov/cnd

Policy WESTERN PLACER UNIFIED SCHOOL DISTRICT
adopted: August 4, 2009 Lincoln, California
revised: June 4, 2013

9.14.16

FREE AND REDUCED PRICE MEALS

The Board of Trustees recognizes that adequate nutrition is essential to the development, health, and learning that some families may be unable to provide breakfast and lunch for their children. In accordance with law, the district shall provide nutritionally adequate free and reduced price meals for students whose families meet federal eligibility criteria.

The Superintendent or designee shall recommend for Board approval a plan that ensures that students eligible to receive free or reduced price meals and milk are not treated differently from other students or easily identified by their peers.

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 5125.3 – Nondiscrimination/Harassment)

Upon approval of the Board, this plan shall be submitted to the California Department of Education for approval. (Education Code 49557)

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential except as provided by law. (Education Code 49558)

Confidentiality/Release of Records

In accordance with law, the Board authorizes designated employees to use individual records pertaining to student eligibility for any free and reduced-price meal program for the purposes of: (Education Code 49558)

1. Disaggregation of academic achievement data

2. In any school identified for program improvement under Title I of the No Child Left Behind Act, identification of students eligible for school choice and supplemental educational services

(cf. 0520.2 -Title I Program Improvement Schools)
(cf. 5125 - Student Records)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6171 - Title I Programs)
(cf. 6190 – Evaluation of the Instructional Program)

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information as provided by Education Code 49557.2.

(cf. 5141.6 - Student Health and Social Services)

Management Resources: (see next page)

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FREE AND REDUCED PRICE MEALS (continued)

Legal Reference:

EDUCATION CODE
48980 Notice at beginning of term
49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
49490-49494 School breakfast and lunch programs
49500-49505 School meals
49510-49520 Nutrition
49530-49536 Child Nutrition Act of 1974
49547-49548.3 Comprehensive nutrition service
49550-49561 Meals for needy students
CODE OF REGULATIONS, TITLE 5
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs
UNITED STATES CODE, TITLE 20
1232g Federal Educational Rights and Privacy Act
6301-6514 Title I programs
UNITED STATES CODE, TITLE 42
1751-1769h School lunch program
1771-1791 Child nutrition, especially:
1773 School breakfast program
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.10-220.21 National School Breakfast Program
245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS
Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, October 2007
Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS
06-103 Conditions for Summer School Meal Waivers and Saturday School Meal Criteria, January 2006
04-103 Implementation of Final Rule on Verification of Applications for Free and Reduced-Price Meals, August 2004
98-101 Confidentiality of Free and Reduced-Price Eligibility Information, February 1998
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Feed More Kids, Improve Program Participation
U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS
Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002
Eligibility Guidance for School Meals Manual, August 2001
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Nutrition Services Division: http://www.cde.ca.gov/ls/nu
California Healthy Kids Resource Center: http://www.californiahealthykids.org
California Project LEAN (Leaders Encouraging Activity and Nutrition): http://www.californiaprojectlean.org
U.S. Department of Agriculture, Food and Nutrition Service: http://www.fns.usda.gov/cnd

Western Placer USD

Administrative Regulation

Free And Reduced Price Meals

AR 3553
Business and Noninstructional Operations

Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.

2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.

3. The students shall not be required to work for their meals or for milk.

4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. In addition, the application packet may include the notifications and information listed in Education Code 49557.2.

The~~An~~ application form ~~for free or reduced-price meals~~ shall be distributed to all parents/guardians at the beginning of each school year, together with information about eligibility standards, application procedures, and appeal procedures, and shall be available to students at all times during the school day. This form and information shall also be provided whenever a new student is enrolled. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

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(cf. 5145.6 - Parental Notifications)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3552 - Summer Meal Program)

Applications for the free and reduced-price meal program shall be available to students at all times during the regular school day and shall contain the following statements: (Education Code 49557; 7 CFR 245.5)

1. Applications may be submitted at any time during the school day.

2. Students participating in the National School Lunch and/or School Breakfast Programs will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

The application packet also shall contain:

1. A notification that, if a student qualifies for free or reduced-price meals, then he/she may qualify for free or reduced-cost health insurance coverage

