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	06/01/12	08/30/12
Sheridan School (K-5)	78	83	86
First Street School (K-5)	462	450	464
Carlin C. Coppin Elementary (K-5)	424	425	425
Creekside Oaks Elementary (K-5)	629	617	565
Twelve Bridges Elementary (K-5)	687	674	548
Foskett Ranch Elementary (K-5)	556	571	548
Lincoln Crossing Elementary (K-5)	631	634	686
Glen Edwards Middle (6-8)	721	688	684
Twelve Bridges Middle School (6-8)	823	825	855
Lincoln High School (9-12)	1,507	1,416	1,526
Phoenix High School (10-12)	70	62	58
PCOE Home School	0	0	0
TOTAL:	**6,588**	**6,445**	**6,586**

State Preschool

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

Pre-K/Special Ed

Foskett	6
FSS PPPIP	52
CCC	1

Adult Education

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
September 4, 2012, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS THEATER
790 J Street, Lincoln, CA 95648

AGENDA

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

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

6:30 P.M. START

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

6:35 P.M.

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

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/RELEAS

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 Approval of Meeting Minutes for:

- August 7, & 21, 2012 Regular Board of Trustee Meeting

4.2 Approval of Warrants
4.3 Classified Personnel Report
4.4 Certificated Personnel Report
4.5 Approve Re-Entry of Students # 11-12-J, 11-12-X, and 11-12-Y.
4.6 Approve Student Discipline Stipulated Expulsion for Student #12-13-C.
4.7 Approve Agreement to Furnish Food Service between KidZKount: Placer Community Action Council, Inc. and WPUSD
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 Information/ Discussion **IMPENDING HOUSING DEVELOPMENT WITHIN WPUSD BOUNDARIES – Scott** *(12-13 G & O Component I, II, III, IV, V)*

•At the August 21, 2012 Board of Trustees meeting, staff shared information regarding options to plan for the housing of additional students that will be generated by development surrounding City of Lincoln. The options discussed were:

- Continue to request that all Environmental Impact Reports reflect the full requirements of mitigations to school and temporary housing
- Continue to work collaboratively with local jurisdictions to ensure complete communities
- Consider similar resolution to the one adopted by Golden Valley Unified School District
- Investigate feasibility of School Facility Improvement District in future development areas
- Begin master planning process for sites that have acreage available for expansion with portables

7.2 Action **LIGHTHOUSE COUNSELING AND FAMILY RESOURCE CENTER CONTRACT – Boyle** *(12-13 G & O Component I, II, III, IV, V)*

•The requirements and funding for providing educationally related mental health (ERMH) services for students with special needs has shifted to school districts with the 2012-2013 school year. During 2011-2012, WPUSD Special Education

Department engaged in an extensive planning process to prepare for the shift. Categorical funds that were allocated to this end included one-time SB 70 and AB100 funds for capacity building as well as ongoing funding through Prop 98 and IDEA.

7.3 Discussion/ Action **APPROVE RESOLUTION NO 12/13.6 REGARDING AUTHORIZATION TO TEACH ASSIGNED SUBJECTS – Davis** *(12-13 G & O Component I, II, III, IV, V)*

•Pursuant to Education Code 44256(b), and in order to ensure proper credentialing and teacher consistency for one of our assignments the District administration is making a recommendation that the Board approve Resolution No 12/13.6 which will allow one certificated long term substitute teacher (also currently Laid off teacher on reemployment list) to teach as a long term substitute potentially for the entire 2012-2013 school year in an Elementary Science departmentalized setting at grades 1-5 at Foskett Ranch Elementary. The long term substitute teacher has consented to this assignment.

Roll call vote:

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

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

- AR 3516.2 Bomb Threats
- BP 3516.5 Emergency Schedules
- BP 5141.21 Administering Medication and Monitoring Health Conditions
- AR 5145.8 Refusal to Harm or Destroy Animals
- BP/AR 6158 Independent Study
- E 5145.6 Parental Notifications
- BP/AR 6142.7 Physical Education and Activity

7.5 Information **PRESENTATION OF THE ACTUARIAL STUDY OF THE DISTRICT'S RETIREE HEALTH BENEFITS – Lopes** *(12-13 G & O Component I, II, III, IV, V)*

• In order to comply with Governmental Accounting Standards Board (GASB) Statement 45 the district must recognize its liability for the projected cost of future retiree health benefits. GASB 45 is the implementation of financial rule to account for the current and future costs of retiree health benefit obligations. The Governmental Accounting Standards Board (GASB) issued its new accounting standards for U.S. local public agencies in 2004, as a result of a growing concern that public agencies, like corporate entities in the 1990s, were not recognizing in their annual financial statements the total cost of promised post-employment health benefits for retired employees and thus not assessing the potential impact of these growing liabilities on future cash flow. GASB 45 requires pubic agencies to conduct regular actuarial studies to determine the actuarial accrued liability for retiree health benefits, to determine the annual cost to the district to fund this liability and to report the progress made in funding the liability.

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 18, 2012 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School
- October 2, 2012 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School
- October 16, 2012 7:00 P.M., Regular Meeting of the Board of Trustee – Foskett Ranch Elementary 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, September, 2012**
Time: **6:35 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:
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:
September 4, 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.

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:
September 4, 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

CONSENT

AGENDA

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Approval of Minutes:
- August 7, & 21, 2012 Regular Board Mtgs.

AGENDA ITEM AREA:
CONSENT AGENDA

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 4, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- August 7, & 21, 2012 Regular Board of Trustee Meetings

RECOMMENDATION:

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

wp/rk/factform

4.1

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

MINUTES

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.

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

Members Absent
Paul Long, Member

Others Present
Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent
Joyce Lopes, Assistant Superintendent of Business & Facilities
Ryan Davis, Director of Human Services
Rosemary Knutson, Secretary to the Superintendent
Bob Lyons, Director of Technology
Heather Steer, Facilities Planner
Patty McAlpin, Lincoln News Messenger

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

4.1.1

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

No action was taken

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

No action was taken

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

Motion by Mr. Carras, seconded by Mrs. Wyatt, and passed by 4-0 vote to approve transfer appeal.

b. Interdistrict Request Appeal 12/13 – 44

Motion by Mr. Haley, seconded by Mr. Armitage, and passed by a 3-1 vote to approve transfer appeal.

4. **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

Motion by Mr. Haley, seconded by Mrs. Wyatt, and passed by a 4-0 roll call vote to approve consent agenda as presented. ***Roll call vote: Haley, Wyatt, Carras, Armitage***

5. **COMMUNICATION FROM THE PUBLIC**
There was no communication from the public.

6. **REPORTS & COMMUNICATION**
6.1 Lincoln High School, Student Advisory – Jillian Loya, not present

6.2 Western Placer Teacher's Association – Tara McCroskey reported teachers have been preparing all this week, and a shout out to the teachers who have been working all summer. Because of AP offerings, teachers have been training. This year will be very challenging for teachers.

6.3 Western Placer Classified Employee Association – Mike Kimbrough, not present

6.4 Superintendent - Scott Leaman reported on the following:

- First day of school
- We're up on projections, we should know by Friday,
- Administration will be meeting on Friday to review numbers, and see what we need.
- Administration will be out at the sites tomorrow.
- Happy to see the shining faces of students tomorrow.

7. ♦ACTION ♦DISCUSSION ♦INFORMATION

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.

Motion by Mr. Carras, seconded by Wyatt and passed by 4-0 vote to approve the wiring upgrade project for Carlin Coppin and Lincoln High School.

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.

Heather Steer, Facilities Planner presented a powerpoint on Future Development within Western Placer Unified School District Current Status and Issues, she reviewed the following:

- Senate Bill 50 – State School Funding
- What we learned from the past
- School Facility Funding Shortfall Analysis
- Portable Costs
- What is other Districts Doing?
- Planning for Growth
- School Facility Improvement Districts

Comments:

Spencer Short spoke to the following concerns:

- Level III fees, suspended by the state.
- Mello-Roos, is very small in the Lincoln Crossing area
- Surrounding districts have passed school bonds
- City cannot force development agreements, and city is stuck with the state mandates.
- EPS report didn't share about the expanded information on numbers.
- City is not aware of the full scope of what the school works under.
- Anything the school requires, we back you up, but you need to keep us informed.
- Need more definition, what is going into that price.

Phil Rodriguez, Lewis Development questioned:

- What is the significant difference of schools, and why the difference of the schools.
- Look at what the needs are and standards are.
- Look at a basic school, and as growth changes, the district could increase through the years as needed.
- We need to look at the average cost to build schools.

It was the consensus of the board to bring back detailed costs at the next board meeting.

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.

Ryan Davis, presented the revision to the job descriptions, and reported that changes have been incorporated for the replacement under an adequate job description. Motion by Mr. Carras, seconded by Mr. Haley, and passed by a 4-0 vote to approve the revised job description.

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.

Ryan Davis presented the standard item, which is usually presented at the beginning of school. Motion by Mr. Carras, seconded by Mrs. Wyatt, and passed by a 4-0 vote to approve the declaration of need for fully qualified educators.

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.

Mary Boyle presented school wide or targeted schools assistance options available. Motion by Mrs. Wyatt, seconded by Mr. Carras, and passed by a 4-0 vote to approve Title 1 funding for the following schools:

~ First Street Elementary
~ Sheridan Elementary School
~ Glen Edwards Middle School

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.

Joyce Lopes presented Resolution 12/13.5. Motion by Mr. Carras, seconded by Mrs. Wyatt, and passed by a 4-0 roll call vote to approve Appointed Authorized District Representatives and Appoint District CEQA Officer. Roll Call: Wyatt, Carras, Haley, Armitage

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.

Mr. Leaman present an overview on Interdistrict transfers. He reviewed the process, along with Administrative Regulations 5117, and 5111.12. He also presented data showing the number of Interdistrict Transfer requests. Both Mr. Armitage and Mr. Carras felt the tour should not be a requirement, and possibly require parents to view the video of the orientation. Mr. Leaman asked if any changes needed to be made to the Administrative Regulations. It was the consensus of the board to leave it with the nine reasons, and continue the way we are.

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.

Mr. Leaman reviewed the final Goals and Objectives of 2011-2012 with the Board of Trustees.

8. BOARD OF TRUSTEES

Mr. Haley had no report
Mrs. Wyatt is excited for school to start, and will be going with grandkids on their first day.
Mr. Carras was happy to see City Council here
Mr. Damian is looking forward to taking kids to school tomorrow.

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

There being no further business the meeting adjourned at 9:08 p.m.

Damian Armitage, Board President

Brian Haley, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
August 7, 2012, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS THEATER
790 J Street, Lincoln, CA 95648

MINUTES

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

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

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

Others Present
Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent
Joyce Lopes, Assistant Superintendent of Business & Facilities
Ryan Davis, Director of Human Services
Rosemary Knutson, Secretary to the Superintendent
Bob Lyons, Director of Technology
Heather Steer, Facilities Planner
Patty McAlpin, Lincoln News Messenger

5:40 P.M. START

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

5:45 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
- CL 12/13.1

2.3 **INTERDISTRICT ATTENDANCE APPEAL**
a. Interdistrict Request Appeal 12/13 - 38

4.1.8

b. Interdistrict Request Appeal 12/13 - 39
c. Interdistrict Request Appeal 12/13 – 40
d. Interdistrict Request Appeal 12/13 – 41
e. Interdistrict Request Appeal 12/13 – 42

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

No action was taken

3.2 PERSONNEL
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- CL 12/13.1

The Board of Trustees took action to approve and ratified an agreement between employee CL 12/13.1

3.3 INTERDISTRICT ATTENDANCE APPEAL
a. Interdistrict Request Appeal 12/13 – 38

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

b. Interdistrict Request Appeal 12/13 – 39

Motion by Carras, Armitage, 3-2 yes, no votes by Long, Wyatt

c. Interdistrict Request Appeal 12/13 – 40

Motion by Wyatt, Carras to approve, passed by a 4-1, no vote Armitage

d. Interdistrict Request Appeal 12/13 – 41

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

e. Interdistrict Request Appeal 12/13 – 42

Motion by Mr. Long, seconded by Mrs. Wyatt, and passed by a 3-2 vote to deny the transfer appeal, no votes by Carras, Armitage

4. CONSENT AGENDA

4.1 Approval of Meeting Minutes for:
- June 5, & 19th, 2012 Regular Board of Trustee Meeting

4.2 Approval of Warrants
4.3 Classified Personnel Report
4.4 Certificated Personnel Report
4.5 Approve Williams Uniform Quarterly Complaint Report.
4.6 Approval of Change Order #01 for Lincoln High School – Shop Renovation Project Lead the Way.
4.7 Unpaid Leave of Absence Request
4.8 Approve State Preschool Contract which includes Resolution No. 12/13.4.
4.9 Report of Disclosure Requirements for Quarterly Reports of Investments
4.10 Approve Agreement for Fiscal Budget Services between School Services of California, Inc. and WPUSD.
4.11 2012-13 Technology, Fiscal and Information Services Contract
4.12 Project Development Agreement with Johnson Controls, Inc.

