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

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

DISTRICT ADMINISTRATION

Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent of Educational Services
Joyce Lopes, Assistant Superintendent of Business Services

STUDENT ENROLLMENT

School	2011 CBEDS	05/01/12	06/01/12
Sheridan School (K-5)	78	83	83
First Street School (K-5)	462	451	450
Carlin C. Coppin Elementary (K-5)	424	425	425
Creekside Oaks Elementary (K-5)	629	622	617
Twelve Bridges Elementary (K-5)	687	678	674
Foskett Ranch Elementary (K-5)	556	571	571
Lincoln Crossing Elementary (K-5)	631	636	634
Glen Edwards Middle (6-8)	721	688	688
Twelve Bridges Middle School (6-8)	823	827	825
Lincoln High School (9-12)	1,507	1,423	1,416
Phoenix High School (10-12)	70	71	62
PCOE Home School	0	0	0
TOTAL:	**6,588**	**6,475**	**6,445**

State Preschool

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

Pre-K/Special Ed

Foskett	13
FSS PPPIP	69

Adult Education 192

First-5 Program

First Street	20 A.M. /19 P.M.
Sheridan	15 A.M. /15 P.M.

GLOBAL DISTRICT GOALS

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
August 21, 2012, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS THEATER
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.

6:20 P.M. START

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

6:25 P.M.

2. **CLOSED SESSION** – Lincoln High School - Office 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 Joyce Lopes, Assistant Superintendent of Business Services

2.2 PERSONNEL
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

2.3 INTERDISTRICT ATTENDANCE APPEAL
a. Interdistrict Request Appeal 12/13 - 43
b. Interdistrict Request Appeal 12/13 - 44

7:00 P.M.

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

3.1 CONFERENCE WITH LABOR NEGOTIATOR
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators: Scott Leaman, Superintendent, Mary Boyle, Deputy Superintendent of Educational Services, Ryan Davis, Director of Human Services Joyce Lopes, Assistant Superintendent of Business Services

3.2 PERSONNEL
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

3.3 INTERDISTRICT ATTENDANCE APPEAL
a. Interdistrict Request Appeal 12/13 - 43
b. Interdistrict Request Appeal 12/13 - 44

4. 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.

4.1 Classified Personnel Report
4.2 Certificated Personnel Report
4.3 Release Time Request
4.4 Ratification of Agreement for Professional Services
4.5 Approve Discipline Re-Entry Expulsion of Students #11-12 K and #11-12 R
4.6 Approve Student Discipline/Stipulated Expulsion Student # 12-13 A, and 12-13 B
Roll call vote:

5. 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.

6. REPORTS & COMMUNICATION

6.1 Lincoln High School, Student Advisory – Jillian Loya
6.2 Western Placer Teacher's Association – Mike Agrippino
6.3 Western Placer Classified Employee Association – Mike Kimbrough
6.4 Superintendent - Scott Leaman

7. ♦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.

7.1 Action **WIRING UPGRADE PROJECT AT CARLIN C. COPPIN ELEMENTARY AND LINCOLN HIGH SCHOOL - Lyons** *(12-13 G & O Component I, III, IV, V)*

The District is requesting cabling upgrades for Carlin C. Coppin Elementary and Lincoln High School. This upgrade will increase the security, speed, and reliability of the network. This project was posted for public bidding.

7.2 Information/ Discussion **IMPENDING HOUSING DEVELOPMENT WITHIN WPUSD BOUNDARIES – Leaman** *(12-13 G & O Component I, II, III, IV, V)*

•At the August 7, 2012 Board of Trustees meeting, staff shared information regarding the District's efforts in:

- Crafting a prudent approach to school construction
- Showing the need for additional funding above what is provided in Senate Bill 50
- Clearly articulating the need for additional funding for school facilities
- Absent additional funding from new development, the impact impending development within WPUSD's boundaries will have on our current sites.

7.3 Discussion/ Action **CONSIDER APPROVING REVISED JOB DESCRIPTION FOR ASSISTANT SUPERINTENDENT OF BUSINESS & OPERATIONS - Davis** *(12-13 G & O Component IV, V)*

• Due to the upcoming departure of our current Assistant Superintendent of Business and the changes to the position which have occurred over the last two years since the Assistant Superintendent of Facilities and Maintenance position has remained unfilled, there exists a need to approve a revised job description for the "Assistant Superintendent of Business and Operations." This revised job description has some significant changes from the previous job description in order to meet the ever changing needs of the District.

7.4 Discussion/ Action **ADOPT DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS - Davis** *(12-13 G & O Component I, II, III, IV, V)*

• Each year the District must declare that there are an insufficient number of certificated persons who meet the District's employment criteria for the positions listed on the attached form. The declaration shall remain in force until June 30, 2013.

7.5 Action **TITLE 1 – PROGRAMS – SCHOOLWIDE OR TARGETED ASSISTANCE OPTIONS – Boyle** *(12-13 G & O Component I, II, III, IV, V)*

•Schools receiving Title I funding have the option of choosing to target these supplemental federal funds toward students with specific academic needs or to use the funding on a school wide basis for the academic benefit of all students in the school. In the past, all WPUSD Title I schools have chosen to use their funding in a targeted basis. However, as more schools reach the minimal 40% low income threshold to qualify to use funding on a school wide basis, several of our schools have opted for this choice. Title I funds must continue to be spent on support, not supplant, services tied to raising student academic achievement.

7.6 Discussion/ Action **APPROVAL OF RESOLUTION 12/13.5 APPOINTING AUTHORIZED DISTRICT REPRESENTATIVES AND APPOINT DISTRICT CEQA OFFICER – Lopes** *(12-13 G & O Component IV, V)*

•The State of California requires all school districts appoint a representative(s) who are authorized to act on behalf of the district in matters, other than requiring action by the governing body, such as submittal of reports and information related to school facilities and/or construction projects to the Office of Public School Construction. In addition, a district CEQA Officer is a required representative that acts as a liaison between the district and the State Allocation Board.

Roll Call:

7.7 Information/ Discussion **ADMINISTRATIVE REGULATION 5117 (INTERDISTRICT AGREEMENTS) ADMINISTRATIVE REGULATION 5111.12 (ESTABLISHING RESIDENCY BASED ON EMPLOYMENT) – Leaman** *(12-13 G & O Component I, II, III, IV, V)*

•The Board annually discusses the implementation of the interdistrict process. Data concerning the amount of interdistrict requests is attached. An overall assessment of implementation will be presented at the meeting including the current process, data concerning interdistricts, new issues, staff resources used, County Board interaction, and options for the future. This is an

information/discussion item only and the Board is not being asked to take action at this time.

7.8 Information/ Discussion **2011-12 FINAL GOALS AND OBJECTIVES REPORT - Leaman**
(12-13 G & O Component I, II, III, IV, V)
•The final goals and objective report for the 2011-12 school year will be presented to the Board of Trustees.