2. A request for the parent/guardian's consent for the student, if eligible for free school lunches, to participate in the Medi-Cal program and to have the information on the school lunch application shared with the local agency that determines eligibility under the Medi-Cal program

3. A notification that the district will not forward the application to the agency that determines Medi-Cal eligibility without the parent/guardian's consent

4. A notification that the application is confidential and will not be shared with any other governmental agency for any purpose other than the administration of the Medi-Cal program

5. A notification that the application information will be used only by the state and local agencies that administer the Medi-Cal program and will not be shared with other government agencies, including the federal Department of Homeland Security and the Social Security Administration, except as necessary to verify information provided by the parent/guardian

6. Information regarding the Medi-Cal program, including available services, program requirements, rights and responsibilities, and privacy and confidentiality requirements

(cf. 5141.6 - Student Health and Social Services)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-

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245.13 and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified, without further application, for enrollment in the free and reduced-price meals program. (Education Code 49561; 42 USC 1758)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6175 - Migrant Education Program)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits

2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below

3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change

2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal

3. The right to reapply at any time during the school year

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Confidentiality/Release of Records

The Board of Trustee designates the following district employee to use individual records pertaining to student participation in the free and reduced-price meal program for the purpose of disaggregation of academic achievement data or for the identification of students in any program improvement school eligible for school choice and supplemental educational services pursuant to 20 USC 6316:

Assistant Superintendent, Educational Services

In using the records for such purposes, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meal program shall be maintained in the permanent records of any student if not otherwise allowed by law. Forma

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free and reduced-price meal program shall not be publicly released. Forma

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

3. ____All other confidentiality provisions required by law shall be met.

4. Information collected regarding individual students certified to participate in the free and reduced-price meal program shall be destroyed when no longer needed for its intended purpose. Forma

Prices

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)

Regulation WESTERN PLACER UNIFIED SCHOOL DISTRICT
approved: August 4, 2009 Lincoln, California
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FREE AND REDUCED PRICE MEALS

Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ensure the following: (Education Code 49557)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.

2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.

3. The students shall not be required to work for their meals or for milk.

4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

Applications

An application form for free or reduced-price meals shall be distributed to all parents/guardians at the beginning of each school year, together with information about eligibility standards, application procedures, and appeal procedures. This form and information shall also be provided whenever a new student is enrolled. (Education Code 48980, 49520; 7 CFR 245.5)

(cf. 5145.6 - Parental Notifications)

Applications for the free and reduced-price meal program shall be available to students at all times during the regular school day and shall contain the following statements: (Education Code 49557; 7 CFR 245.5)

1. Applications may be submitted at any time during the school day.

2. Students participating in the National School Lunch and/or School Breakfast Programs will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

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FREE AND REDUCED PRICE MEALS (continued)

The application packet also shall contain:

1. A notification that, if a student qualifies for free or reduced-price meals, then he/she may qualify for free or reduced-cost health insurance coverage

2. A request for the parent/guardian's consent for the student, if eligible for free school lunches, to participate in the Medi-Cal program and to have the information on the school lunch application shared with the local agency that determines eligibility under the Medi-Cal program

3. A notification that the district will not forward the application to the agency that determines Medi-Cal eligibility without the parent/guardian's consent

4. A notification that the application is confidential and will not be shared with any other governmental agency for any purpose other than the administration of the Medi-Cal program

5. A notification that the application information will be used only by the state and local agencies that administer the Medi-Cal program and will not be shared with other government agencies, including the federal Department of Homeland Security and the Social Security Administration, except as necessary to verify information provided by the parent/guardian

6. Information regarding the Medi-Cal program, including available services, program requirements, rights and responsibilities, and privacy and confidentiality requirements

(cf. 5141.6 - Student Health and Social Services)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified for enrollment in the free and reduced-price meal program. (Education Code 49561)

Confidentiality/Release of Records

The Board of Trustee designates the following district employee to use individual records pertaining to student participation in the free and reduced-price meal program for the purpose of disaggregation of academic achievement data or for the identification of students in any program improvement school eligible for school choice and supplemental educational services pursuant to 20 USC 6316:

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FREE AND REDUCED PRICE MEALS (continued)

Assistant Superintendent, Educational Services

In using the records for such purposes, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meal program shall be maintained in the permanent records of any student if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free and reduced-price meal program shall not be publicly released.