Motion by Mrs. Wyatt, seconded by Mr. Haley, and passed by a 5-0 roll call vote to approve consent agenda as presented. ***Roll call vote: Haley, Long, Wyatt, Carras, Armitage***

5. COMMUNICATION FROM THE PUBLIC

No communication from the public

6. REPORTS & COMMUNICATION

6.1 Lincoln High School, Student Advisory – Jillian Loya, not present
6.2 Western Placer Teacher's Association – Mike Agrippino, Mike shared that teachers have given up their lottery monies, which are used to purchase supplies. He introduced Angie Brown, which was a student in Western Placer. Angie and her husband Kyle have started Lincoln Teacher Donations, which is a way for the community to get involved and help teachers with school supplies that are needed. "Stuff the Bus" will be held this Saturday, in front of Staples. Staples will also be giving 25% off on Saturday for WPUSD "Teacher Appreciation Day", there are other events happening within the community, Pink Box and Old Town Pizza will also be participating, $750.00 was donated from the Community Foundation. 100 percent of the funds will be used in Western Placer Unified School District.
6.3 Western Placer Classified Employee Association – Mike Kimbrough, not present
6.4 Superintendent - Scott Leaman reported on:
- Looking forward to the year ahead of us.
- Two appeals on Thursday at the County level.
- School starts August 22nd
- School Office will resume regular hours.

7. ♦ACTION ♦DISCUSSION ♦INFORMATION

7.1 Information/ Discussion **IMPENDING HOUSING DEVELOPMENT WITHIN WESTERN PLACER UNIFIED SCHOOL DISTRICT BOUNDARIES - Lopes**
(12-13 G & O Component IV, V)

- With the adoption of the City of Lincoln's 2050 General Plan Update in 2008, it became apparent that the area within the Western Placer Unified School

4.1.10

District boundaries was slated for significant growth through the year 2050 and beyond.

Joyce talked about the increase in building. She introduced Heather Steer to present the powerpoint on future development. She reviewed the following:

- How SB 50 does and does not provide new school facilities
  - Signed into law in 1998
  - School districts and developers are not required to enter into mitigation agreements
  - Residential and Commercial developers pay for school construction based on annual calculations
    - Level 1, Level 11, Level 111
    - Schools can no longer refuse "will-serve letters"
  - Provides state funding with state bonds for school facilities; requires appropriate matching funds
- With SB 50
  - SB 50 mandated us to house all new students regardless of funding
  - We cannot prevent new homes from being built
  - We may not have the money to build new schools BUT we must house new students
- The Villages
  - City of Lincoln's 2050 General Plan Update identifies Seven (7) Villages with an estimated 24,000 students at full Build out!
  - Currently WPUSD estimates need for an Additional 9 Elementary Schools, 3 Middle Schools, 2 High Schools.
  - Current Status of Development
    - ~ Village 1: max of 5,639 residential units
    - ~ Turkey Creek Estates: max of 393 residential units
    - ~ Village 7: max of 3,387 residential unit
- History
- School Facilities Master Plan June 2010
- School Facility Shortfall
- State of California School Construction Funding
- Communication Efforts
- Looking Ahead
- Discussion & Questions

Joyce Lopes asked the board how they would like to move forward, with any ideas, as well as working with developers. Heather Steer reported that we will start looking seeing the growth in about two years. Joyce asked that the board continue with discussion on how we can best prepare for the growth. Paul Carras feels portables on older schools. Future development should not impact our current students. Damian Armitage asked about developer built schools, and why don't we consider that. The development agreements are between the city and the developer.

4.1.11

7.2 Information **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.

Bob Lyons spoke on updating the wiring at Carlin C. Coppin Elementary and Lincoln High School. There are six or seven sites eligible for funding. The District went out for public bid, and received two bids. This was information only and will come before the next board meeting for approval.

7.3 Information **PEER COACH UPDATE - Boyle** *(12-13 G & O Component I, II, III, IV, V)*

The District and WPTA collaborated to create two Peer Coach positions for the 2012/2013 school year, using available PAR (Peer Assistance Review) and Staff Development categorical funds. Gregg Law and Lori Fury were hired as the Elementary and Secondary Peer Coaches, respectively. Gregg has taught third and fourth grades at Creekside Oaks and Foskett Ranch Elementary Schools and Lori Fury has taught mathematics at Glen Edwards Middle School. Both Gregg and Lori have participated in peer coaching programs and are now attending summer training and preparing for the coming school year.

An outline of the Peer Coaching Program plans will be provided.

Mary Boyle talked about the two new peer coaches that were hired. Both Gregg and Lori will be going into classrooms and working with teachers, along with providing staff development training.

7.4 Information **COMMON CORE STATE STANDARDS - Boyle** *(12-13 G & O Component I, II, IV, V)*

Common Core State Standards were adopted by the State of California on August 2, 2010, and have now been adopted by 48 of the 50 United States. The Common Core State Standards attempt to align the learning standards for students in grades K – 12 across the nation on a par with international standards. The Common Core State Standards are a major revision for California from the previously adopted 1997 California State Standards, being more rigorous, more clearly organized, sequentially organizing skills for easier reference K/12, and focusing on higher levels of thinking on the part of students.

Mary Boyle presented a power point on Common Core State Standards to keep the board and public abreast on current information. This was information only.

7.5 Action **APPROVE RESOLUTION NO. 12/13.1 TO APPROVE THE WPUSD COMMUNITY FACILITIES DISTRICT NO. 1 TAX REPORT FISCAL YEAR 2012-13, AND LEVYING AND APPORTIONING THE SPECIAL TAX AS PROVIDED THEREIN - Lopes** *(12-13 G & O Component IV, V)*

•Staff requests the Board of Trustees take action to approve the FY 2011-12 special tax levy for developed and undeveloped parcels within the Western Placer Unified School District's Community Facilities District No. 1. There are 4,257 parcels being levied for a total of $3,261,620.82. A complete printout of

4.1.12

parcels levied is available at the District Office and will be available at the Board of Trustees meeting.

Heather Steer spoke on the purpose for tax Resolution, which is in Twelve Bridges area. Motion by Mrs. Wyatt, seconded by Mr. Haley, and passed by a 5-0 roll call vote to approve Resolution No. 12/13.1 approving the WPUSD Community Facilities District No. 1 tax report fiscal year 12-13, and levying and apportioning the special tax as provided therein. Roll call vote: Long, Wyatt, Carras, Haley, Armitage

7.6 Action **APPROVE RESOLUTION NO. 12/13.2 TO APPROVE THE WPUSD COMMUNITY FACILITIES DISTRICT NO. 2 TAX REPORT FISCAL YEAR 2012-13, AND LEVYING AND APPORTIONING THE SPECIAL TAX AS PROVIDED THEREIN**

- **Lopes** *(12-13 G & O Component IV, V)*

•Staff requests the Board of Trustees take action to approve the FY 2011-12 special tax levy for developed and undeveloped parcels within the Western Placer Unified School District's Community Facilities District No. 2. There are 2,718 parcels being levied for a total of $2,036,590.88. A complete print out of parcels levied is available at the District Office and will be available at the Board of Trustees meeting.

Heather Steer spoke on the purpose for the Resolution. Motion by Mr. Long, Mrs. Wyatt, and passed by a 5-0 roll call vote to approve Resolution No. 12/13.2 to approve the WPUSD community facilities District No. 2 Tax report fiscal year 2012-13, and levying and apportioning the special tax as provided therein. Roll call vote: Wyatt, Carras Halley, Long, Armitage

7.7 Action **APPROVE RESOLUTION NO. 12/13.3 TO APPROVE THE ANNUAL INCREASE OF COMMUNITY FACILITY DISTRICT MELLO-ROOS RATES FOR CFD #1 AND CFD #2**

- **Lopes** *(12-13 G & O Component IV, V)*

• Annually the rates for fee calculations for Mello-Roos tax within the Western Placer Unified School District's Community Facilities Districts #1 and #2 are adjusted in coordination with the California Construction Cost Index (CCCI), utilizing the annual percentage increase or decrease for the most recent full calendar year as the standard. As of December 2011, there was an increase in the Construction Cost Index of 1.5%. This will increase the rates within CFD #1 to $6.10 per square foot and CFD #2 to 0.4062 per square foot respectively. Both districts observe a cap of 2200 square feet per residential unit that can be charged. If approved, these rate increases will be in effect beginning August 8, 2012 and continue through the 2012-13 Fiscal Year.

Heather Steer spoke on Melloo Roos rate increase. Motion by Mr. Carras, seconded by Mrs. Wyatt, and passed by a 5-0 roll call vote to approve Resolution No. 12/13.3 approving the annual increase of Community Facility District Mello-Roos rates for CFD #1 and CFD #2.

Roll call vote: Carras, Haley, Long, Wyatt, Armitage

4.1.13

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

•As part of the ongoing review of job descriptions and the needs of the school sites and the District by both the District and CSEA there exists a need to approve a new job description for the "Library Technician – High School" position which has some significant changes from the other Library Technician job description in order to meet the very specific needs of our High School. The District administration worked with CSEA to bring forward the enclosed job description. The new position will be placed on Range 21 on the Classified Salary Schedule.

Ryan Davis reported on the increase of the salary range, as well as the purpose of the change in the job description. Motion by Mr. Carras, seconded by Mr. Haley, and passed by a 5-0 vote to approve the new job description for the High School Library Technician position.

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

•As a part of the ongoing review of job descriptions and the needs of the school sites and the District by both the District and CSEA there exists a need to approve a new job description for the "Licensed Vocational Nurse LVN/Paraprofessional" position which is necessary to meet the very specific health care and educational needs of our students. The District administration worked with CSEA to bring forward the enclosed job description. The new position will be placed at Range 28 on the Classified Salary Schedule.

Ryan Davis worked with CSEA on changing the job description of the LVN/Paraprofessional position. Motion by Mr. Long, seconded by Mr. Carras, and passed by a 5-0 vote to approve the new job description for the LVN/Paraprofessional position.

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

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

- BP/AR 3515.2 Disruptions
- BP 5127 Graduation Ceremonies and Activities
- BP/AR 5131.7 Weapons and Dangerous Instruments
- AR 5141.4 Child Abuse Prevention and Reporting
- AR 5144.2 Suspension and Expulsion/Due Process (Students with Disabilities)
- BP/AR/E 5145.11 Questioning and Apprehension by Law Enforcement
- BP 5145.3 Nondiscrimination/Harassment

Motion by Mrs. Wyatt, seconded by Mr. Haley, and passed by a 5-0 vote to approve revised and new policies, regulations and Exhibits.

4.1.14

7.11 Information **FOOD SERVICE AUDIT NSLP COORDINATED REVIEW - Lopes** *(12-13 G & O Component I, IV, V)*

•This past spring, the Nutrition Services Department was audited by the California Department of Education, Nutrition Services Division for the National School Lunch Program review. The audit went very well and the Nutrition Services Department received compliments from the auditor on their largely clean review.