8. BOARD OF TRUSTEES

8.1 FUTURE AGENDA ITEMS

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

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

8.2 BOARD MEMBER REPORTS/COMMENTS

9. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➢September 4, 2012 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School

➢September 18, 2012 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School

10. ADJOURNMENT

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

DISCLOSURE

OF ACTION

TAKEN IN

CLOSED SESSION,

IF ANY

Western Placer Unified School District
CLOSED SESSION AGENDA

Place: **Lincoln High School – Office Conference Room**
Date: **Tuesday, August 21, 2012**
Time: **6:25 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:
Bargaining Groups:
WPTA & CSEA Negotiations
Agency Negotiators:
Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent
Ryan Davis, Director of Human Services
Joyce Lopes, Assistant Superintendent of Business Services

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:
August 21, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

Administration recommends the board of trustees be updated on negotiations.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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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:
Board of Trustees

ENCLOSURES:
No

DEPARTMENT:
Ryan Davis
Director of Human Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
June 21, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

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

RECOMMENDATION:

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

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Interdistrict Appeal

AGENDA ITEM AREA:
Disclosure of Action Taken in Closed Session

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
August 21, 2012

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 12/13 - 43
- Interdistrict Request Appeal 12/13 - 44

ADMINISTRATION RECOMMENDATION:

Disclose any action taken.

wp/rk/factform

CONSENT

AGENDA

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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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:
August 21, 2012

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

August 21, 2012

CLASSIFIED/MANAGEMENT

RESIGNATIONS

1. **Name:** Vanessa Lavalle
   Position: Instructional Aide, Grant Funded
   Site: Creekside Oaks Elementary
   Hours: 3.5 Hours/Day
   Effective: 8/8/12

2. **Name:** Joyce Lopes
   Position: Asst. Superintendent of Business Services
   Site: District Office
   Hours: 8 Hours/Day
   Effective: 8/8/12

3. **Name:** Teri Solander
   Position: Campus/Café Sup
   Site: Foskett Ranch Elementary
   Hours: 1.75 Hours/Day
   Effective: 8/7/12

4.1.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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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:
August 21, 2012

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

August 21, 2012

CERTIFICATED/MANAGEMENT

NEW HIRES

1.	**Name:**	**Lisa Noma**
	Position:	**High School Counselor**
	FTE:	**1.0**
	Effective Date:	**8/15/2012**
	Site:	**Lincoln High School**
2.	**Name:**	**Erica Raaberg**
	Position:	**Math Teacher**
	FTE:	**.80**
	Effective Date:	**8/16/2012**
	Site:	**Lincoln High School**
3.	**Name:**	**Elizabeth Wilson**
	Position:	**School Psychologist**
	FTE:	**.60**
	Effective Date:	**8/15/2012**
	Site:	**District**

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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SUBJECT:
Release Time Request

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Ryan Davis
Director of Human Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
August 21, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

Jennifer Tarabochia, an Elementary Science teacher, is requesting release time from August 21, 2012 to October 15, 2012 at the request of the California Teachers Association ("CTA"). The release time request is being forwarded for approval based on the condition below:

- CTA will reimburse the District for all compensation paid to the employee during the leave.

RECOMMENDATION:

District Administration recommends the Board approve the Release time request with the conditions outlined.

CALIFORNIA TEACHERS ASSOCIATION

REGION II
4100 Truxel Road, Sacramento, CA 95834-3757
phone 916.288.4900 // fax 916.288.4910

August 8, 2012

Scott Leaman, Superintendent
Western Placer Unified School District
600 Sixth Street, Suite 400
Lincoln, CA 95648

Dear Mr. Leaman:

The California Teachers Association (CTA) requests the release of Jennifer Tarabochia from teaching duties for a temporary leave of absence to participate in Union duties August 21 through October 15, 2012.

CTA will reimburse the District for all compensation paid to Jennifer Tarabochia during this temporary leave of absence, upon receipt of an invoice sent to: Mary McNulty, Supervisor, CTA Region 2, 4100 Truxel Road, Sacramento, CA 95834. **PLEASE ATTACH A COPY OF THIS LETTER TO YOUR INVOICE.**

If you have any questions regarding this request, please contact Gail Holmes, Manager, Region 2, at (916) 288-4951 or gholmes@cta.org.

Sincerely,

Mikki Cichocki
mm

Mikki Cichocki
CTA Secretary-Treasurer

MC/MM

cc: Jennifer Tarabochia
Gail Holmes, Manager, Region 2
Mark Leach, Regional UniServ Staff
Mike Higginson, Desk Coordinator

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Ratification of Agreement for Professional Services

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Ryan Davis
Director of Human Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General

MEETING DATE:
August 21, 2012

ROLL CALL REQUIRED:

BACKGROUND:

The Board of Trustees will consider taking action to ratify the Professional Services Agreement with Nancy Rowell, for Library/Media Consultant Services.

RECOMMENDATION:

Administration recommends the Board of Trustees take action to ratify the Professional Services Agreement with Nancy Rowell.

Western Placer Unified School District
Agreement For Short-Term Employee

This agreement made and entered on the 9 day of August, 2012, by and between the Western Placer Unified School District, hereinafter referred to as "DISTRICT", and Nancy Rowell (certificated employee), hereinafter referred to as "EMPLOYEE".

WITNESSETH

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

WHEREAS, the EMPLOYEE is qualified to perform services.

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

1. SCOPE OF WORK
   DISTRICT hereby hires EMPLOYEE as a Library/Media Consultant. Such Services shall include, but are not limited to:
   - Evaluate and manage library collections;
   - Provide staff development in implementation of effective library practices;
   - Assist sites in assessing library practices, program, and resources and developing plans for improvement where needed.

2. TERM
   EMPLOYEE shall provide the above services on a regular basis when school in session or as needed from July 1, 2012 to June 30, 2013.

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

4. FUNDING
   It is understood and agreed to by and between all parties hereto that funding for this Short-term EMPLOYEE is provided through 01-00000-1900-00-11102421-00000.

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

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

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

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT DATE: 8/9/12

Nancy Rowell DATE: 8/10/12
Nancy Rowell, "SHORT-TERM EMPLOYEE"

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 Re-Entry of Discipline/Expulsion Student's #11-12 K, and 11-12 R

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Michael Doherty
District Hearing Officer

ENCLOSURES:
N/A

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
August 21, 2012

ROLL CALL REQUIRED:
Yes

BACKGROUND:

The Board of Trustees will take action to approve the re-entry of Discipline/Expulsion of Student's #11-12 K and 11-12 R.

RECOMMENDATION:

The Administration recommends the Board of Trustees approve student re-entry.

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**
2. **Foster a safe, caring environment where individual differences are valued and respected.**
3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Student Discipline/Stipulated Expulsion Student #12 – 13 - A
12 – 13 - B

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Michael Doherty
District Hearing Officer

ENCLOSURES:
N/A

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
August 21, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will take action to approve the Stipulated Expulsion for Students: as agreed upon between Parents and District Staff.

RECOMMENDATION:

The Administration recommends the Board of Trustees approve the Stipulated Expulsion.

wp/rk/factform

4.6

INFORMATION

DISCUSSION

ACTION

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Wiring Upgrade Project at Carlin C. Coppin Elementary and Lincoln High School

AGENDA ITEM AREA:
Action

REQUESTED BY:
Bob Lyons,
Director of Technology

ENCLOSURES:
Yes

DEPARTMENT:
Technology

FINANCIAL INPUT/SOURCE:
$97,396/ tech funds

MEETING DATE:
August 21, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:
The District is requesting cabling upgrades for Carlin C. Coppin Elementary and Lincoln High School. This upgrade will increase the security, speed, and reliability of the network. This project was posted for public bidding.

The Carlin C. Coppin Elementary and sections of the Lincoln High School data networks are approximately 15 years old and struggling to keep up with the demands of our 21st Century learners. The High School currently uses 25% of the District's network resources with increasing demands for faster, ubiquitous access. The proposal includes new fiber optic cabling and Category 6 data cabling to selected classroom spaces at Carlin C. Coppin and optical fiber in the older section of Lincoln High School. This upgrade will increase the speed and reliability of the network as we prepare for the Smarter Balanced Assessment Consortium online testing.