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

3. All other confidentiality provisions required by law shall be met.

4. Information collected regarding individual students certified to participate in the free and reduced-price meal program shall be destroyed when no longer needed for its intended purpose.

FOOD SERVICE/CHILD NUTRITION PROGRAM

The Board of Trustees recognizes that **adequate, nourishing food is essential to student health, development, and ability to learn** ~~students need adequate, nourishing food in order to grow, learn, and maintain good health~~. **The Superintendent or designee shall develop strategies to increase students' access to the district's food service programs and to maximize their participation in available programs.**

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease

(cf. 5141.27 – Food Allergies/Special Dietary Needs)

2. Meet or exceed nutritional standards specified in law and administrative regulation

(cf. 3552 - Summer Meal Program)
(cf. 3554 - Other Food Sales)
(cf. 5030 - Student Wellness)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)

3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits

4. Be served in age-appropriate portions

5. Be **available to students who meet federal eligibility criteria at no cost or at reduced prices, and to other students** ~~sold~~ at reasonable prices

~~*(cf. 3312 - Contracts)*~~
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3553 - Free and Reduced Price Meals)
~~*(cf. 3554 - Other Food Sales)*~~
~~*(cf. 5030 - Student Wellness)*~~
~~*(cf. 5141.32 - Health Screening for School Entry)*~~
~~*(cf. 6142.8 - Comprehensive Health Education)*~~

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

~~The Superintendent or designee shall develop strategies designed to encourage the participation of students and parents/guardians in the selection of foods of good nutritional quality for school menus.~~

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FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

(cf. 6142.8 - Comprehensive Health Education)

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school and transportation schedules shall be designed to encourage participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation. School cafeterias shall comply with the sanitation and safety requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code 113700-114455.

(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3517- Facilities Inspection)
(cf. 7110 - Facilities Master Plan)

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation process, from receiving to service.

~~Professional development for food service personnel shall include nutrition education and safe food handling.~~

~~*(cf. 4231 - Staff Development)*~~

The Superintendent or designee shall annually report to the Board **on student participation in the district's nutrition programs and the extent to which the district's food services program meets** ~~regarding the district's compliance with~~ state and federal nutrition standards for foods and beverages.

(cf. 0500 - Accountability)
(cf. 3555 - Nutrition Program Compliance)

Legal Reference: (see next page)

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FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)

Legal Reference:

EDUCATION CODE
35182.5 Contracts, non-nutritious beverages
38080-38103 Cafeteria, establishment and use
45103.5 Contracts for management consulting services; restrictions
EDUCATION CODE (continued)
49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
49490-49494~~3~~ School breakfast and lunch programs
49500-49505 School meals
49510-49520 Nutrition
49530-49536 Child Nutrition Act
49540-49546 Child care food program
49547-49548.3 Comprehensive nutrition services
49550-49562~~0~~ Meals for needy students
~~49565-49565.8 California Fresh Start pilot program~~
49570 National School Lunch Act
HEALTH AND SAFETY CODE
*113700 -**114437**~~-114455~~ California ~~Uniform~~ Retail Food **Code** ~~Facilities Law~~*
CODE OF REGULATIONS, TITLE 5
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs
~~15566-15569 California Fresh State Pilot Program~~
15575-15578 Requirements for foods and beverages outside federal meals program
UNITED STATES CODE, TITLE 42
*1751-1769h **National** School Lunch Program~~s~~, including:*
1751 Note Local wellness policy
1761 Summer Food Service Program and Seamless Summer Feeding Option
1769a Fresh Fruit and Vegetable Program
1771-1791 Child nutrition, especially:
1772 Special Milk Program
*1773 **National** School Breakfast Program*
~~U.S.~~ CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
215.1-215.18 Special Milk Program
220.1-220.21 National School Breakfast Program
245.1-245.13 Eligibility for free and reduced-price meals and free milk

Management Resources:

~~CSBA POLICY BRIEFS~~
~~The New Nutrition Standards: Implications for Student Wellness Policies, November 2005~~
CSBA PUBLICATIONS
Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009
Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007
Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Management Resources: (see next page)

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FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)

Management Resources: (continued)

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Meals Initiative Summary

Healthy Children Ready to Learn, January 2005

~~*CENTERS FOR DISEASE CONTROL PUBLICATIONS*~~

~~*School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide for Elementary and Middle/High Schools, 2004*~~

~~*NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS*~~

~~*Fit, Healthy and Ready to Learn, 2000*~~

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

School Breakfast Toolkit

Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010

Food Buying Guide for Child Nutrition Programs, December 2007

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005

Dietary Guidelines for Americans, 2005

~~*Team Nutrition, Food and Nutrition Services, Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000*~~

WEB SITES

CSBA: http://www.csba.org

California Department of Education, Nutrition Services Division: http://www.cde.ca.gov/ls/nu

California Department of Public Health: http://www.cdph.ca.gov

California Farm Bureau Federation: http://www.cfbf.com

California Food Policy Advocates: http://www.cfpa.net

California Healthy Kids Resource Center: http://www.californiahealthykids.org

California Project LEAN (Leaders Encouraging Activity and Nutrition): http://www.californiaprojectlean.org

California School Nutrition Association: http://www.calsna.org

Centers for Disease Control and Prevention: http://www.cdc.gov

~~*Dairy Council of California: http://www.dairycouncilofca.org*~~

~~*National Association of State Boards of Education: http://www.nasbe.org*~~

~~*National School Boards Association: http://www.nsba.org*~~

~~*School Nutrition Association: http://www.schoolnutrition.org*~~

~~*U.S. Dept. of Agriculture, Food and Nutrition Information Center (FNIC): http://www.nal.usda.gov/fnic*~~

U.S. Department of Agriculture, Food and Nutrition Service: http://www.fns.usda.gov/fns

FOOD SERVICE/CHILD NUTRITION PROGRAM

The Board of Trustees recognizes that students need adequate, nourishing food in order to grow, learn, and maintain good health. Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease

2. Meet or exceed nutritional standards specified in law and administrative regulation

3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits

4. Be served in age-appropriate portions

5. Be sold at reasonable prices

(cf. 3312 - Contracts)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3554 - Other Food Sales)
(cf. 5030 - Student Wellness)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 6142.8 - Comprehensive Health Education)

The Superintendent or designee shall develop strategies designed to encourage the participation of students and parents/guardians in the selection of foods of good nutritional quality for school menus.

The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school and transportation schedules shall be designed to encourage participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation. School cafeterias shall comply with the sanitation and safety requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code 113700-114455.

(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3517- Facilities Inspection)
(cf. 7110 - Facilities Master Plan)

Professional development for food service personnel shall include nutrition education and safe food handling.

(cf. 4231 - Staff Development)

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FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)

Management Resources:

CSBA POLICY BRIEFS
The New Nutrition Standards: Implications for Student Wellness Policies, November 2005
CSBA PUBLICATIONS
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005
CENTERS FOR DISEASE CONTROL PUBLICATIONS
School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide for Elementary and Middle/High Schools, 2004
NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS
Fit, Healthy and Ready to Learn, 2000
U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS
Dietary Guidelines for Americans, 2005
Team Nutrition, Food and Nutrition Services, Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Nutrition Services Division: http://www.cde.ca.gov/ls/nu
California Healthy Kids Resource Center: http://www.californiahealthykids.org
California Project LEAN (Leaders Encouraging Activity and Nutrition): http://www.californiaprojectlean.org
Centers for Disease Control and Prevention: http://www.cdc.gov
Dairy Council of California: http://www.dairycouncilofca.org
National Association of State Boards of Education: http://www.nasbe.org
National School Boards Association: http://www.nsba.org
School Nutrition Association: http://www.schoolnutrition.org
U.S. Dept. of Agriculture, Food and Nutrition Information Center (FNIC): http://www.nal.usda.gov/fnic

Western Placer USD

Administrative Regulation

Food Service/Child Nutrition Program

AR 3550
Business and Noninstructional Operations

Nutritional Standards for ~~Foods~~ School Meals

Meals, food items, and beverages provided through the district's food services program shall: (Education Code 49531, 49553; 42 USC 1758, 1773)

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10, 220.8, or 220.23 as applicable

2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7

(cf. 3552 - Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3554 - Other Food Sales)
(cf. 5030 - Student Wellness)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Drinking Water

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

Special Milk Program

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.1)

Food Safety

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the

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storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall provide ongoing staff development on food safety to food service managers and employees. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. The Superintendent or designee shall document the date, trainer, and subject of each training.