Joyce Lopes reported on the current audit that was done on the Food Service Department, and presented the results with the audit.

7.12 Information **BUDGET UPDATE - Lopes** *(12-13 G & O Component I, II, III, IV, V)*

•The California State budget for 2012-13 was approved by the Legislature and signed by the Governor by June 30, making this our second consecutive single-party majority-vote on-time budget. This budget, like last year's, relies on subsequent events to provide revenues to cover the budgeted expenditures.

Joyce Lopes presented attached information for review. The district will start up with budget committee meetings again.

7.13 Information **PROCLAMATIN OF THE CITY COUNCIL "WE ARE LINCOLN-BUILDING GREATNESS WITHIN" DAY - Leaman** *(12-13 G & O Component I, II, III, IV, V)*

•The City Council of the City of Lincoln will take action on August 17th proclaiming August 17th, 2012 as "We Are Lincoln-Building GREATNESS within" Day.

Jay Berns, LHS principal spoke on the proclamation that will be going before Lincoln City Council for approval, and the purpose of the proclamation. The proclamation will help in 5 tiers, Character, Empathy, Caring, Maximizing their potential, which will include working with parents and coaches. Our goals are to give our students empathy, student motivation, and getting every student to do their best. August 17th is a family night out. This will be our kick-off event.

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

Mrs. Wyatt reported the "Mud Run" raised $17,000 which will go towards the community for Suicide Prevention. Rotary is working with LHS and GEMS with providing money for training.

4.1.15

Mr. Carras had no report
Mr. Long "Stuff the Bus" is a great thing, and reported he will not be at the next board meeting.
Mr. Haley was happy the Education Foundation voted for 5013(c) to work with the teacher on donations.
Mr. Armitage applauded the great efforts in fund raising, and clean up help will be needed at GEMS this weekend.

9. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- August 21, 2012 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School
- 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

There being no further business the meeting was adjourned at 9:05 p.m.

Damian Armitage, Board President

Brian Haley, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

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

4.1.16

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Approval of Warrants

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Joyce Lopes
Assistant Superintendent of Business Services

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

DEPARTMENT:
Business Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 4, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will consider approval of warrants paid since the August 7, 2012 board meeting.

RECOMMENDATION:

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

wp/rk/factsheetwarrants

Checks Dated 08/24/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85265175	08/24/2012	A-Z BUS SALES INC	01-4365		1,213.61
85265176	08/24/2012	ADI HONEYWELL INTERNATIONAL	01-4300		291.69
85265177	08/24/2012	AIRGAS	01-4340		15.81
85265178	08/24/2012	BANK OF AMERICA #3819	01-4300		224.40
85265179	08/24/2012	BRIGHT BEGINNINGS THERAPY INC	01-5800		2,000.00
85265180	08/24/2012	C & S TELECOMMUNICATIONS INC	01-4300	21.45	
			01-5600	110.00	
			01-5800	370.00	501.45
85265181	08/24/2012	DARRELL HASKINS	01-9500		975.00
85265182	08/24/2012	EDUCATIONAL DATA SYSTEMS	01-4300		551.57
85265183	08/24/2012	FAR WEST RENTS & READY MIX	01-4300	183.36	
			01-5600	183.36	366.72
85265184	08/24/2012	FRONTLINE PLACEMENT TECHNOLOGIES, INC.	01-5800		8,059.60
85265185	08/24/2012	GRAINGER .	01-4300		699.95
85265186	08/24/2012	HOLT OF CALIFORNIA	01-4365		727.64
85265187	08/24/2012	INTEGRITY GLOBAL SOLUTIONS LLC	01-4300		455.00
85265188	08/24/2012	JANE JOHNSON	01-5800		3,348.75
85265189	08/24/2012	KIRBY'S PUMP & MECHANICAL INC.	01-9500		2,862.50
85265190	08/24/2012	KRISTINE N CORN DBA SIERRA PEDIATRIC THERAPY CLINIC	01-5800		983.25
85265191	08/24/2012	KRONICK MOSKOVITZ TIEDEMANN	01-5810		525.00
85265192	08/24/2012	L & H AIRCO	01-5600		315.00
85265193	08/24/2012	LAGUNA PHYSICAL THERAPY & HAND REHABILITATION	01-5800		209.00
85265194	08/24/2012	LD PRODUCTS	01-4300		37.56
85265195	08/24/2012	LINCOLN ACE HARDWARE/MAINT	01-4300		108.94
85265196	08/24/2012	LOWE'S	01-9500		21,172.01
85265197	08/24/2012	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-5800		475.00
85265198	08/24/2012	NORMAC	01-4300		504.50
85265199	08/24/2012	PCOE	01-5800		16,961.30
85265200	08/24/2012	PLACER LEARNING CENTER	01-5800		26,729.41
85265201	08/24/2012	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600	1,533.91	
			01-7438	69.31	
			01-7439	373.69	1,976.91
85265202	08/24/2012	SAC VAL JANITORIAL SALES	01-4300		12,352.91
85265203	08/24/2012	SIERRA OFFICE SUPPLIES &	01-4300		92.70
85265204	08/24/2012	SIG SCHOOLS INSURANCE GROUP	01-5400		79,955.75
85265205	08/24/2012	STATE OF CALIFORNIA	01-5821		96.00
85265206	08/24/2012	TAG / AMS INC	01-5800		65.00
85265207	08/24/2012	TRANE	01-5600		5,822.00
85265208	08/24/2012	TROXELL COMMUNICATIONS	01-5800		750.00
85265209	08/24/2012	UNITED RENTALS EXCHANGE, LLC	01-6400		21,442.78
85265210	08/24/2012	WAVE DIVISION HOLDINGS	01-5560		6,850.00
85265211	08/24/2012	WESTERN BLUE AN NWN COMPANY	01-4300	26,079.70	

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

Checks Dated 08/24/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85265211	08/24/2012	WESTERN BLUE AN NWN COMPANY	01-4400	7,955.00	34,034.70
85265212	08/24/2012	WESTERN PLACER WASTE	01-5540		72.00
85265213	08/24/2012	Gregg Law	01-1120		116.55
85265214	08/24/2012	Brandon D. Lopez	01-4300		270.99
85265215	08/24/2012	Allyson M. Popp	01-4300		44.09
85265216	08/24/2012	Karen A. Roberts	01-4300		24.56
85265217	08/24/2012	APPLE COMPUTER INC	01-4400		17,726.97
85265218	08/24/2012	BANK OF AMERICA #3024	01-4300	5,773.75	
			01-5800	250.00	
			12-5200	145.00	6,168.75
85265219	08/24/2012	DE LAGE LANDEN	01-5600		319.61
85265220	08/24/2012	DIVERSE NETWORK ASSOCIATES	01-5800		739.92
85265221	08/24/2012	HANDWRITING WITHOUT TEARS	01-4100	2,976.68	
			Unpaid Sales Tax	184.05-	2,792.63
85265222	08/24/2012	KRONICK MOSKOVITZ TIEDEMANN	01-5810	854.43	
			21-5810	210.00	1,064.43
85265223	08/24/2012	LAKESHORE LEARNING MATERIALS	01-4300		504.82
85265224	08/24/2012	MARRIOTT PIANO SERVICE	01-5800		105.00
85265225	08/24/2012	POSTMASTER / SHERIDAN	01-4300		61.50
85265226	08/24/2012	REALLY GOOD STUFF	01-4300	332.46	
			Unpaid Sales Tax	20.04-	312.42
85265227	08/24/2012	STUDICA INC	01-4300		3,000.00
85265228	08/24/2012	VERIZON WIRELESS	01-4300		228.06
85265229	08/24/2012	Heather Foxworthy	01-5800		500.00
85265230	08/24/2012	CROWN DISTRIBUTING INC.	13-4380	770.46	
			13-4710	45.65	816.11
85265231	08/24/2012	WPUSD PETTY CASH FUND	13-4300		1,425.00
85265232	08/24/2012	GABRIELA DESANTIAGO	73-5850		500.00
85265233	08/24/2012	LORPU KOENIG	13-4710		16.30
85265234	08/24/2012	SAMANTHA LINHARDT	73-5850		500.00
		Total Number of Checks	**60**		**291,063.12**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	55	287,654.80
12	Child Development Fund	1	145.00
13	Cafeteria Fund	3	2,257.41
21	Building Fund #1	1	210.00
73	Foundation Trust	2	1,000.00
	Total Number of Checks	**60**	291,267.21
	Less Unpaid Sales Tax Liability		204.09-
	Net (Check Amount)		**291,063.12**

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

4.22

Checks Dated 08/17/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85264324	08/17/2012	BERNARD FOOD INDUSTRIES	13-4710		547.92
85264325	08/17/2012	RAY MORGAN CO. / CHICO	13-4300		370.60
85264326	08/17/2012	MELISSA FRYE	13-4710		21.15
85264327	08/17/2012	Brandon D. Lopez	01-4300		174.98
85264328	08/17/2012	Karen C. Newman	01-4300		46.18
85264329	08/17/2012	ACCELIFY,LLC DBA: SEIS	01-5800		4,000.00
85264330	08/17/2012	CSBA CA SCHOOL BOARDS ASSOC	01-5300		15,349.00
85264331	08/17/2012	DAWSON OIL COMPANY	01-4345	7,231.31	
			01-4350	4,653.21	11,884.52
85264332	08/17/2012	ERICS X PRESS	01-4300		189.83
85264333	08/17/2012	GUTIERREZ LAW GROUP	01-5810		13,294.00
85264334	08/17/2012	LINCOLN AREA CHAMBER OF	01-5300		135.00
85264335	08/17/2012	MAGNET STREET	01-4300	1,152.91	
			Unpaid Sales Tax	72.71-	1,080.20
85264336	08/17/2012	MARRIOTT PIANO SERVICE	01-5800		105.00
85264337	08/17/2012	ORIENTAL TRADING COMPANY INC	01-4300	48.06	
			Unpaid Sales Tax	2.57-	45.49
85264338	08/17/2012	PSYCHOLOGICAL ASSESS RESOURCES	01-4300	48.75	
			Unpaid Sales Tax	2.75-	46.00
85264339	08/17/2012	RAY MORGAN CO. / CHICO	01-4300		313.26
85264340	08/17/2012	RENAISSANCE LEARNING INC.	01-4300		736.00
85264341	08/17/2012	RISO PRODUCTS OF SAC INC	01-4300		2,034.53
85264342	08/17/2012	Schools Insurance Group	01-3701		1,070.14
85264343	08/17/2012	SIERRA OFFICE SUPPLIES &	01-4300		328.06
85264344	08/17/2012	SPORT CHALET	01-5800	24,717.47	
			01-9500	3,042.17	27,759.64
85264345	08/17/2012	VERIZON WIRELESS	01-4300		228.06
85264346	08/17/2012	Marcy Buckner	01-5800		325.00
		Total Number of Checks	**23**		**80,084.56**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	20	79,222.92
13	Cafeteria Fund	3	939.67
	Total Number of Checks	**23**	80,162.59
	Less Unpaid Sales Tax Liability		78.03-
	Net (Check Amount)		**80,084.56**