The low cabling bidder was Pinnacle Communication at $97,396. Only Microsoft K12 Voucher eligible contractors were eligible to bid in the hopes additional K12 Voucher funding will be available.

The Technology Department has budgeted for the costs of the upgrade.

RECOMMENDATION:
Staff recommends the Board of Trustees approve the low bidder for wiring upgrades at Carlin C. Coppin Elementary and Lincoln High School.
wp/rk/factform

WESTERN PLACER
UNIFIED SCHOOL DISTRICT

Board of Trustees: Paul Long
Brian Haley
Paul Carras
Kris Wyatt
Damian Armitage

Superintendent: Scott Leaman

RFP FOR CABLING INFRASTRUCTURE

QUOTE # 2012-10

June 14, 2012

Western Placer Unified School District
600 Sixth Street Suite 400
Lincoln, CA 95648
916.645.6350
916.645.6356 (Fax)

Western Placer Unified School District
Deliver by 12:00 pm July 9, 2012

Request for Proposal # 2012-10
Cabling Infrastructure

7.1.1

School Site Information: Lincoln High School, 790 J St., Lincoln, CA 95648, and Carlin C. Coppin Elementary School, 150 East 12th St., Lincoln, CA 95648

Equipment and Services: You must provide bids for the following scope of work:

Upgrade wiring to CAT6 for the following school sites. Lincoln HS: approximate number of classrooms to be wired: 2 computer labs, 1 library, and 1 data closet (auto shop). Carlin C. Coppin Elementary: approximate number of classrooms to be wired: 17 classrooms. Please bid separately on copper cabling by site.

Upgrade fiber backbone to 10GB capable 50µ OM3 for the following school sites. Lincoln HS: approximate number of fiber runs: 11. All cabinets are mounted. Carlin C. Coppin Elementary: approximate number of fiber runs: 6. Six cabinets (already purchased) need to be mounted after removing existing cabinets. One MDF cabinet needs to be purchased, assembled, and placed. Please bid separately on fiber by site, breaking out professional services from parts for Microsoft K12 Voucher reimbursement.

Your bids must include the following items to complete the cabling infrastructure:

Quantity	Manufacturer	Model	Part Number
1	Chatsworth	Chatsworth full height lockable server/switch cabinet	M1233-741
TBD	Panduit	Fiber pigtail for fusion splicing	
TBD	Panduit	Fiber patch panel	

Specific cabling details will be provided on the district website and at AN INFORMATIONAL walk through which is scheduled for June 26 at 8am starting at the Technology office: 810 J Street, Lincoln, CA 95648. THE WALKTHROUGH IS NOT MANDATORY, HOWEVER ALL BIDDERS WILL BE HELD TO FULL KNOWLEDGE OF ALL CONDITIONS DISCUSSED OR SEEN DURING THE WALKTHROUGH.

In Addition, please provide the following information:

1. Length of time business has provided cabling installation.
2. 3 reference sites using your services 3 years or more.
3. Hours of operation for help or trouble reporting.
4. A two-month implementation timeline proposal starting July 15, 2012.
5. Designation of Subcontractors, if any
6. Workers' Compensation Certification
7. Data Contractor Contact Information
8. Itemized and detailed quotations and labeled according to instructions.
9. 1 bound printed copy of RFP and electronic copy (on CD in PDF format)
10. Evidence of Panduit and Corning Certifications
11. Evidence of Microsoft Voucher K12 Professional Services Certification

Special Conditions:

1. Prices to remain firm through School Board approval, execution, and duration of the proposed contract. In the event of a price decrease for service or from the manufacture, said decrease shall be passed on to the District and documented with new price sheet sent to Western Placer Unified School District – Business Department.
2. Any prospective bidder, who contacts any Western Placer Unified School District Board of Education member during the RFP process, will be disqualified from consideration for the RFP award.
3. The Board of Education reserves the right to reject any and all bids/proposals, or any or all items of any bid/proposal.
4. A Bid Form will be provided for this bid.

Notes:

1. Signed and Sealed proposals MUST be received at the District Office no later than 12:00 pm, July 9, 2012

Evaluation Factors for Award

1. Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost and management requirements.
2. Evaluations of offers will be based upon the vendor's responsiveness to the RFP and the total price quoted for all the items covered by the RFP.
3. The primary consideration in evaluating all submitted is the Contractor's total proposed price

General Conditions:

1. USE OF FORMS. In order to preserve uniformity and to facilitate the award of contracts, all bid forms furnished by the District (Designation of Subcontractors, Workers' Compensation Certification, Noncollusion Affidavit, and Data Contractor Contact Information) shall be completed and returned with the bid.

2. BID FORM REQUIREMENTS. To meet the Microsoft K12 Voucher requirements, the Bidder must bid separately for each site, unless otherwise requested herein, and shall indicate on the bid the unit price for each item listed and the total price for furnishing the total quantity of each item. Labor must be indicated as a separate item. All prices and notations must be typed or written in ink. Bids shall not be written in pencil. Mistakes may be crossed out and corrections inserted adjacent, but the correction shall be initialed in ink by the person signing the proposal. No corrections can be made after the time for opening bids.

3. ACCEPTANCE OR REJECTION OF BIDS. The Board of Education reserves the right to reject any and all bids, or any or all items of any bid, or waive any irregularity of any bid. No bid may be withdrawn for a period of ninety (90) days

without written approval of the District.

4. BRANDS. When a particular brand or brand and number are named in connection with any item, it is named as a standard of quality and utility only. A Bidder may submit a bid to furnish an item other than that named, but the item offered by the Bidder must state in the Bid Form the brand with its number, if any, which he will furnish. The District shall be the sole judge of whether an offered item is the equal of the named item. If the Bidder fails to write in the brand and number of the item to be furnished, it is understood the bidder will furnish the item named by the District as the standard of quality and utility.

5. SAMPLES. Where the Bidder quotes on a brand named as a standard of the quality and utility desired, a sample of the item will not be required unless specifically requested. If the bid submitted is on any other brand or make than that so named, a sample thereof must be furnished, if requested, or the bid on the item will not be considered. The sample submitted shall be the exact item the Bidder proposes to furnish. Samples of items, when requested, must be furnished free of expense to the District.

6. FEDERAL OR STATE REGULATIONS. The Bidder's proposal and any contract entered into are subject to all applicable statutes of the United States or of the State and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.

7. ASSIGNMENT PROHIBITED. No contract awarded under this proposal shall be assigned without the approval of the Board of Education. Any attempted assignment in violation of the provision shall be voidable at the option of the Board.

8. PATENT RIGHTS, COPYRIGHTS, AND TRADEMARKS. The Bidder shall save, keep, bear harmless, and fully indemnify the District and any of its officers or agents from all damages, or claims for damages, costs, or expenses in law or equity that may at any time arise or be set up for any infringement of the patent rights, copyrights, or trademarks of any person in consequence of the use by the District, or by any of its officers or agents of items to be supplied by the Bidder.

9. DELIVERY. All items shall be delivered in quantities specified in the contract F.O.B., at the points within the Western Placer Unified School District as specified in the contract. Deliveries in advance of the time specified in the contract shall not be accepted unless the Bidder has obtained prior approval from the District. Unless otherwise specified, if an item is not delivered as specified in the contract or if the Bidder delivers an item which does not conform to the Specifications, the Board of Trustees may, at its option, annul and set aside the contract, either in whole or in part, and may enter into a new contract in accordance with law for furnishing such item. Any additional cost or expense incurred by the District in the making of such contract or any additional cost of

supplying an item by reason of the failure of the Bidder, as described in this paragraph, shall be paid by the Bidder or his surety.