(cf. 4231 - Staff Development)

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

~~Schools participating in the National School Lunch Program or School Breakfast Program pursuant to 42 USC 1751-1769h and 1771-1791 shall meet the nutritional standards, as well as the nutrient and calorie levels for students of each age or grade group, required by 7 CFR 210.10 and 220.8. (42 USC 1758, 1773)~~

~~(cf. 3533 - Free and Reduced Price Meals)~~

~~Until July 1, 2007, for foods not reimbursed through the federally reimbursable meal programs, a minimum of 50 percent of the food sold by the district on school grounds during regular school hours shall be from the nutritious foods listed in Education Code 38085. (Education Code 38085)~~

~~(cf. 3554 - Other Food Sales)~~
~~(cf. 5030 - Student Wellness)~~

~~Beginning July 1, 2007, the only foods that may be sold to a student at an elementary school during the school day are full meals and individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, and~~

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~~legumes. An individually sold dairy or whole grain food item may be sold if it meets all of the following criteria: (Education Code 49431)~~

~~1. Not more than 35 percent of its total calories is from fat.~~

~~2. Not more than 10 percent of its total calories is from saturated fat.~~

~~3. Not more than 35 percent of its total weight is composed of sugar, including naturally occurring and added sugar.~~

~~4. Its total calories do not exceed 175 calories.~~

~~Beginning July 1, 2007, foods sold to students in middle schools, junior high schools, and high schools, except foods served as part of a federally reimbursable meal program, shall meet the following standards: (Education Code 49430, 49431.2)~~

~~1. Each entree item shall:~~

~~a. Not exceed 400 calories~~

~~b. Contain no more than four grams of fat per 100 calories~~

~~c. Be categorized as an entree item in the National School Lunch or School Breakfast program~~

~~2. For each snack item that supplements a meal:~~

~~a. Not more than 35 percent of its total calories shall be from fat, excluding nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, or legumes.~~

~~b. Not more than 10 percent of its total calories shall be from saturated fat, excluding eggs or cheese packaged for individual sale.~~

~~c. Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar, excluding fruits or vegetables that have not been deep fried.~~

~~d. Its total calories shall not exceed 250 calories.~~

~~The district's food service program shall give priority to serving unprocessed foods and ingredients and fresh fruits and vegetables that have not been deep fried.~~

~~Nutritional Standards for Beverages~~

~~The only beverages that may be sold to elementary students, regardless of the time of day, are: (Education Code 49431.5)~~

~~1. Fruit-based drinks that are composed of no less than 50 percent fruit juice and have no~~

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~~added sweetener~~

~~2. Vegetable-based drinks that are composed of no less than 50 percent vegetable juice and have no added sweetener~~

~~3. Drinking water with no added sweetener~~

~~4. Milk that is 1-percent fat, 2-percent fat, or nonfat; soy milk, rice milk, or other similar nondairy milk~~

~~The only beverages that may be sold to middle school or junior high school students from one-half hour before the start of the school day until one-half hour after the end of the school day are: (Education Code 49431.5)~~

~~1. Fruit-based drinks that are composed of no less than 50 percent fruit juice and have no added sweetener~~

~~2. Vegetable-based drinks that are composed of no less than 50 percent vegetable juice and have no added sweetener~~

~~3. Drinking water with no added sweetener~~

~~4. Milk that is 1-percent fat, 2-percent fat, or nonfat; soy milk, rice milk, or other similar nondairy milk~~

~~5. Electrolyte replacement beverages that contain no more than 42 grams of added sweetener per 20-ounce serving~~