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

Checks Dated 08/10/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85263340	08/10/2012	Carrie L. Carlson	01-5200		20.00
85263341	08/10/2012	Lauren M. Quinn	01-4300	43.75	
			01-5200	107.67	151.42
85263342	08/10/2012	Melissa A. Ramirez	01-5800		150.00
85263343	08/10/2012	Curtis D. Stizzo	01-5200		107.67
85263344	08/10/2012	ADI HONEYWELL INTERNATIONAL	01-4300		257.02
85263345	08/10/2012	APPLE INC.	01-4300		1,841.78
85263346	08/10/2012	CDE - CALIF DEPT OF EDUCATION	01-4300		1,366.56
85263347	08/10/2012	CROWE HORWATH LLP	01-5811		1,000.00
85263348	08/10/2012	DELL	01-4400		49,906.79
85263349	08/10/2012	DSA - DIVISION OF THE STATE ARCHITECT	21-5800		500.00
85263350	08/10/2012	FORSTER HEATING	01-9500		707.00
85263351	08/10/2012	GOLD COUNTRY CLASSIFIED INC.	01-5800		225.00
85263352	08/10/2012	HANDWRITING WITHOUT TEARS	01-4100		776.11
85263353	08/10/2012	INTEGRATED FIRE SYSTEMS INC	01-5800		1,540.00
85263354	08/10/2012	J4 SYSTEMS	01-5800		9,186.00
85263355	08/10/2012	JOHN MCCOURT AUTOMOTIVE SOLUTIONS	01-4300		1,817.89
85263356	08/10/2012	LUIS FRASER DBA-DON'T TREAD ON ME REPTILE REMOVAL	01-5800		150.00
85263357	08/10/2012	NELSON ADAMS NACO	01-4300		159.01
85263358	08/10/2012	PACIFIC GAS & ELECTRIC CO	01-5510		9,443.32
85263359	08/10/2012	PRO-ED	01-4300	637.84	
			Unpaid Sales Tax	39.44-	598.40
85263360	08/10/2012	PURCHASE POWER	01-4300		4,040.00
85263361	08/10/2012	RAY MORGAN CO. / CHICO	01-5600		19.04
85263362	08/10/2012	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		2,138.24
85263363	08/10/2012	RED SCHOOLHOUSE SOFTWARE	01-5800		20,800.00
85263364	08/10/2012	SIERRA OFFICE SUPPLIES &	01-4300		216.87
85263365	08/10/2012	SIG EMPLOYEE BENEFITS TRUST	76-9554		582,917.25
85263366	08/10/2012	SIG SCHOOLS INSURANCE GROUP	01-5460		2,000.00
85263367	08/10/2012	STATE OF CALIF DEPT OF REHAB	11-8290		46,720.00
85263368	08/10/2012	VIKING SHRED LLC	01-5800		160.07
85263369	08/10/2012	WESTERN BLUE AN NWN COMPANY	01-4300	873.51	
			01-4400	1,584.29	2,457.80
85263370	08/10/2012	ED JONES FOOD SERVICE	13-4380		521.85
85263371	08/10/2012	TREVOR PETERSON	73-5850		250.00
85263372	08/10/2012	Kris A. Knutson	12-5200		101.56
85263373	08/10/2012	Pamela S. Soha	01-4300		55.21
85263374	08/10/2012	BURKETT'S OFFICE	01-4300		81.48
85263375	08/10/2012	GRAINGER .	01-4300		498.08
85263376	08/10/2012	OFFICE DEPOT	01-4300		109.80
85263377	08/10/2012	RAY MORGAN CO. / CHICO	01-5600		82.68
85263378	08/10/2012	RENAISSANCE LEARNING INC.	01-5800		5,464.60

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

4.2.4

Checks Dated 08/10/2012						
Check Number	Check Date	Pay to the Order of	Fund Object		Expensed Amount	Check Amount
		Total Number of Checks		**39**		**748,538.50**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	33	117,567.28
11	Adult Education Fund	1	46,720.00
12	Child Development Fund	1	101.56
13	Cafeteria Fund	1	521.85
21	Building Fund #1	1	500.00
73	Foundation Trust	1	250.00
76	Payroll Fund	1	582,917.25
	Total Number of Checks	39	748,577.94
	Less Unpaid Sales Tax Liability		39.44-
	Net (Check Amount)		**748,538.50**

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

Checks Dated 08/03/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85262427	08/03/2012	James M. Houck	01-5200		16.65
85262428	08/03/2012	Melissa A. Ramirez	01-5800		200.00
85262429	08/03/2012	Heather D. Steer	21-5200		111.08
85262430	08/03/2012	A-Z BUS SALES INC	01-9500		283.20
85262431	08/03/2012	APPROVED SAFE & LOCK	01-4300	309.79	
			01-5600	123.91	433.70
85262432	08/03/2012	CITY OF LINCOLN/NON UTILITY	01-5500		11,313.10
85262433	08/03/2012	DEPARTMENT OF GENERAL SERVICES	01-5800		218.00
85262434	08/03/2012	DISCOUNT SCHOOL SUPPLY	01-4300		323.87
85262435	08/03/2012	GRAINGER .	01-4300		772.04
85262436	08/03/2012	J & J SCREEN & GLASS	01-5600		153.26
85262437	08/03/2012	J C PAPER	01-4300		8,123.12
85262438	08/03/2012	KRONICK MOSKOVITZ TIEDEMANN	01-5810		3,681.80
85262439	08/03/2012	LAW OFFICE OF ELLIS COLEMAN	01-5810		10,940.00
85262440	08/03/2012	MEDICAB OF SACRAMENTO/SIERRA	01-5800		1,152.00
85262441	08/03/2012	RAY MORGAN CO. / CHICO	01-4300		395.75
85262442	08/03/2012	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		584.29
85262443	08/03/2012	RSD - REFRIGERATION SUPPLIES	01-9500		339.22
85262444	08/03/2012	SACRAMENTO CO OFFICE OF ED.	01-9500		1,800.00
85262445	08/03/2012	TOTAL SCHOOL SOLUTIONS	01-9500		790.00
85262446	08/03/2012	TRANE	01-9500		6,905.00
85262447	08/03/2012	UNIVERSAL SPECIALTIES, INC.	01-4300		34.81
85262448	08/03/2012	WAVE BROADBAND	01-4300		55.95
85262449	08/03/2012	WILSON WAY TIRE CO. INC.	01-4340	1,290.05	
			01-4360	267.90	
			01-4365	43.75	1,601.70
85262450	08/03/2012	BARBARA BRANCH DBA BRANCH CONSULTING	01-5800		100.00
85262451	08/03/2012	INDEPENDENT STATIONERS	01-4300		340.26
85262452	08/03/2012	PCOE	01-9500		300.00
85262453	08/03/2012	TROXELL COMMUNICATIONS	11-9500		7,531.43
		Total Number of Checks		**27**	**58,500.23**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	25	50,857.72
11	Adult Education Fund	1	7,531.43
21	Building Fund #1	1	111.08
	Total Number of Checks	**27**	58,500.23
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		**58,500.23**

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

4.2.6

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
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:
September 4, 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

September 4, 2012

CLASSIFIED/MANAGEMENT

NEW HIRES

1.	Name:	Marcella Bove-Huttie	Effective: 8/29/12
	Position:	Campus/Café Supervisor	Site: Twelve Bridges Middle
	Salary:	CSEA, Range 13, Step A	Funding: General
	Hours:	2 Hours/5 days a week	Replacement Position
	Days:	10 Months/Year	
2.	Name:	Elizabeth Hexberg	Effective: 8/22/12
	Position:	Preschool Instructor	Site: First & L Preschool
	Salary:	CSEA, Range 24, Step A	Funding: Categorical
	Hours:	3 Hours/5 days a week	Replacement Position
	Days:	10 Months/Year	
3.	Name:	Elizabeth Hexberg	Effective: 8/22/12
	Position:	Preschool Instructional Aide	Site: First & L Preschool
	Salary:	CSEA, Range 15, Step A	Funding: Categorical
	Hours:	3 Hours/5 days a week	Replacement Position
	Days:	10 Months/Year	
4.	Name:	Belinda Silva	Effective: 8/22/12
	Position:	Library Tech/High School	Site: Lincoln High School
	Salary:	CSEA, Range 21, Step D	Funding: General
	Hours:	8 Hours/5 days a week	Replacement Position
	Days:	10 Months/Year	
5.	Name:	Melissa Waggoner	Effective: 8/22/12
	Position:	Preschool Instructional Aide	Site: Carlin C. Coppin
	Salary:	CSEA, Range 15, Step A	Funding: Categorical
	Hours:	3 Hours/5 days a week	Replacement Position
	Days:	10 Months/Year	

ADDITIONAL POSITION

1.	Name:	Irma Ramirez	Effective: 8/27/12
	Position:	Campus/Café Supervisor	Site: First Street School
	Hours:	.5 Hours/5 days a week	Replacement Position
	Days:	10 Months/Year	

RESIGNATIONS

1. **Name:** **Monica Hoyos**
   Position: **Instructional Aide, Grant Funded**
   Site: **Creekside Oaks Elementary**
   Hours: **3.5 Hours/Day**
   Effective: **8/24/12**

2. **Name:** **Jessica Santos**
   Position: **Instructional Aide, Grant Funded**
   Site: **Creekside Oaks Elementary**
   Hours: **3.5 Hours/Day**
   Effective: **8/22/12**

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Certificated Personnel Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Ryan Davis
Director of Human Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
Categorical/General

MEETING DATE:
September 4, 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

September 4, 2012

CERTIFICATED/MANAGEMENT

NEW HIRES

1. **Name:** Vivian Chapman
   Position: Temporary SDC Teacher
   FTE: 1.0
   Effective Date: 8/16/12
   Site: Carlin C. Coppin

2. **Name:** Theresa Philipps
   Position: Math Teacher
   FTE: 1.0
   Effective Date: 8/16/2012
   Site: Glen Edwards Middle

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
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
Re-Entry of Students #11-12-J
11-12-X
11-12-Y

AGENDA ITEM AREA:
Consent Session

REQUESTED BY:
Michael Doherty
District Hearing Officer

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 05, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will disclose any action taken during Closed Session in regards to the Re-Entry of Students **#11-12-J**
11-12-X
11-12-Y

RECOMMENDATION:

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

wp/rk/factform

WESTERN PLACER
UNIFIED SCHOOL DISTRICT
600 Sixth St., Suite 400, Lincoln, CA 95648
Ph: (916) 645-6350 • Fax: (916) 645-6356

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

Superintendent: Scott Leaman

August 17, 2012

Board of Trustees
Western Placer Unified School District
600 6th Street, Suite 400
Lincoln, CA 95648

RE: Expulsion Re-entry Conference
Student #11 – 12 - J – Expulsion

This letter is to inform you that on Thursday August 16, 2012, I met with Student #11-12-J, and his parents regarding his re-admittance to Western Placer Unified School District as set forth in the Expulsion Order on November 15, 2011.

The student has successfully met all the re-entry conditions as set forth by the Board of Trustees and may re-enroll in the Western Placer Unified School District.

Sincerely,

Michael J. Doherty
Administrative Hearing Officer

4.5.1

Lincoln All-America City 2006

WESTERN PLACER
UNIFIED SCHOOL DISTRICT
600 Sixth St., Suite 400, Lincoln, CA 95648
Ph: (916) 645-6350 • Fax: (916) 645-6356

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

Superintendent: Scott Leaman

August 16, 2012

Board of Trustees
Western Placer Unified School District
600 6th Street, Suite 400
Lincoln, CA 95648

RE: Expulsion Re-entry Conference
Student #11 – 12 - X – Expulsion

This letter is to inform you that on Thursday August 16, 2012, I met with Student #11-12-X, and his parent regarding his re-admittance to Western Placer Unified School District as set forth in the Expulsion Order on March 15, 2012.

The student has successfully met all the re-entry conditions as set forth by the Board of Trustees and may re-enroll in the Western Placer Unified School District.

Sincerely,

Michael Doherty

Michael J. Doherty
Administrative Hearing Officer

4.5.2

Lincoln All-America City 2006

WESTERN PLACER
UNIFIED SCHOOL DISTRICT
600 Sixth St., Suite 400, Lincoln, CA 95648
Ph: (916) 645-6350 • Fax: (916) 645-6356

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

Superintendent: Scott Leaman

August 16, 2012

Board of Trustees
Western Placer Unified School District
600 6th Street, Suite 400
Lincoln, CA 95648

RE: Expulsion Re-entry Conference
Student #11-12- Y – Expulsion

This letter is to inform you that on Thursday August 16, 2012, I met with Student #11-12- Y, and his parents regarding his re-admittance to Western Placer Unified School District as set forth in the Expulsion Order on March 15, 2012.