10. INSPECTION OF ITEMS FURNISHED. All items furnished shall be subject to inspection and rejection by the District for defects or non-compliance with the specifications. The cost of inspection on deliveries or offers for delivery which do not meet specifications may be deducted from the contract price.

11. INABILITY TO PERFORM. In the event that Bidder is prevented from making delivery or otherwise performing on time as specified in the contract by fire, flood, earthquake, labor or transportation problems, war, acts of government, or any other similar cause commonly known as an act of God, which is not the fault of the Bidder, the Bidder shall not be required to deliver or perform, subject to the following requirements:
    a. The Bidder shall send written notice to the District of the Bidder's inability to perform in accordance with the contract. The notice shall contain all facts which show the condition which prevents performance. The Bidder shall send such notice as soon as possible but in no event later than the fifth (5th) day following the date of issuance of a purchase order by the District or no later than the date specified in the contract for delivery or other performance, whichever is applicable.
    b. The District may cancel the contract or purchase order, entirely or in part.
    c. The Bidder shall not make any delivery or otherwise attempt to perform under the contract except on the basis of issuance by the District of a new purchase order or other written instruction.

12. WARRANTY-PRODUCT. Seller warrants that all articles furnished shall be free from all defects of material and workmanship, that all articles shall be fit and sufficient for the purposes intended, and shall save, keep, bear harmless and fully indemnify the District and any of its officers, employees or agents from all damages, or claims for damages, costs or expenses in law or equity that may at any time arise from Buyers normal use.

13. EQUAL OPPORTUNITY EMPLOYMENT. Bidder, in submitting his proposal certifies that he is an Equal Opportunity Employer, and certifies that he is in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable Federal and State laws and regulations relating to equal opportunity employment, including Executive Order No. 11246 of September 24, 1965.

14. In the event that your company elects not to bid this requirement, we request that you respond accordingly stating the reason for not bidding. This will assist the District in maintaining an up-to-date listing of viable sources for our projects.

15. No business entity, including any agent of such entity, shall directly or indirectly contact any board member immediately before or during the bidding process of

any project on which the business entity intends to or has submitted a bid. Any vendor violating this policy shall be deemed disqualified from bidding. Should such contact come to light after the bid is awarded and the entity was deemed the successful bidder, the Board reserves the right to cancel any contract awarded, in which case, the vendor shall exercise its best judgment for the benefit of the District in making a decision whether to proceed or not, depending on all the facts and circumstances.

Western Placer Unified School District

LHS-CCE Infrastructure Project

Designation of Subcontractors

Description or Portion of Work_____
Name of Designated Subcontractor_____
Location and Place of Business_____
License Number_____

Description or Portion of Work_____
Name of Designated Subcontractor_____
Location and Place of Business_____
License Number_____

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Description or Portion of Work_____
Name of Designated Subcontractor_____
Location and Place of Business_____
License Number_____

VENDOR'S CERTIFICATE REGARDING
WORKERS' COMPENSATION

REQUEST FOR PROPOSAL – WPUSD LHS CABLING INFRASTRUCTURE
WESTERN PLACER UNIFIED SCHOOL DISTRICT
BASIC MAINTENANCE

Labor Code section 3700 in relevant part provides:

> Every employer except the State shall secure the payment of compensation in one or more of the following ways:
>
> (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
>
> (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Signature_____

Date_____

Name_____

Title_____

Company_____

(In accordance with article 5 (commencing at section 1860), chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

NONCOLLUSION AFFIDAVIT

REQUEST FOR PROPOSAL – WPUSD LHS-CCE CABLING INFRASTRUCTURE
WESTERN PLACER UNIFIED SCHOOL DISTRICT

State of California)
)ss.
County of)

_____ (Name) , being first duly sworn, deposes and says that he is

_____ (title) of the _____ (Name) party makin

the attached bid; that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this day of _____, 20 _____ at _____, Californi

Date:

_____ Signature of Bidder

Data Contractor Contact Information

Vendor must provide the following information:

Person authorized to negotiate and sign the terms and conditions of any agreement between vendor and WPUSD.

Name: _____

Title_____
:
Company:_____

Address:_____

City, State, Zip code:_____

Phone:_____

Fax:_____

Email:_____

Include other important contact information below.

7.1.10

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:
Impending Housing Development within WPUSD Boundaries

AGENDA ITEM AREA:
Information/Discussion

REQUESTED BY:
Scott Leaman, Superintendent

ENCLOSURES:
No

DEPARTMENT:
Facilities

FINANCIAL INPUT/SOURCE:
None

MEETING DATE:
August 21, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

At the August 7, 2012 Board of Trustees meeting, staff shared information regarding the District's efforts in:

- Crafting a prudent approach to school construction
- Showing the need for additional funding above what is provided in Senate Bill 50
- Clearly articulating the need for additional funding for school facilities
- Absent additional funding from new development, the impact impending development within WPUSD's boundaries will have on our current sites.

In this follow up presentation, staff will go into further detail of the School Facility Funding Shortfall Analysis (prepared by Economic Planning Systems, Inc.), which was updated in August of 2012. The analysis evaluates the current funding deficit between the facility costs to house a student from kindergarten through high school and what the District would receive in Level II Developer Fees and funding provided by the State of California.

In addition, the Board directed staff to present some options for ways to ease the strain on the District as new development, absent of the ability to construct new schools, generate new students that will need to occupy school sites throughout WPUSD. Staff will review what other districts are doing to house students in growth areas, and provide suggestions for the Board's consideration.

RECOMMENDATION:

Staff requests that the Board of Trustees consider the information provided during the presentation and provide input as to next steps.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Consider Approving Revised Job Description for Assistant Superintendent of Business & Operations.

AGENDA ITEM AREA:
Discussion/Action

REQUESTED BY:
Ryan Davis
Director of Human Services

ENCLOSURES:
Revised Job Description for:
Assistant Superintendent of Business & Operations

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General Fund and Facilities Funds

MEETING DATE:
August 21, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

Due to the upcoming departure of our current Assistant Superintendent of Business and the changes to the position which have occurred over the last two years since the Assistant Superintendent of Facilities and Maintenance position has remained unfilled, there exists a need to approve a revised job description for the "Assistant Superintendent of Business and Operations." This revised job description has some significant changes from the previous job description in order to meet the ever changing needs of the District.

RECOMMENDATION:

Approve the revised job description for the Assistant Superintendent of Business & Operations position.