~~Beginning July 1, 2007, at least 50 percent of the beverages sold to high school students from one-half hour before the start of the school day until one-half hour after the end of the school day shall be those specified in items #1-5 above. Beginning July 1, 2009, all of the beverages sold to high school students from one-half hour before the start of the school day until one-half hour after the end of the school day shall meet the standards specified in items #1-5 above. (Education Code 49431.5)~~

Regulation WESTERN PLACER UNIFIED SCHOOL DISTRICT
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FOOD SERVICE/CHILD NUTRITION PROGRAM

Nutritional Standards for Foods

Schools participating in the National School Lunch Program or School Breakfast Program pursuant to 42 USC 1751-1769h and 1771-1791 shall meet the nutritional standards, as well as the nutrient and calorie levels for students of each age or grade group, required by 7 CFR 210.10 and 220.8. (42 USC 1758, 1773)

(cf. 3533 - Free and Reduced Price Meals)

Until July 1, 2007, for foods not reimbursed through the federally reimbursable meal programs, a minimum of 50 percent of the food sold by the district on school grounds during regular school hours shall be from the nutritious foods listed in Education Code 38085. (Education Code 38085)

(cf. 3554 - Other Food Sales)
(cf. 5030 - Student Wellness)

Beginning July 1, 2007, the only foods that may be sold to a student at an elementary school during the school day are full meals and individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, and legumes. An individually sold dairy or whole grain food item may be sold if it meets all of the following criteria: (Education Code 49431)

1. Not more than 35 percent of its total calories is from fat.

2. Not more than 10 percent of its total calories is from saturated fat.

3. Not more than 35 percent of its total weight is composed of sugar, including naturally occurring and added sugar.

4. Its total calories do not exceed 175 calories.

Beginning July 1, 2007, foods sold to students in middle schools, junior high schools, and high schools, except foods served as part of a federally reimbursable meal program, shall meet the following standards: (Education Code 49430, 49431.2)

1. Each entree item shall:

   a. Not exceed 400 calories

   b. Contain no more than four grams of fat per 100 calories

   c. Be categorized as an entree item in the National School Lunch or School Breakfast program

FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)

2. For each snack item that supplements a meal:

   a. Not more than 35 percent of its total calories shall be from fat, excluding nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, or legumes.

   b. Not more than 10 percent of its total calories shall be from saturated fat, excluding eggs or cheese packaged for individual sale.

   c. Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar, excluding fruits or vegetables that have not been deep fried.

   d. Its total calories shall not exceed 250 calories.

The district's food service program shall give priority to serving unprocessed foods and ingredients and fresh fruits and vegetables that have not been deep fried.

Nutritional Standards for Beverages

The only beverages that may be sold to elementary students, regardless of the time of day, are: (Education Code 49431.5)

1. Fruit-based drinks that are composed of no less than 50 percent fruit juice and have no added sweetener

2. Vegetable-based drinks that are composed of no less than 50 percent vegetable juice and have no added sweetener

3. Drinking water with no added sweetener

4. Milk that is 1-percent fat, 2-percent fat, or nonfat; soy milk, rice milk, or other similar nondairy milk

The only beverages that may be sold to middle school or junior high school students from one-half hour before the start of the school day until one-half hour after the end of the school day are: (Education Code 49431.5)

1. Fruit-based drinks that are composed of no less than 50 percent fruit juice and have no added sweetener

2. Vegetable-based drinks that are composed of no less than 50 percent vegetable juice and have no added sweetener

FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)

3. Drinking water with no added sweetener

4. Milk that is 1-percent fat, 2-percent fat, or nonfat; soy milk, rice milk, or other similar nondairy milk

5. Electrolyte replacement beverages that contain no more than 42 grams of added sweetener per 20-ounce serving

Beginning July 1, 2007, at least 50 percent of the beverages sold to high school students from one-half hour before the start of the school day until one-half hour after the end of the school day shall be those specified in items #1-5 above. Beginning July 1, 2009, all of the beverages sold to high school students from one-half hour before the start of the school day until one-half hour after the end of the school day shall meet the standards specified in items #1-5 above. (Education Code 49431.5)