The student has successfully met all the re-entry conditions as set forth by the Board of Trustees and may re-enroll in the Western Placer Unified School District.

Sincerely,

Michael J. Doherty
Administrative Hearing Officer

4.5.2

Lincoln All-America City 2006

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-C

AGENDA ITEM AREA:
Consent Session

REQUESTED BY:
Michael Doherty
District Hearing Officer

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 05, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will disclose any action taken during Closed Session in regards to the expulsion of Student 12-13-C

RECOMMENDATION:

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

wp/rk/factform

4.6

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Agreement to Furnish Food Service between KidZKount: Placer Community Action Council, Inc., and WPUSD

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Joyce Lopes
Assistant Superintendent of Business Services

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

Food Service

MEETING DATE:

September 4, 2012

ROLL CALL REQUIRED:

No

BACKGROUND:

In order to meet the nutritional needs of students enrolled in the KidZKount Program, the district has contracted with KidZKount: Placer Community Action Council, Inc., to provide lunch meals to students enrolled in the Carlin C. Coppin Head Start program during the 2012-13 school year. The meals will be provided on a cost reimbursement basis.

RECOMMENDATION:

Staff recommends the Board of Trustees ratify the agreement for food service between KidZKount: Placer Community Action Council, Inc., and Western Placer Unified School District.

4.7

AGREEMENT TO FURNISH FOOD SERVICE

Between a Child Care Food Program Sponsor
And a Food Service Management Company

School Year 2012-2013

This agreement is entered into between:

Agency: **KidZKount: Placer Community Action Council, Inc.**
1166 High Street
Auburn, CA 95603
*hereinafter referred to as the **KidZKount**, and*

Vendor: **Western Placer Unified School District**
600 6th Street, Suite 400
Lincoln, CA 95648
*hereinafter referred to as the **Vendor***

WHEREAS, it is not within the capacity of **KidZKount** to prepare specified meals under the Child Care Food Program for enrolled participating children, and

WHEREAS, the facilities and capabilities of the **Vendor** are adequate to prepare and deliver specified meals to **KidZKount's** facilities, and

WHEREAS, the **Vendor** is willing to provide such services to the **KidZKount** on a cost reimbursement basis:

THEREFORE, both parties hereto agree as follows:

THE VENDOR AGREES TO:

1. Prepare and deliver the meals, inclusive of milk, to the following sites:

   C.C Coppin Head Start
   C.C. Coppin Elementary School
   150 East 12th Street
   Lincoln, CA 95648

   This will be done by 10:30 a.m. each day in accordance with the number of meals requested and the costs per each meal listed below:

Breakfast:	N/A	Lunch:	$2.75
Supplemental Snack:	N/A	1% Milk:	Included, No extra cost

4.7.C

2. Provide **KidZKount**, for approval by **KidZKount's** Nutrition Services Unit, with a proposed menu for each month at least ten (10) days prior to the month to which the menu applies. Any changes to the menu made after **KidZKount's** approval must be agreed upon by **KidZKount** and documented on the menu records.

3. Assure that each meal provided to **KidZKount** under this contract meets the minimum requirements as to the nutritional content as specified by the Child and Adult Care Food Program Meal Pattern, Schedule B (attached) which is excerpted from the regulations 7 CFR Part 226.20. Schedule B requirements are component-based, but meals are prepared under the guidelines of the *allowable* nutrient-based system. **KidZKount** also acknowledges that **Vendor** may furnish meals that additionally meet component-based requirements; however, this is not a requirement under the nutrient-based system, supported by the nutritional analyses.

4. Maintain full and accurate records which document:

   a. The menus listing all meals provided to **KidZKount** during the term of this contract.

   b. A listing of all nutritional components of each meal, and

   c. An itemization of the quantities of each component used to prepare said meal.

   The **Vendor** also agrees to provide meal preparation documentation by using yield factors for each food item as listed in the USDA Food Buying Guide or the CNFDD Simplified Buying Guide when calculating and recording the quantity of food prepared for each meal.

5. Maintain such cost records as invoices, receipts, and/or other documentation that exhibit the purchase, or otherwise availability to the **Vendor**, of the meal components and quantities itemized in the meal preparation records.

6. Maintain on a daily basis an accurate count of the number of meal orders, as needed.

7. Allow **KidZKount** to increase or decrease the number of meal orders, as needed.

8. Present to **KidZKount** an invoice accompanied by reports no later than the tenth (10^{th}) day of each month which itemizes the previous month's delivery. The **Vendor** agrees to forfeit payment for meals which are not ready within one hour of the agreed upon delivery time, or are spoiled or unwholesome at the time of delivery or do not otherwise meet the meal requirements contained in this Agreement.

9. Provide **KidZKount** with a copy of current health certifications for the food service facility in which it prepares meals for use in the CACFP. The vendor shall ensure that all health and sanitation requirements of the California Retail Food Facilities Law, Chapter 4 of the California Health and Safety Code are met at all times.

10. Operate in accordance with current CACFP regulations.

11. Retain all required records for a period of three years after the end of the fiscal year to which they pertain (or longer, if an audit is in progress); and upon request to make all accounts and records pertaining to the Agreement available to the Certified Public Accountant hired by **KidZKount**, representatives of the California State Department of Education, the US Department of Agriculture, and the US General Accounting Office for audit or administrative review at a reasonable time and place.

12. Not subcontract for the total meal, with or without milk, or for the assembly of the meal.

KIDZKOUNT AGREES TO:

1. Request by telephone, no later than 9:00 a.m. the day of, an accurate number of meals to be delivered to **KidZKount.**

2. Ensure that a **KidZKount** representative is available at each delivery site, at the specified time on each specified delivery day to receive, inspect, and sign for the requested number of meals. **KidZKount** assures the **Vendor** that this individual will be trained and knowledgeable in the record keeping and meal requirements of the CACFP, and in health and sanitation practices.

3. Provide personnel to serve meals, clean the serving and eating areas, and assemble transport carts and auxiliary items for pickup by the **Vendor** no later than 3:30 p.m. daily.

4. Notify the vendor within ten days of receipt of the next month's proposed menu of any changes, additions or deletions which will be required in the menu request.

5. Provide the **Vendor** with a copy of 7 CFR Part 226, the Child and Adult Care Food Program Meal Pattern, Schedule B; the USDA Food Buying Guide or the CNFDD Simplified Buying Guide (as applicable); and all other technical assistance materials pertaining to the food service requirements of the CACFP. **KidZKount** will within 24 hours of receipt from the State Agency, advise the **Vendor** of any changes in the food service requirements of CACFP.

6. Pay the **Vendor** by the 20th day of each month the full amount as presented on the monthly itemized invoice. **KidZKount** agrees to notify the **Vendor** within 48 hours of receipt of any discrepancy in the invoice.

MISCELLANEOUS AGREEMENTS:

Vendor will complete the required daily Transport Record indicating number of meals, menu item, and service size per person of item. In addition, for food safety purposes, **Vendor** will also indicate *time* the food was packed and the *temperature* of the food at packing time. Receiving **KidZKount** staff member will sign for food received. Staff member will also be responsible for taking the temperature of the food received, as applicable, for the duration of time before the food is served.

Vendor will furnish insulated transport containers that maximize temperature-holding capacity. In general, these containers will be picked up the following day as new lunches are delivered. If any food

trays are also furnished, **KidZKount** will wash them out and understands that the **Vendor** will take responsibility for sterilizing them before the next use.

KidZKount agrees to accept all responsibility for cleanliness, prevention of contamination, and hold of food products immediately upon receipt of such food products from the **Vendor**. **KidZKount** further agrees to ensure and hold harmless the **Vendor** from all liability claims resulting from actions occurring after receipt of food products from the **Vendor**.

TERMS OF THE AGREEMENT:

This agreement will take effect commencing the first day of August in the year signed below, and shall be for a period of one calendar year. It may be terminated by notification given by either party hereto to the other party at least 30 days prior to the date of termination. The agreement is contingent upon the agency being annually re-funded by the Department of Health and Human Services each February 1.

IT WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT AS OF THE DATES INDICATED BELOW.

Denyse Cardoza
Agency Official Signature

Denyse Cardoza
Executive Director

1166 High Street
Auburn, CA 95603
(530) 886-4130

Date: June 28, 2012

EIN: 94-164-7240

Joyce Lopes
Vendor Official Signature

Jeff Dardis
Food Service Director

Joyce Lopes
Asst. Superintendent

810 J Street
Lincoln, CA 95648
(530) 645-6373

Date: 7/17/12

EIN: 94-159-9904

AUDITED BY:

Nancy Myers, Finance Director

Date: 6/27/12

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:
Impending Housing Development within WPUSD Boundaries

AGENDA ITEM AREA:
Information/Discussion

REQUESTED BY:
Scott Leaman, Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Facilities

FINANCIAL INPUT/SOURCE:
None

MEETING DATE:
September 4, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

At the August 21, 2012 Board of Trustees meeting, staff shared information regarding options to plan for the housing of additional students that will be generated by development surrounding City of Lincoln. The options discussed were:

- Continue to request that all Environmental Impact Reports reflect the full requirements of mitigations to school and temporary housing
- Continue to work collaboratively with local jurisdictions to ensure complete communities
- Consider similar resolution to the one adopted by Golden Valley Unified School District
- Investigate feasibility of School Facility Improvement District in future development areas
- Begin master planning process for sites that have acreage available for expansion with portables

In this follow up presentation, staff will give more detailed information on possible action items, including estimated costs of the options and implementation processes. A copy of the Golden Valley Unified School District resolution is attached for your perusal.

RECOMMENDATION:

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

RESOLUTION NO. #2011-05

RESOLUTION REGARDING SCHOOL FACILITIES FOR NEW DEVELOPMENT

WHEREAS, the County of Madera ("County") has identified the uninhabited land within the District's boundaries as the primary area for new residential development within the County;

WHEREAS, this new residential development is expected to result in rapid population growth and large increases in the student enrollment in the District;

WHEREAS, to house these new students, the District will need to enlarge existing schools, obtain new property, and construct new facilities;

WHEREAS, adequate school facilities benefit new developments and the community at large, and are necessary components of the community's social and infrastructure systems;

WHEREAS, Education Code section 17620, *et seq.*, and Government Code section 65995, *et seq.*, require developers to pay certain fees ("Statutory Fees") to offset certain costs associated with construction of new school facilities. The Legislature envisioned that these new facilities would be funded by such Statutory Fees in combination with State funds and other local resources;

WHEREAS, particularly due to the current State budget crisis and the near-depletion of funds from existing Statewide general obligation bonds, and with no new Statewide general obligation bond election yet established, State funding is an uncertain and unreliable source of revenue. Moreover, based on the current State facilities funding program, even if State funds again become available at some point in the future, there is time lag between applications for State funds and construction of a school, which typically occurs only after a school district has enrollment to support new construction, contributing to potential facilities shortfalls;

WHEREAS, particularly due to the State budget crisis that has resulted in significant cuts to school funding the District cannot afford to allocate general fund revenues to new construction;

WHEREAS, the existing residents in the District have already approved general obligation bond debt to pay for their fair share of new school facilities, current economic conditions do not support issuing further local general obligation bond debt to fund facilities related to new development, and existing residents should not have to pay for school facilities to house students from new development;

WHEREAS, even during stronger economic times, the combination of State funding, Statutory Fees and local resources has proven inadequate to provide for the acquisition of land and construction of school facilities sufficient to adequately house new students in accordance with the minimum standards set forth by the State, and in accordance with the standards in place in the District;

7.1.1

WHEREAS, while Senate Bill 50, which became effective in 1998, indicates that for purposes of CEQA review, payment of the Statutory Fees is presumed to mitigate the impact of development on the adequacy of school facilities, many developers and school districts have continued to address the shortfalls and State funding timing constraints through school facilities agreements that provide for developers to pay their fair share toward school facilities on a time schedule that addresses the influx of new students;

WHEREAS, alternative local financing options, such as establishing a Mello-Roos Community Facilities District ("CFD"), may also be utilized to offset the burden on the District's resources and address developer obligations;

WHEREAS, the District wishes to implement a plan to address its obligation to provide school facilities, but also provide the opportunity for planning and construction of new school facilities to serve new development that is consistent with the commitment of each developer;

WHEREAS, to ensure that adequate school facilities are planned and constructed in time to accommodate students generated by a particular new development, it has been the District's practice to meet with developers to negotiate agreements to address actual or anticipated funding shortfalls;

WHEREAS, to ensure that the District is meeting its obligations to provide school facilities, that it is treating all developers equally, and that it is not placing an undue burden on existing residents, the District wishes to establish a uniform approach to be used with all developers to address school facilities;

WHEREAS, such a uniform approach would be consistent with existing agreements in place between the District and developers that provide developers the opportunity to pay their fair share of the cost of school facilities and land required to serve the development if developers wish to locate permanent construction school facilities within or in proximity to their development;

WHEREAS, while facilities will be provided to all students generated by new development, developers who elect to enter into agreements with the District to offset their impacts should appropriately receive priority for access to adequate school facilities within or in reasonable proximity to their development;

WHEREAS, in light of the anticipated facilities funding shortfalls, without an agreement, the District cannot assure the availability of facilities of particular type, quality or location to serve a development;

WHEREAS, as part of its plan, the District also wishes to explore alternative financing options, including the possibility of forming a CFD over the uninhabited land in the District;

WHEREAS, in adopting its plan, the District does not intend to excuse any developer from paying any Statutory Fees.