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **ASSISTANT SUPERINTENDENT OF BUSINESS ~~SERVICES~~and OPERATIONS**
Department: Business, ~~/~~Finance, Facilities, Maintenance ~~Office~~
Reports to: District Superintendent

SUMMARY:

Responsible for the administration of the overall business, financial ~~and financial~~facility operations of the district, including all business services functions, facility development, maintenance and operations, transportation, nutrition services~~management information systems~~ and risk management. Member of the Superintendent's Management Team with a central role in school district planning and analysis of current programs, support systems and expenditures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Responsible for budget development, administration and long range financial planning for the District. Prepares and monitors the annual budget.
* Provides leadership, support, oversees and evaluates administration of assigned departments for the purpose of ensuring effective delivery of services to schools, departments and the community.
* Administers and interprets statutes, regulations and policies concerned with the responsibilities of business, finance, transportation, nutrition services, facilities, operations and maintenance.
* Prepares financial, business and facility reports for the Superintendent, staff, Governing Board, and county, state and federal agencies.
* Provides leadership for all aspects of State Facilities and Deferred Maintenance Programs including eligibility, design approval and facilities grant awards. Prepares accurate and timely financial reports of facilities projects, State Facilities Grants and State Deferred Maintenance Program.
* Represents the District in meetings with administrators, professional staff, business leaders, governmental representatives and the public concerning facilities and operations, including supervising the negotiations of mitigation agreements.
* ~~Participates on the Superintendent's Management Team.~~
* Assists the Superintendent and staff to analyze financial and educational issues and develop solutions to problems, which ultimately improve daily operations.
* Participates with county and state organizations in staying abreast of school finance, business and facility reform and other district-related issues.
* Advises the Superintendent on all fiscal matters and in long-range facilities, operations planning, and policy development on District matters related to projected needs.~~.~~
* ~~Prepares and monitors the annual budget.~~
* ~~Provides leadership and support to all business support activities including the Business Office, Maintenance & Operations, Facilities, and Food Services.~~
* Attends board meetings and advises as to business, facility and operations requirements, responsibilities, and fiscal conditions of the district.
* Identifies all revenue sources (Federal, State, County and local) to ensure the district will receive all available revenues.
* Supervises and monitors the accounting, payroll, expenditure, and internal audits systems for all funds.

7.3.1

* Supervises the collection of developer fees and Mello Roos taxes for the purpose of ensuring accurate and timely receipt and recording of funds.
* Coordinates the analysis of sites, the acquisition of property and the development of designs and plans for the purpose of carrying out the District's facilities master plan.
* ~~Represents the district in vendor contractual negotiations and commitments.~~
* ~~Prepares various financial reports for the Federal, State, and County governments.~~
* Administers the facility development programs including quantifying financial need, determining and developing demographic data, supervising work of architects and other consultants, and administering the State building process.
* Works effectively with developers, contractors, inspectors, architects and specialized consultants. Represents the district in vendor contractual negotiations and commitments.
* Establishes collaborative working relationships with school site administration and staffs. Fosters a client-focused approach to departmental work.
* Represents the District for financial matters related to collective bargaining negotiations.
* Participates as a member of the Superintendent's Cabinet. Works closely with members of the District Management Team.
* ~~Serves on a variety of district related boards and committees, as necessary.~~
* Performs other duties similar to the above in scope and function as required.

SUPERVISORY RESPONSIBILITIES:

Manages subordinate supervisors for Business and Finance, Facilities, Maintenance and Operations, Food Service Department, and Transportation Department. Is responsible for the overall direction, coordination, and evaluation of these units. ~~Also directly supervises accounting, purchasing, and payroll.~~ Carries out supervisory responsibilities in accordance with the District's policies and all applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Ensures that employee evaluations are done in accordance with District policies and in a timely manner.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

Bachelors Degree in Business Administration, with a major in accounting, finance, or general business. A master's degree in Business or Public Administration is desirable.
Five years of responsible management/supervisory experience within a business environment. At least three of those years in an educational business function is desirable.

CERTIFICATES, LICENCE, REGISTRATIONS:

Must possess a valid California Drivers' License and be insurable. CPA and/or further coursework in Educational Facilities Planning and Construction preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and

articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community, and Board of Trustees.

MATHEMATICAL SKILLS:
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

REASONING ABILITY:
Ability to define problems, collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Knowledge of:

* Extensive knowledge of California education code, school laws, facilities and construction regulations, procedures and practices;
* Theory and practice of modern school business management;
* Governmental budgeting, accounting, purchasing and contracts;
* Audit and fiscal control procedures;
* Maintenance and operations as it relates to ongoing site support including custodial functions.
* Staff development and effective management techniques;
* Technology and the implementation of technological advances for facilities and operations applications;
* Facilities acquisition and modern school construction techniques;
* Laws and regulations affecting the operations of the department, school district and school construction management, as necessary.

Ability to:

* Plan, direct, establish priorities and coordinate a variety of complex technical operations;
* Prepare and/or present clear and concise reports regarding complex information;
* Use positive interpersonal skills to provide effective leadership to staff and to work collaboratively with those contracted in the course of work;
* Apply knowledge and understanding of management to analyze and identify present and potential problems, develop and evaluate alternate solutions and propose appropriate plans of action;
* Interpret and apply laws, rules, regulations and policies related to facilities matters;
* Make use of technology for information, communication and data management.

~~**OTHER SKILLS and ABILITIES:**~~
~~Personal Computer and spreadsheet skills. Ability to apply knowledge of current research and theory in specific fields. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.~~

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

WORK ENVIRONMENT:

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

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Adopt Declaration of Need for Fully Qualified Educators

AGENDA ITEM AREA:
Discussion/ Action

REQUESTED BY:
Ryan Davis
Director, Human Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
August 21, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

Each year the District must declare that there are an insufficient number of certificated persons who meet the District's employment criteria for the positions listed on the attached form. The declaration shall remain in force until June 30, 2013.

RECOMMENDATION:

Administration recommends adoption of the Declaration of Need for Fully Qualified educators.

7.4

State of California
Commission on Teacher Credentialing
Certification, Assignment and Waivers Division
Box 944270
Sacramento, CA 94244-2700

Telephone:
(888) 921-2682
E-mail: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

☒ Original Declaration of Need for year: 2012-2013
☐ Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Western Placer Unified School District District CDS Code: 66951

Name of County: Placer County CDS Code: 31

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 /21 /12 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

▶ ***Enclose a copy of the board agenda item***

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2013.

Submitted by (Superintendent, Board Secretary, or Designee):

Ryan Davis		Director of Human Services
Name	*Signature*	*Title*
916-645-6348	916-645-5293	08/17/2011
Fax Number	*Telephone Number*	*Date*

600 Sixth Street, Suite 400 Lincoln, CA 95648
Mailing Address

rdavis@wpusd.k12.ca.us
E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County N/A County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

▶ ***Enclose a copy of the public announcement***

7.4.1

Submitted by Superintendent, Director, or Designee:

N/A

Name	*Signature*	*Title*
Fax Number	*Telephone Number*	*Date*

Mailing Address

E-Mail Address

▶ *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	**Estimated Number Needed**
☒ CLAD/English Learner Authorization (applicant already holds teaching credential)	1
☐ Bilingual Authorization (applicant already holds teaching credential)	0
List target language(s) for bilingual authorization: _____	
☒ Resource Specialist	2
☒ Teacher Librarian Services	1
☐ Visiting Faculty Permit	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	0
Single Subject	2
Special Education	2
TOTAL	4

7.4.2

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to **www.cde.ca.gov** for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? ☐ Yes ☒ No

If no, explain. District is targeting fully credentialed teachers in all subject areas.

Does your agency participate in a Commission-approved college or university internship program? ☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 2

If yes, list each college or university with which you participate in an internship program.

National University, Brandman (Chapman) University, Sacramento &
Chico State Universities, and Project Pipeline

If no, explain why you do not participate in an internship program.