NOW THEREFORE BE IT RESOLVED that the Board of Education of the Golden Valley Unified School District hereby finds, determines, and orders as follows:

Section 1. The foregoing recitals are true and correct and incorporated herein.

Section 2. The District is committed to providing adequate school facilities to house its students based on available resources.

Section 3. The Board approves the Plan Regarding School Facilities for New Development, attached hereto as Exhibit A.

Section 4. The Superintendent or his designee shall take such actions as are necessary to implement the Plan Regarding School Facilities for New Development.

Section 5. The Board authorizes the Superintendent or his designee to re-enter into negotiations with developers, or their successors, who have previously entered into school facilities agreements with the District to the extent necessary to achieve agreements that are equitable among the various developers who have demonstrated their support for adequate school facilities by entering into such agreements. However, such renegotiation shall be conditioned upon agreement by such developers, or their successors, that the developers, or their successors, pay for the District's costs related to such renegotiations, including but not limited to the District's attorneys' fees.

PASSED AND ADOPTED by the Golden Valley Unified School District Board of Education on this 20 day of December, 2011, by the following vote:

AYES:	5
NOES:	0
ABSTAIN:	0
ABSENT:	0

President, Board of Education
Golden Valley Unified School District
Madera County, California

I, _____, Secretary of the Board of Education of the Golden Valley Unified School District, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Education at its meeting held on 12/20, 2011.

Board of Trustees
Golden Valley Unified School District
Madera County, California

GOLDEN VALLEY UNIFIED SCHOOL DISTRICT
PLAN REGARDING SCHOOL FACILITIES FOR NEW DEVELOPMENT
December 2011

This plan addresses the planning and construction of school facilities required to house students generated by new development within Golden Valley Unified School District ("District"). The plan addresses how the District will fulfill its obligation to provide facilities for all students generated by new development given the limited resources available to it, while providing the opportunity to interested developers to support new, permanent facilities within or in reasonable proximity to their developments.

School Facilities Agreements with Developers

The District will plan and construct facilities in a manner that is commensurate with the commitment of each developer. All developers shall remain required to meet their statutory mitigation obligations, but each developer shall have the option to improve the school facilities available to their development as follows.

To facilitate this process, the District will develop a school facilities agreement ("Agreement") setting forth standard terms, including fixed mitigation rates, under which a developer will provide for:

- Dedication of land for new school sites within or in reasonable proximity to the proposed development or, alternatively, funding necessary for the District to acquire such property;
- Funding, in the form of a fee or comparable means, for construction of new school facilities within or in reasonable proximity to the proposed development; and
- Payment of all costs associated with negotiation and implementation of the Agreement.

Tier I: Developers opting not to enter into an Agreement

For any developer that chooses not to enter into an Agreement, the District will address school facilities as follows:

1) If no permanent facilities are available, the District will house students from the development in portable or other temporary facilities as necessary.

2) The District will house the students from the development where there is available space, after giving first priority to students from existing housing in the District that predates Resolution No. _____ (the "Existing Residents") and students in developments of Tier II and Tier III developments, as set forth below.

3) The District shall be under no obligation to provide transportation from the development to any schools.

7.1.4

4) The District may be unable to designate neighborhood schools for the developments in question.

Tier II: Developers entering into an Agreement after receiving development entitlements up through and including tentative subdivision approval

For any developer (or their successor) who enters into the Agreement after receiving development entitlements up through and including tentative map approval, the District will address school facilities as follows:

1) The District shall provide access for their developments to new school(s) within or in reasonable proximity to their developments, at a size and quality commensurate with other schools in the District. Due to planning constraints caused by the developer entering into the Agreement only after obtaining certain development entitlements, and not earlier, it may not be feasible to provide for such schools in proximity to the developments.

2) Such developments will have priority over Tier I developers for access of students generated by the development to permanent school facilities, but will be behind Tier III developers and Existing Residents in priority.

3) Schools serving new developments will, to the extent possible, be designated as neighborhood schools for the developments. Due to planning constraints caused by the developer entering into the Agreement only after obtaining certain development entitlements, and not earlier, it may not be feasible to designate neighborhood schools for such developments.

Tier III: Developers entering into an Agreement prior to receiving development entitlements up through and including tentative subdivision map approval

For any developer entering into and complying with the Agreement, the District will address school facilities as follows:

1) The District shall provide access for their developments to new school(s) within or in reasonable proximity to their proposed development, at a size and quality commensurate with other schools in the District.

2) Such developments will have priority for access of students generated by the development to permanent school facilities, to the same extent Existing Residents have priority.

3) Schools serving new developments will, to the extent possible, be designated as neighborhood schools for the developments.

Community Facilities District

To fund the new school facilities required for new development, the District will explore formation of a community facilities district ("CFD") over all uninhabited land in the District. The CFD may be formed over all or a portion of the District. It is the intent of the Board that if the CFD is formed, it will be done so as to not result in any increase in taxes for Existing Residents in the District. It is also the intent of the Board that Developers entering into an Agreement will not be required to pay for facilities or other costs that would otherwise be funded by CFD proceeds, that the Agreement shall address this issue, and that such developments shall remain entitled to the benefits described in this Plan. Formation of a CFD over property that is not subject to an Agreement will not entitle the development to the same facilities priorities as developments subject to an Agreement.

7.1.6

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Lighthouse Counseling and Family Resource Center Contract

AGENDA ITEM AREA:
Action

REQUESTED BY:
Mary Boyle

ENCLOSURES:
Contract for 2012 - 2013

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
Educationally Related Mental Health Grant Funds

MEETING DATE:
September 4, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

The requirements and funding for providing educationally related mental health (ERMH) services for students with special needs has shifted to school districts with the 2012 – 2013 school year. During 2011 – 2012, WPUSD Special Education Department engaged in an extensive planning process to prepare for that shift. Categorical funds that were allocated to this end included one-time SB 70 and AB100 funds for capacity building as well as ongoing funding through Prop 98 and IDEA.

As a part of the ERMH services, the Lighthouse Counseling and Family Resource Center will be providing mental health counseling services at our campuses. Five Lighthouse social work interns will be paired with existing WPUSD School Psychologists to provide individual and group counseling at each of our school campuses, as well as parent outreach and support programs. Included in those services will be curriculum on Pro Social Skills, Problem Solving, Anger Management, Grief and Loss, and other relevant issues affecting the mental health of our students. Categorical resources will provide the funding for these services. The Lighthouse FRC has provided similar support in the past; the new program more fully details and expands these services.

RECOMMENDATION:

Approve WPUSD contract with the Lighthouse Counseling and Family Resource Center for 2012 – 2013.

7.2

	2/28	3/6	3/10	3/20	3/27	4/3	4/10	4/17	4/24	5/1	5/8	5/15	5/22	5/29	6/5	6/12	6/19	8/1	8/8	8/15
Phase One: Design Development																				
I. Alignment Meeting																				
II. Data Collection																				
III. Conf. Debrief Draft Model																				
IV. Structure, Staffing, Budget																				
V. Stakeholder Input																				
Phase Two: Implementation Planning																				
I. Team Launch and Workplan																				
II. Work Groups																				
III. Roll Out																				

ALIGNMENT	DATA COLLECTION	MODEL	STRUCTURE	STAKEHOLDER INPUT	IMPLEMENTATION	ROLL-OUT
Overview of big picture Shift in service delivery and funding Compelling opportunities to do good things for kids and funding. Decisions to be made Re: model design i.e. continuum of service Role of Psychologists Immediate Opportunities: What's being funded What are we already doing Data collection Next Steps: Timesheets	Current services # students with IEP goals. Lighthouse services Trends Analysis: Numbers over time Grades Schools Issues Nature of Services Questions	Debrief conference Who's doing what Nature of ERMHS: What's being done What are some models Materials How might it work at WPUSD Partners 2 options for model curriculum	Staffing Plan Current core job functions What would be added Time requirement Additional staff Training Purchasing Proforma Budget	How will this play in Peoria Risks/Concerns Minimizing Strategies Critical Success Factors	Team Launch Program Descriptions Service options Target students Job Descriptions Referral Process Forms Documentation Administration and Oversight	Communication Plan for target audiences

Western Placer Unified School District
and Lighthouse Counseling and Family Resource Center
CONTRACT SERVICES AGREEMENT

This Agreement is made between Western Placer Unified School District ("WPUSD") and The Lighthouse Counseling and Family Resource Center, an I.R.C. 501(c)(3) non-proft corporation ("Contractor") effective as of July 1, 2012. WPUSD and Contractor agree as follows:

1. Services. Subject to the terms and conditions set forth in this Agreement, Contractor shall provide said services described in Exhibit A. Contractor shall provide said services at the time, place, and in the manner specified in Exhibit A.

2. Contract Period. Contract work will begin July 1, 2012 and continue through June 30, 2013. The contract is renewable, at the District's discretion, on an annual basis, and is contingent upon budgeted funds availability.

3. Payment. The School District shall pay to Contractor for services rendered pursuant to this Agreement at the times and in the manner set forth in Exhibit B. The payments specified in Exhibit B shall be the only payments to be made to Contractor for services rendered pursuant to this Agreement. Contractor shall submit all billings for said services to District in the manner specified in Exhibit B.

4. General Provisions. The general provisions set forth in Exhibit C are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the other term or condition shall control insofar as it is inconsistent with the general provisions.

5. Exhibits. All exhibits referred to herein are attached hereto and are by this reference incorporated herein.

6. Time for Performance. Time is of the essence. Failure of Contractor and\or WPUSD to perform any of their obligations set forth in Exhibits A, B and C shall constitute a material breach of this Contract.

7. Facilities, Equipment, and Other Materials. The WPUSD shall, at its sole cost and expense, furnish equipment, materials, and appropriate space for interns to carry out their counseling objectives as stated in Exhibit A, when at school sites. Contractor will provide all necessary equipment, materials, and space required for furnishing services at its site pursuant to Exhibit A.

7.2.2

Western Placer Unified School District

By: Scott Leaman
WPUSD District Superintendent

Lighthouse Counseling & Family Resource Center,
A Non-Profit Corporation

By: Angela Ponivas,
Executive Director

7.2.3

Western Placer Unified School District
and Lighthouse Counseling and Family Resource Center
CONTRACT SERVICES AGREEMENT

EXHIBIT A

WPUSD
Educationally Related Mental Health (ERMH) Services
2012 - 2013

Tier II Services (Accessed by initiation of a referral.)