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:
Title I – Programs
Schoolwide or Targeted Assistance Options

AGENDA ITEM AREA:
Action

REQUESTED BY:
Mary Boyle
Deputy Superintendent Educational Services

ENCLOSURES:
No

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
Federal Title I Funding

MEETING DATE:
August 21, 2012

ROLL CALL REQUIRED:

BACKGROUND:

Schools receiving Title I funding have the option of choosing to target these supplemental federal funds toward students with specific academic needs or to use the funding on a schoolwide basis for the academic benefit of all students in the school. In the past, all WPUSD Title I schools have chosen to use their funding in a targeted basis. However, as more schools reach the minimal 40% low income threshold to qualify to use funding on a schoolwide basis, several of our schools have opted for this choice. Title I funds must continue to be spent on support, not supplant, services tied to raising student academic achievement.

Changing from Targeted Assistance Title I to Schoolwide Title I requires the support of the site School Based Leadership Team (SBLT – Site Council) as well as Board approval. The following schools have the approval of their SBLT's to change from Title I Targeted Assistance to Title I Schoolwide:

- First Street School (74% Free/Reduced Lunch)
- Sheridan School (63% Free/Reduced Lunch)
- Glen Edwards Middle School (52% Free/Reduced Lunch)

RECOMMENDATION:

Approve recommendation of Schoolwide Title I funding for above mentioned schools.

7.5

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

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

SUBJECT:
Approval of Resolution 12/13.5 Appointing Authorized District Representatives and Appoint District CEQA Officer

AGENDA ITEM AREA:
Discussion/Action

REQUESTED BY:
Joyce Lopes, Assistant Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Facilities

FINANCIAL INPUT/SOURCE:
None

MEETING DATE:
August 21, 2012

ROLL CALL REQUIRED:
Yes

BACKGROUND:

The State of California requires all school districts appoint a representative(s) who are authorized to act on behalf of the district in matters, other than requiring action by the governing body, such as submittal of reports and information related to school facilities and/or construction projects to the Office of Public School Construction. In addition, a district CEQA Officer is a required representative that acts as a liaison between the district and the State Allocation Board.

Due to upcoming changes in staffing, the attached resolution is proposed appointing the following representatives: Scott Leaman, Superintendent, Carrie Carlson, Director of Business Services, and Heather Steer, Facilities Planner. In addition, this would appoint Heather Steer, Facilities Planner as CEQA Officer.

RECOMMENDATION:

Staff requests that the Board of Trustees approve Resolution 12/13.5.

Resolution No. 12/13.5

A RESOLUTION OF THE GOVERNING BOARD OF THE WESTERN PLACER UNIFIED SCHOOL DISTRICT APPOINTING AUTHORIZED DISTRICT REPRESENTATIVES ON SCHOOL FACILITY PROGRAM PROJECT MATTERS AND APPOINT DISTRICT CEQA OFFICER.

WHEREAS, The State of California requires districts to appoint a representative(s) who are authorized to act on behalf of the district on any matter related to School Facility Program projects other than those requiring action by the governing board of the Western Placer Unified School District, and to appoint a California Environmental Quality Act (CEQA) Officer (s) who acts as a liaison between the district and the State Allocation Board.

NOW THEREFORE, BE IT RESOLVED that the Western Placer Unified School District Board of Trustees appoints Scott Leaman, Heather Steer and Carrie Carlson as authorized District Representatives and appoint Heather Steer as District CEQA Officer. These appointments shall be effective August 22, 2012.

The following Resolution was PASSED and ADOPTED by the Governing Board of the Western Placer Unified District School, at a regular meeting held on August 21, 2012 by the following vote on roll call:

AYES:

NOES:

ABSENT:

_____
President, Governing Board
Western Placer Unified School District

Attest: _____
Secretary, Governing Board
Western Placer Unified School District

7.6.1

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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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:
Administrative Regulation 5117 (Interdistrict Agreements)
Administrative Regulation 5111.12 (Establishing Residency Based on Employment)

AGENDA ITEM AREA:
Information/Discussion

REQUESTED BY:
Scott Leaman, Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
District office

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
August 21, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

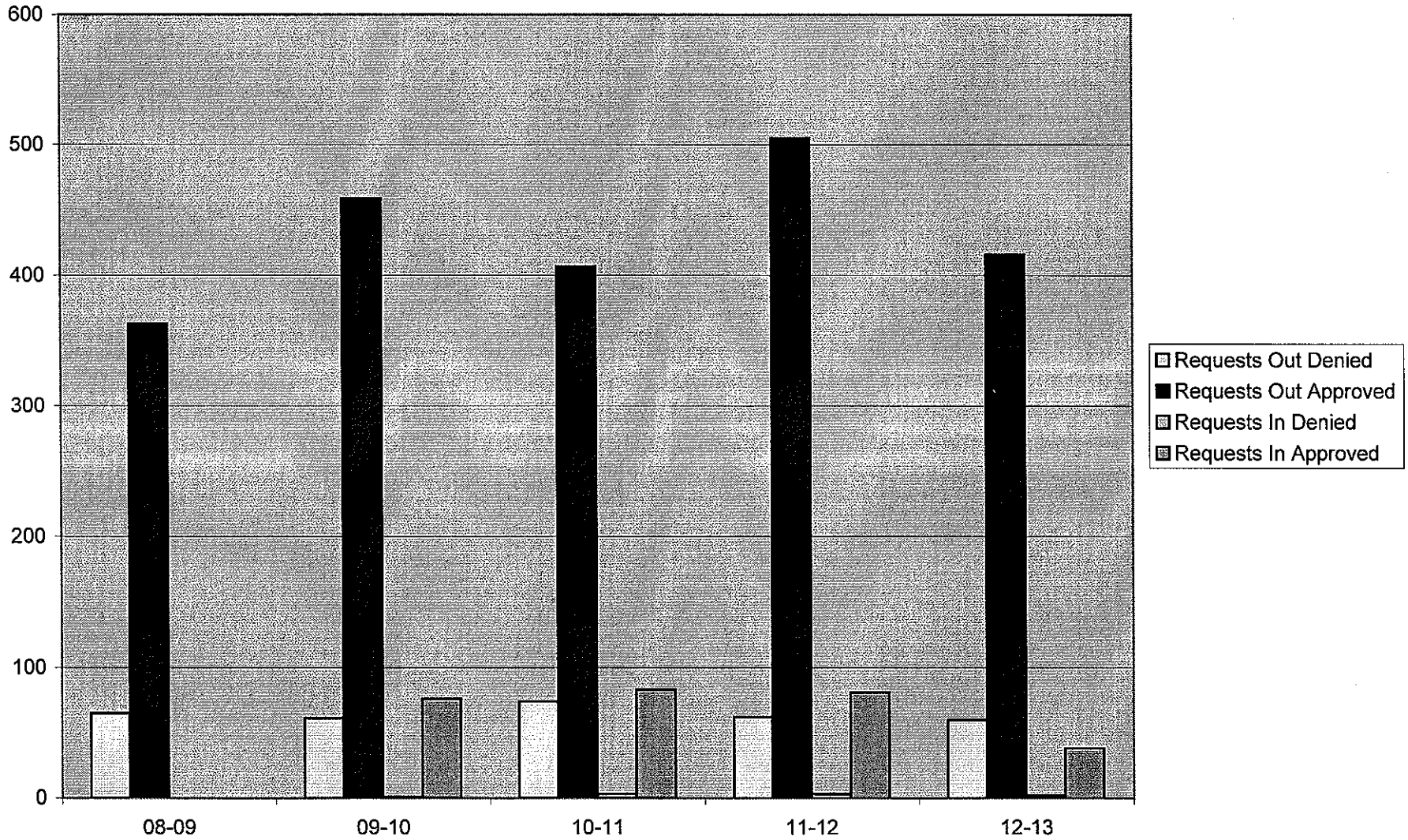
The Board annually discusses the implementation of the interdistrict process. Data concerning the amount of interdistrict requests is attached. An overall assessment of implementation will be presented at the meeting including the current process, data concerning interdistricts, new issues, staff resources used, County Board interaction, and options for the future. This is an information/discussion item only and the Board is not being asked to take action at this time.

RECOMMENDATION:

Discuss the information presented.

7.7

WPUSD Interdistrict/Employment Residency Requests



7.7.L

Western Placer USD

Administrative Regulation

Interdistrict Attendance

AR 5117
Students

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

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

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

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

(cf. 6159 - Individualized Education Program)

3. When the student has a sibling(s) attending school in a receiving district, to avoid splitting the family's attendance unless the student in the receiving district is attending based on an interdistrict agreement. Applications for students to attend with siblings will be determined on a case-by-case basis.

4. To allow a student to complete a school year when his/her parents/guardians have moved out of the district during that year.

5. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.

6. To allow juniors and seniors to attend the same school they attended as sophomores. (Education Code 46600)

7. When the parent/guardian provides written evidence, that the family will be moving to the receiving district in the immediate future and would like the student to start the year in that district.

8. When the student will be living out of the district for one year or less

9. When recommended by the School Attendance Review Board or by county child

welfare, probation or social service agency staff in documented cases of serious home or community problems, which make it inadvisable for the student to attend the school of residence.

(cf. 5113.1 - Chronic Absence and Truancy)

10. Other significant reasons documented on the application.

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

Once a student is enrolled in a school, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the permit. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

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

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

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

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

(cf. 5145.6 - Parental Notifications)

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

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5114.1 - Suspension and Expulsion/Due Process)

Transportation

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

Regulation WESTERN PLACER UNIFIED SCHOOL DISTRICT
approved: September 4, 2007 Lincoln, California
revised: March 4, 2009
revised: March 15, 2011
revised: February 21, 2012

Western Placer USD

Administrative Regulation

Residency Based On Parent/Guardian Employment

AR 5111.12
Students

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

(cf. 5111.1 - District Residency)
(cf. 5117 - Interdistrict Attendance)

Applications for Admission

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

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

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer. (Education Code 48204)

2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan. (Education Code 48204)

3. The school facilities are overcrowded at the relevant grade level.

4. Other circumstances exist that are not arbitrary. (Education Code 48204)

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

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

District Students Attending Other Districts Based on Parent/Guardian Employment

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

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

Legal Reference:
EDUCATION CODE
48200-48204 Compulsory education law
ATTORNEY GENERAL OPINIONS
84 Ops.Cal.Atty.Gen. 198 (2001)

Management Resources:
WEB SITES
California Department of Education: http://www.cde.ca.gov

Regulation WESTERN PLACER UNIFIED SCHOOL DISTRICT
approved: September 4, 2007 Lincoln, California

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
2011-12 Final Goals and Objectives Report

AGENDA ITEM AREA:
Information/Discussion

REQUESTED BY:
Scott Leaman, Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
District office

FINANCIAL INPUT/SOURCE:
All sources

MEETING DATE:
August 21, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

The final goals and objective report for the 2011-12 school year will be presented to the Board.

RECOMMENDATION:

Accept the report.

Western Placer Unified School District

Goals and Objectives for the Management Team

2011-12

Initial Draft: October 24, 2011
Board Review and Input: November 1, 2011
Board Approval: November 15, 2011
Final Presentation: August 21, 2012

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

ADOPTED DISTRICT GLOBAL GOALS

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

1.8.12

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

Objective	*Background*	*Benchmark*	*Actions/ Responsibility*	*Final*
1a - Continue focus on assisting all sites in meeting state assigned API and AYP targets.	1a – The district and its schools continue to improve on API and AYP targets. This progress will be supported by the district. Subgroups not making goals will receive focused support.	1a – By June 2012, All schools will show growth on API and AYP. Focus program support on Long-Term English Learners. Schools in Program Improvement will complete mandated tasks. Results from 2011 – 12 will be presented to the Board in the Fall of 2012.	• Intervention, ELD and program support *Deputy Superintendent/All Staff*	School site administrators participated in monthly formative student assessment discussions at C & I meetings throughout the year. Formative student data was continuously studied at site levels as well. English learners were monitored monthly for progress. Professional Development efforts focused on student achievement, enrichments and interventions. Site administrators and teachers attended ALL (A Look at Learning) and EL scaffold materials training. AYP and API results for 2012 are awaited.

1b – Plan and enhance opportunities within the curriculum for academically achieving students.	1b – Academic high achieving students require increased opportunities based on their capabilities.	1b – By June 2012, provide staff development in Gifted and Talented Education and Differentiation of instruction. Gifted and Talented opportunities will be supported. Fifty percent (50%) of students will meet A-G requirements. Additional Lincoln High School courses will be identified for 2 + 2 agreements with Sierra College. Advanced Placement (AP) courses will be offered.	• Increase and track A-G opportunities & attainment • Increase AP courses from 9 to 20 offerings through online learning • Increase 2 + 2 credit courses from 6 to 10 *Lincoln High School Admin and Staff/ Deputy Superintendent*	A total of over 70 WPUSD teachers have participated in GATE training. Aventa Learning online curriculum was added at LHS, raising the total number of AP classes at LHS to 20; AP World History (traditional seat-time program) will be added in 2012/13, with Summer 2012 intensive training provided to the instructor. Project Lead the Way Introduction to Engineering & Design (IED) and Computer Integrated Manufacturing (CIM) are being submitted for 2 + 2 credit consideration, totaling 10 LHS classes with 2 + 2 agreements.

3.8.12

1c – Support/monitor local special education offerings.	1c – In recent years, the district has brought many special education programs back to the district; percentage of special needs students has increased.	1c- By June 2012, complete special education manual, establish PLC's for secondary special education staff, explore possibilities for SDC-type program at LCES, provide Autism Certification training for RSP teachers, study feasibility of elementary ED program.	• Complete Benchmarks *Special Education Administration/Deputy Superintendent/LCE principal/Special Education Staff*	A Special Education/ General Education Workgroup comprised of over 30 staff worked to create a new document focusing on the implementation of four key components to encourage achievement of students with special needs: Collaboration; Continuous Assessment; Inclusion & Access to Core Curriculum; Targeted Professional Development. Specific recommendations were made in each of these four areas, with priorities identified for 2012/13. All Special Education teachers have received Autism Certification training; new elementary Behavior Program is opening at TBES in August 2012. Special Ed PLC's are in place at secondary level.

F 8 2

1d – Support/monitor alternative education programs.	1d- Not all students respond to traditional K-12 programs. For some students an alternative program is most helpful and appropriate.	1d-By June 2012, increase alternative education offerings in the district and evaluate future options to assist students.	• Implement CARE program at LHS and consider CARE at GEMS. • Consider establishing a District Independent Study Program *Deputy Superintendent/GEMS principal/PHS principal*	CARE Program was implemented at LHS and has been hugely successful; GEMS is requesting a CARE program as well; plans for August 2012 launch of District Independent Study Program are underway.
1e-Implement Transition Kindergarten (TK).	1e-Students turning five between November 1, 2012 and December 2, 2012 will be eligible for TK.	1e-By June 2012, Staff will prepare for TK requirements and programs.	• Establish one or more TK programs at WPUSD elementary sites • Communicate with families • Register eligible children for TK *Deputy Superintendent/Select Principals*	The District's first TK program is opening at TBES in August 2012; to date, 23 children are registered for the program. A TK Committee met during Spring 2012, visiting other TK sites and crafting the program, learning expectations and report cards. Over 20 interested parents attended a Parent Information Night.