- *Services are characterized as short-term.*
- TARGETED Students (Non IEP related) with Behavioral/Social-emotional Needs – Served in groups or individually by School Psychologists, Secondary School Counselors, Lighthouse Interns (5), Fieldworkers
- TARGETED Students (IEP related) with ERMH Needs – Served in groups or individually by School Psychologists, Secondary School Counselors, Lighthouse Interns (5), Fieldworkers and written into IEPs
- Targeted curriculum based on principal/psychologist Lighthouse input to address identified issues
- Behavior supports in the classroom; written into the IEP, BSP/psych service support or both.
- Pre-post screening measures as part of the referral and IEP process.

Tier III Services (Accessed by an assessment conducted by the school psychologist.)

- *Services are characterized as impacting educational progress significantly and likely a long term need.*
- TARGETED Students with IEPs and Extreme ERMHs Needs served individually or in groups by School Psychologists and Lighthouse Interns

*****For students with more severe mental health needs than cannot be provided in a school setting, psychologists as well as other school personnel may need to access additional supports such as local police department (5150 process), Lighthouse for other agency referrals accessible by families, Alta California Regional Center, and Placer County Office of Education.*

7.2.4

Western Placer Unified School District
and Lighthouse Counseling and Family Resource Center
CONTRACT SERVICES AGREEMENT

Lighthouse Requirements

Lighthouse must ensure the following based on CA Board of Behavioral Sciences (BBS) requirements and university field placement contracts:

- All referrals must go through the Clinical Manager to ensure the clinician is practicing within "scope" for their level of education and experience.
- A 16 hour per week schedule must include a specific number of hours for each experience needed; a sample clinician's schedule would be:

DAY 1	DAY 2
School site (5-6 hours)	School site (5-6 hours)
3 hours for 3-4 individual sessions	3 hours for 3-4 individual sessions
1 hour facilitating group	1 hour facilitating group
1 hour paperwork/meetings/etc.	1 hour paperwork/meetings/etc.
1 hour individual supervision	
Lighthouse (2-3 hours)	Lighthouse (2-3 hours)
2 one-hour sessions with adults	1 one-hour session with adult
	2 hours group supervision

1. One hour sessions must be 45-50 minutes in length; 1st – 3rd grade can be 30-40 minutes.

2. The majority of children seen should be seen for a minimum of 10-12 weeks, as clinicians must practice, and are evaluated on, 3-stage treatment planning and delivery. Methodology is emotional relational vs. behavioral.

3. During one day an intern may see 3 - 4 children for 1-hour sessions; facilitate a 1-hour group; be available one hour for IEP meetings, paperwork/phone calls, and walk-in or emergency situations; and meet with Lighthouse supervisor for one hour of supervision.

4. An intern may see a student one time without parental consent; after the initial conversation, the parent(s) or guardian(s) must come in for an intake and to sign consent forms.

5. IEP students are priority, but interns also see targeted non-IEP students to meet experience requirements.

6. Lighthouse Clinical Manager receives and assigns or refers out all referrals, with input from school psychologists and counselors.

7. Lighthouse Clinical Manager meets weekly with Director of Special Education and as needed school psychologists & counselors to discuss and prioritize referrals and plan for effective case management.

7.2.5

8. Interns team with school psychologists to provide parent education and support programs/groups in the evening. Training may link to parent training already established in district behavior/ED programs.

9. Lighthouse Clinical Manager, Director of Special Education, School Psychologists and Counselors will participate in cross-training. Dates and frequency of cross training is to be determined.
    a. Clinical Manager training topics include mental health issues and treatments.
    b. Director of Special Education, School Psychologist and Counselor training topic to include IEP process, interpreting and utilizing assessments.

10. Interns provide the majority of their adult individual, couples and family counseling in the evenings at the Lighthouse.

Referral Process

- Single Point of Entry Referral Process for all students.
- Forms to be developed and/or adapted include: Confidentiality Form, Permission to Share Information Between Agencies, Court Ordered Litigation form, Information and Referral Request, Counseling Referral Form, School counseling Referral Form, Group/School Counseling Referral Form, Placer County Office of Education Outcomes Screening Form-child

Assessment Guidelines

- Lighthouse is not to be identified or written into IEPs.
- Group or individual counseling may be added as an amendment to the IEP as part of a response to intervention approach. IEP meeting must document progress or lack thereof following the end of group or individual services to make recommendations and document next steps.
- Social-emotional/behavioral assessments must be initiated with an assessment plan to be conducted by the school psychologist, prior to the addition of goals and 500 code services.

Case Management/Coordination

- Weekly referral and case management meetings with Lighthouse, Psychologists, Program Specialist, Director of Special Education. (To include site teams as needed.) 9:30 – 10:30 Thursday at the district office

- Psychologist included in C& I monthly
    - Meetings held monthly 3rd (Secondary)and 4th (Elementary)Thursday of the month from 8:30- 9:30

Targeted Training

- Cross Training between Lighthouse and WPUSD frequency TBD
- Topics: Educationally Related Mental Health Issues/IEP process & practices

7.2.6

EXHIBIT B

TIME AND MANNER OF PAYMENT

The District agrees to contract for K-12 school-based educational related mental health counseling services at the rate of $8,000 per Lighthouse Intern for five (5) Interns, each Intern for two days of service per week to school sites for the 2012 – 2013 school year, commencing September 5, 2012 and ending May 24, 2013, for a total of $40,000.

1. Payments will be made in 4 installments and due within 30 days of invoicing. Invoicing will occur 30 days below the following payment due dates:
   September 17, 2012
   November 1, 2012
   February 1, 2013
   May 24, 2013

2. All compensation shall be billed in accordance with Scope of Work attached as Exhibit A.

7.2.7

Western Placer Unified School District
and Lighthouse Counseling and Family Resource Center
CONTRACT SERVICES AGREEMENT

EXHIBIT C

GENERAL PROVISIONS

1. Independent Contractor. At all times during the term of this Agreement, Contractor shall be an independent contractor and shall not be an employee of District. District shall have the right to control Contractor only insofar as the results of Contractor's services rendered pursuant to this Agreement; however, District shall not have the right to control the means by which Contractor accomplishes services rendered pursuant to this Agreement.

1. Licenses; Permits; etc. Contractor represents and warrants to District that it has all licenses, permits, qualifications, and approval of whatsoever nature which are legally required for Contractor to practice its profession. Contractor represents and warrants to District that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits and approvals which are legally required for Contractor to practice its profession at the time the services are performed.

2. Time. Contractor shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of Contractor's obligations pursuant to this Agreement. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by an cause, present or future, which is beyond the reasonable control of the party.

3. Flexibility: The program parameters may need to be adjusted, since this is the first year implementing this model of service. Both parties would need to agree upon any changes and modifications to be made.

4. HOLD HARMLESS AND INDEMNIFICATION AGREEMENT: Contractor is not to be specifically identified or written into IEPs.

   4.1 WPUSD agrees to defend, indemnify and hold harmless Contractor and all of its directors, executive director, elective and\or appointed board members, officers, managers, employees and\or agents from and against any damages, including costs and attorney's fees, arising out of or related to any negligent or intentional acts of omissions of WPUSD, its employees or agents, when handling any IEP matters.

This indemnification shall extend to any and all claims, losses, damages, injuries (including costs and attorney's fees) that occurred during the Contract Period, and any that occurred during that period but did not manifest themselves or were not discovered until after completion of Contractor's services and\or the Contract Period. WPUSD's acceptance of Contractor's insurance required by this Agreement does not relieve WPUSD from its obligations to defend, indemnify and hold harmless Contractor as set forth herein. WPUSD obligations to defend, indemnify and hold Contractors harmless are not affected by whether WPUSD may have any insurance that is applicable to its obligations.

5. Insurance.

(A) General Liability. During the term of this Agreement, Contractor shall maintain in full force and affect a general liability insurance policy in an amount not less than $2,000,000 combined single limit per accident.

(D) Cancellation. Each insurance policy required in this paragraph shall provide that coverage shall not be canceled, except after 30 days prior written notice by certified mail, return receipt requested, has been given to WPUSD. Current certification of such insurance shall be kept on file with the WPUSD at all times during the term of this Agreement.

6. Worker's Compensation. During the term of this Agreement, Contractor shall fully comply with the terms of the law of California concerning Worker's Compensation. Said compliance shall include, but not be limited to, maintaining in full force and effect one or more policies of insurance insuring against any liability Contractor may have for Worker's Compensation.

7. Contractor Not Agent. Except as WPUSD may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of WPUSD in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to this Agreement to bind WPUSD to any obligation whatsoever.

8. Assignment Prohibited. No party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

9. Personnel. Contractor shall assign only competent personnel to perform services pursuant to this Agreement. In the event that WPUSD, in its sole discretion, at any time during the term of this Agreement, desires the removal of any person or persons assigned by Contractor after consultation to perform services pursuant to this Agreement, Contractor shall remove any such person immediately upon receiving notice from WPUSD of the desire of WPUSD for the removal of such person or persons.

10. Standard of Performance. Contractor shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Contractor is engaged in the geographical area in which Contractor practices its profession. All products of whatsoever nature which Contractor delivers to the WPUSD pursuant to this Agreement shall be prepared in a substantial first class manner and conform to the standards or quality normally observed by a person practicing in Contractor's profession.

11. WPUSD Representative. The WPUSD Superintendent or his or her designee shall be the representative of WPUSD and will administer this Agreement for the district

12. Non-Discrimination. Contractor shall comply with Section 122(a) of the State and Local Fiscal Assistance Act of 1972.

13. Attorney's Fees. If any party to this Agreement commences legal proceedings to enforce any of its terms or for damages for its breach, the prevailing party shall be entitled to recover his reasonable attorney's fees, including those incurred on appeal, if any.

14. Entirety of Agreement. This Agreement contains the entire agreement of WPUSD and Contractor with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer, or agent of any party, which is not contained in this Agreement shall be binding or valid.

    No supplement, modification, or amendment of this Agreement shall be binding unless executed by all parties in writing.

15. Counterparts. The partners may execute this Agreement in two or more counterparts, which shall, in the aggregate, be signed by all the parties; each counterpart shall be deemed an original instrument as against any party who has signed it.

16. Governing Law. This Agreement is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect.

17. Successors. This Agreement shall be binding on and inure to the benefit of the respective successors and assigns of the parties, except to the extent of any contrary provision in this Agreement.

18. Severability. If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the Agreement shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

19. Termination. This agreement may be terminated by either Party giving 90 days prior written notice to the other party.

20. Due Process. The Contractor shall work collaboratively with the LEA and fully participate in special education due process proceedings, including mediations and hearings, as requested by the LEA. The Contractor shall also work collaboratively and fully participate in the investigation related to any complaint filed with the State of California, the Office of Civil Rights, or any other state and/or federal governmental body or agency. Collaboration and full participation includes, but is not limited to providing relevant documents and information requested by the LEA or any of its attorneys or agents within 48 hours of the request by the LEA, participation in witness preparation, and testifying at a due process hearing without requiring the LEA to issue subpoenas. The covenant continues throughout the duration of this contract and up to two years past the last date of service for a Student who becomes the subject of a special education due process proceeding or complaint proceeding as specified herein.

7.2.10

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:
Approve Resolution No 12/13.6 Regarding Authorization to Teach Assigned Subjects

AGENDA ITEM AREA:
Discussion/ Action

REQUESTED BY:
Ryan Davis
Director, Human Services

ENCLOSURES:
Yes
Resolution No. 12/13.6

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 4, 2012

ROLL CALL REQUIRED:
Yes

BACKGROUND:

Pursuant to Education Code 44256(b), and in order to ensure proper credentialing and teacher consistency for one of our assignments the District administration is making a recommendation that the Board approve Resolution No 12/13.6 which will allow one certificated long term substitute teacher (also currently Laid off teacher on reemployment list) to teach as a long term substitute potentially for the entire 2012-2013 school year in an Elementary Science departmentalized setting at grades 1-5 at Foskett Ranch Elementary. The long term substitute teacher has consented to this assignment.