5'8'12

1f – Achieve a balanced budget by 2012-13 per Board direction.	1f –The Budget Committee, convened by the Superintendent in 2010-11, identified and recommended nearly 3 million in budget reductions for 2011-12. The Board of Trustees directed staff to work with the Budget Committee to identify additional cuts necessary to balance the budget by 2012. Reserves are being used to cushion budget reductions.	1f – By June 2012, adopt a plan to achieve a balanced budget by 2012-13.	• Identify budget reductions with input from the Budget Committee • Update the Board on budget issues *Assistant Superintendent/ Superintendent/ District Office Administration/ All Staff*	With the cooperation of the entire district, this goal will be achieved for the 2013-14 school year with the projected reductions of 6.5 million dollars in the 2013-14 school year. It should be noted that many one-time reductions were used this year and current budget forecasts include reduced educational funding. Due to these circumstances, additional reductions will be necessary to achieve a balanced budget in future years.

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

Objective	*Background*	*Benchmark*	*Actions/ Responsibility*	*Final*
2a –Police Officer resources will be allotted to Lincoln High School and Phoenix High School.	2a – A district-funded School Resource Officer was placed at Lincoln High and Phoenix High Schools in 2009. The contract with the Lincoln Police Department expires in 2012.	2a – By June 2012, present to the Board a contract for School Resource Officer services for 2012-13.	• Negotiate new contract *Superintendent*	Unfortunately, this item was one of the budget reductions the district enacted.

9.8.2

2b – Continue to create consistent and caring environments for students.	2a – Positive student attendance and behavior are an integral part of a successful education.	2a – By June 2012, additional supports will be in place to reinforce positive student behavior and attendance.	• Establish district and site attendance goals and incentives • Implement new SARB and SAM process • Implement CARE program at LHS • Implement Building Effective Schools Together (BEST) and Positive Behavioral Interventions and Supports (PBIS) programs at selected sites *Deputy Superintendent/ Selected Principals/ Selected Staffs*	The District Attendance intervention systems (SARB) were completely revised and new SAM system was implemented, based on DAWG (District Attendance Work Group) recommendations, resulting in a .5% increase in ADA and an additional $275,000 funds to the district. Nine of our eleven sites met their attendance goals. PBIS was implemented at LHS and CCC and is planned for GEMS & COES.

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

Objective	*Background*	*Benchmark*	*Actions/ Responsibility*	*Final*
3a – Evaluate current facilities for use and capacities.	3a – In 2008, a full capacity survey was done at all sites to establish, not only a full inventory of classroom space, but also to be able to report to the State of California on current eligibility. In addition with increased class sizes and unavailable funding for future sites, all possible teaching stations will be utilized.	3a – By January 2012, hold appointments for site visits with Facilities Department and site administration. By May 2012, have updated capacity evaluations ready to present to management.	• Schedule visits with sites • Prepare site maps with current classrooms uses • Finalize capacity count *Assistant Superintendent/Facilities Planner*	Facility staff toured every site during the summer of 2012 and completed an inventory of each site. The completed capacity survey will be published by October 2012.

3b - Create and maintain a safe, clean, healthy learning environ-ment consistently and equitably at all school sites.	3b - WPUSD has 11 unique school sites each with unique maintenance and custodial needs.	By June 2012, implement a training program for maintenance and custodial staff to improve the range of trades skills amongst the staff with increased attention to safety and a focus on the CASH Facility Inspection Tool Guidebook.	• Regularly schedule safety meetings with the staff. • Provide staff with training opportunities in HVAC, low voltage, locksmith, glazing, welding, carpentry, etc. *Assistant Superintendent/Director of Maintenance*	Regularly scheduled Lead, Maintenance and Grounds meetings were held every month. Training was incorporated into each meeting. In addition, district-wide custodial meetings were held three times during the year with additional training provided. Training opportunities will continue to be provided to staff during the coming year.
3c – Explore agricultural conservancy at the current Lincoln High School Farm site and formally acquire Mariner (Rockwell) Ranch.	3c – The school board approved a resolution in the past to place the Lincoln High School Farm in an agricultural conservancy. The district also was selected to acquire an additional 500 acres from CalTrans.	3c – By June 2012, working with the Farm Foundation, conservancy options will be implemented by the district and the agreement with CalTrans will be finalized.	• Work with the Farm Foundation on implementing conservancy options • Finalize purchase of Mariner Ranch *Superintendent/LHS Principal/Farm Foundation*	The Board took action by resolution to maintain the farm property for educational purposes. Discussions with CalTrans and the Rockwell property are ongoing.

2'8'2

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

Objective	*Background*	*Benchmark*	*Actions/ Responsibility*	*Final*
4a – Increase communication content and outlets through the use of appropriate tech-nologies, information, and community resources	4a – Timely communication, both proactive and reactive, is important for parents and the greater community to partner with schools.	4a – By June 2012, school and district websites will be consistently updated in a timely manner. The school district will have a presence at City Council meetings. Service organizations will be visited. Community resources such as the Latino Leadership Council, Lighthouse FRC, PCOE parent education programs will be utilized as general supports, but specifically in School Attendance Review Boards, School Attendance Mediations, and Student Study Teams.	• District and Sites update websites • District Office staff will attend City Council meetings • Services Organizations visited • Community resources utilized *All Administrative Staff/ Other Selected Staff*	Websites are updated regularly as needed and outreach has been achieved in many areas. The district effectively used the website, School Messenger home calling system, and media outlets to keep families informed during the tanker fire. All of these actions took place while staff was displaced from the District Office.

4b - Communication and collaboration with the city will be increased.	4b – Joint partnerships including the School Resource Officer, joint use facility agreements, and the library assist district families and community members. Some of these agreements need updating based on the practical use of the facilities. Ongoing joint collaborative meetings take place throughout the year. City support for adequate school facilities in the Villages and infill will be sought.	4b – By June 2012, collaboration meetings with the city will continue and other avenues of partnership will be evaluated. City support for appropriate educational facilities will be garnered.	• Hold meetings with city manager • Explore revised SRO contract • Update joint use agreements • Meet with the City concerning Village educational facilities *Superintendent/ District Office Staff*	Ongoing agenized meetings with the City of Lincoln have discussed the topics listed and many others.

11'8'2

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

Objective	*Background*	*Benchmark*	*Actions/ Responsibility*	*Final*
5a – Implement new food service software – Nutrikids.	5a – Food Service engaged in an RFP for an integrated food service software program to replace the current software system because it was no longer supported by the vendor. The new software package needed to include point of sale, on-line prepayments, nutrition education, free and reduced-price tracking, meal tracking, parent portal, and management reporting.	5a -By June 2012, implement new Nutrikids software for 2011-12 school year and educate parents and students on the many features offered in the software.	• Work with the Nutrikids vendor, IT department and sites • Upgrade the hardware and software to the Nutrikids point-of-sale program • Utilize the many report and summary features available in Nutrikids to monitor meal and revenue data site-by-site *Assistant Superintendent/Technology/Director of Food Services and Food Services Department*	Nutrikids was implemented on time and on budget. The new software has provided Food Services with reporting features that track sales, efficiency, and costs on a site by site basis. This has given management the information necessary to run a more effective operation. The features available to cashiers at each site have provided additional customer service to students and parents.

21-8-12