RECOMMENDATION:

Administration recommends the Board of Trustees approve Resolution 12/13.6.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 12/13.6

AUTHORIZATION TO TEACH ASSIGNED SUBJECTS
FOR THE 2012-2013 SCHOOL YEAR

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

WHEREAS, Education Code section 44256(b) authorizes the holder of a multiple subject teaching credential or standard elementary credential to teach any subject in departmentalized classes to students below grade nine (9), provided he/she has completed at least twelve (12) semester units or six (6) upper division or graduate units, of coursework at an accredited institution in each subject to be taught. The teacher's consent to the assignment is required;

WHEREAS, the District finds that Annie Brothers has satisfied the unit requirement of Education Code section 44256(b) in order to teach Elementary Science at Foskett Ranch Elementary School during the 2012-2013 school year as a long term substitute teacher (potentially for up to the entire school year depending on need); and

WHEREAS, Annie Brothers has consented to teaching Elementary Science at Foskett Ranch Elementary School during the 2012-2013 school year as a long term substitute teacher.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Western Placer Unified School District authorizes Annie Brothers to teach Elementary Science at Foskett Ranch Elementary School as a long term substitute (to the extent she is needed in that capacity) for the 2012-2013 school year.

PASSED AND ADOPTED this ___ day of September, 2012 by the Board of Trustees of the Western Placer Unified School District by the following vote:

AYES: NOES: ABSENT: ABSTAIN:

_____
President
Board of Trustees
Western Placer Unified School District

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

_____
Clerk
Board of Trustees
Western Placer Unified School District

7.3.1

Western Placer Unified School District
Teacher Consent Form

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

District: Western Placer Unified School District School Year: 2012-2013

School Site: Foskett Ranch Elementary School Grade Level: 1-5

Teacher: Annie Brothers

Credential Held: Multiple Subject (Supplement in PE and English)

1. Long Term Substitute Assignment: Elementary Science Legal Authorization per Ed Code §44256(b)

I mutually agree and consent to this assignment.

Teachers Signature: Annie Brothers

Printed/Typed Name: Annie Brothers

Date: 8/17/12

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

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

AGENDA ITEM AREA:
Action

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 4, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- AR 3516.2 Bomb Threats
- BP 3516.5 Emergency Schedules
- BP 5141.21 Administering Medication and Monitoring Health Conditions
- AR 5145.8 Refusal to Harm or Destroy Animals
- BP/AR 6158 Independent Study
- E 5145.6 Parental Notifications
- BP/AR 6142.7 Physical Education and Activity

RECOMMENDATION:

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

wp/rk/factform

MANUAL MAINTENANCE GUIDESHEET
September 4, 2012

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

AR 3516.2 - Bomb Threats
(AR revised)

Updated regulation adds language incorporating bomb threat procedures into the district's emergency preparedness plan and/or comprehensive safety plan. Regulation also expanded to address bomb threats received through electronic means, communications during bomb threat incidents, and counseling.

BP 3516.5 - Emergency Schedules
(BP revised)

Updated policy adds language regarding seeking full average daily attendance reimbursement when an emergency situation prevents the district from meeting legal requirements for the minimum number of instructional days or minutes. Policy also adds examples of methods that may be used to notify students and parents/guardians of an emergency schedule.

BP 5141.21 - Administering Medication and Monitoring Health Conditions
(BP revised)

Policy updated to reflect **NEW LAW (SB 161)** which authorizes districts to train volunteer, nonmedical district employees to provide emergency antiseizure medication to students suffering from epileptic seizures when licensed health care professionals are not available onsite.

AR 5145.8 - Refusal to Harm or Destroy Animals
(BP deleted; AR revised)

Delete unnecessary policy. Regulation revised to incorporate material formerly in BP and to reflect **NEW LAW** (AB 176) updating the terminology for recording technology which may be used as an alternative project.

BP/AR 6158 - Independent Study
(BP/AR revised)

MANDATED policy updated to (1) add material formerly in AR re: program participation is voluntary, (2) more directly reflect law re: minimum period of independent study for apportionment purposes as five "consecutive" school days, (3) revise material re: maximum length of assignments and the number of missed assignments that will trigger an evaluation of the student's participation, and (4) authorize student-teacher conferences by electronic means. Updated regulation (1) expands optional material re: considerations in approving a student's participation, (2) clarifies responsibilities of program administrator and teachers, and (3) adds requirement to retain specified auditable records for three years.

E 5145.6 - Parental Notifications
(E revised)

Exhibit adds listings for parental notifications related to (1) student transfers under the Open Enrollment Act (AR 5118); (2) administration of survey about health risks and behaviors of students in grades 7-12 (AR 5022); (3) substantive change in district's privacy policy (AR 5022); (4) selection of household for verification of eligibility for free or reduced-price meals (AR 3553); and (5) procedural safeguards for students eligible for Section 504 services (AR 6164.6). Exhibit also revises listing re: required distribution of type 2 diabetes information which is now addressed in AR 5141.3. Corrections in legal cites and references to CSBA sample policies/regulations were made throughout Exhibit.

BP/AR 6142.7 - Physical Education and Activity
(BP/AR revised)

Policy and regulation retitled and revised to incorporate opportunities for physical activity outside of the regular physical education curriculum. Policy also adds Board approval of courses that qualify for P.E. credit and establishes expectation that 50 percent of P.E. class time will be spent in moderate to vigorous physical activity. Regulation also adds sections on "Definitions" and "Monitoring of Moderate to Vigorous Physical Activity," and adds optional language on providing physical fitness test results to parents/guardians.

7.4.1

BOMB THREATS

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district's emergency and disaster preparedness plan and/or each school's comprehensive safety plan includes procedures for dealing with bomb threats. He/she also shall provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line so as to gather information about the location and timing of the bomb and the person(s) responsible. ~~He/she should also try to determine~~ **To the extent possible, the staff member should also take note of** the caller's gender and age and ~~should take note of~~ any distinctive features of voice or speech and any background noises such as music, traffic, machinery or ~~other~~ voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message. ~~Staff members who customarily receive telephone calls or handle packages shall receive training related to bomb threats.~~

Procedures

The following procedure shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the **Superintendent** ~~principal~~ or designee. If the threat is in writing, ~~he/she~~ **the employee** shall place the message in an envelope and take note of where and by whom it was found.

2. Any student or employee seeing a suspicious package shall promptly notify the **Superintendent** ~~principal~~ or designee.

3. The **Superintendent** ~~principal~~ or designee shall immediately use fire drill signals and institute standard evacuation procedures as specified in the emergency plan.

(cf. 3516 - Emergency and Disaster Preparedness Plan)
(cf. 3516.1 - Fire Drills and Fires)

BOMB THREATS (continued)

4. The **Superintendent** ~~principal~~ or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. ~~School police officers may assist in this search.~~ No other school staff shall search for or handle any explosive or incendiary device.

~~Except for school police officers, no staff or students shall reenter the threatened building(s) until the law enforcement and/or fire department staff advises the principal or designee that reentry is safe.~~

(cf. 3515.3 - District Police/Security Department)

No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.

(cf. 3516.5 - Emergency Schedules)

To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Governing Board, other governmental agencies, and the media during the period of the incident.

(cf. 1112 - Media Relations)

Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed.

(cf. 6164.2 - Guidance/Counseling Services)

Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

~~Any student who makes a bomb threat shall be subject to disciplinary procedures.~~

~~*(cf. 5144.1 - Suspension and Expulsion/Due Process)*~~

Legal Reference: (see next page)

BOMB THREATS (continued)

Legal Reference:

EDUCATION CODE
44810 Willful interference with classroom conduct
48900 Grounds for suspension or expulsion
51202 Instruction in personal and public health and safety
PENAL CODE
17 Felony, misdemeanor, classification of offenses
148.1 False report of explosive or facsimile bomb
245 Assault with deadly weapon or force likely to produce great bodily injury; punishment
594 Vandalism; penalty

Management Resources:

CSBA PUBLICATIONS
911: A Manual for Schools and the Media During a Campus Crisis, 2001
U.S. DEPARTMENT OF HOMELAND SECURITY PUBLICATIONS
Bomb Threat Checklist
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Safe Schools: http://www.cde.ca.gov/ls/ss
U.S. Department of Homeland Security: http://www.dhs.gov
U.S. Department of Treasury, Bureau of Alcohol, Tobacco, Firearms and Explosives: http://www.THREATPLAN.org

EMERGENCY SCHEDULES

In order to provide for the safety of students and staff, the Board of Trustees authorizes the Superintendent or designee to close a school site, to change the regular school day schedule, or to take any necessary action when ~~adverse~~ **hazardous environmental or** weather conditions or other emergencies warrant.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 5142 - Safety)
(cf. 6112 - School Day)

When an emergency condition causes a school closure, reduction in attendance, or change in schedule pursuant to Education Code 41422 or 46392, thereby preventing the district from complying with the minimum number of instructional days or minutes required by law, the Superintendent or designee shall complete and submit to the Superintendent of Public Instruction the necessary forms for obtaining approval of the days of the closure, reduction in attendance, or change in schedule. The Superintendent or designee shall submit other relevant district records as may be required.

(cf. 3580 - District Records)
(cf. 6111 - School Calendar)

The Superintendent or designee shall establish a system for informing students and parents/guardians when school buses are not operating **as scheduled,** ~~or when~~ the school day schedule is changed or the school is closed. **The district's notification system shall include, but is not limited to, notifying local television and radio stations, posting on district web site(s), sending email and text messages, and/or making telephone calls.**

(cf. 1112 – Media Relations)
(cf. 1113 – District and School Web Sites)
(cf. 3542 - School Bus Drivers)
(cf. 3543 - Transportation Safety and Emergencies)

~~In the event that students arrive at school~~ **Whenever** the school day schedule changes ~~or the schedule changes after school has begun~~ **after students have arrived at school,** the Superintendent or designee shall ensure that **students supervised** ~~supervision is provided~~ in accordance with the procedures specified in the district's emergency and disaster preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
~~*(cf. 3516.1 - Fire Drills and Fires)*~~
~~*(cf. 3516.2 - Bomb Threats)*~~
~~*(cf. 3516.3 - Earthquake Emergency Procedure System)*~~

The Superintendent or designee may provide a means to ~~compensate for~~ **make up** lost instructional time later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

7.4.5

EMERGENCY SCHEDULES

~~*(cf. 6111 - School Calendar)*~~

Legal Reference:

EDUCATION CODE
41422 Schools not maintained for 175 days
46010 Total days of attendance
46100-46192 Attendance; maximum credit; minimum day
46390 Calculation of ADA in emergency
46392 Decreased attendance in emergency situation
VEHICLE CODE
34501.6 School buses; reduced visibility

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE
90-01 Average Daily Attendance Credit During Periods of Emergency, February 10, 2005
WEB SITES
California Department of Education: http://www.cde.ca.gov

Policy
adopted: September 4, 2007
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.4.6

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

The Board of Trustees recognizes that some students may need to take medication prescribed ~~by a physician~~ **or ordered by an authorized health care provider to be able to fully participate in the educational program** during the school day in order to be able to attend school. The Superintendent or designee shall develop processes for the administration of medication to ~~such~~ **these** students. ~~by school personnel.~~ **For any student with a disability, as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan.**

~~*(cf. 5141.24 - Specialized Health Care Services)*~~
(cf. 6159 - Individualized Education Program)
(cf. 6116 Identification and Education Under Section 504)

~~Prescribed medication may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both a student's physician and parent/guardian. (Education Code 49423; 5 CCR 600)~~

(cf. 3530 - Risk Management/Insurance)

~~School staff who administer medication, including epinephrine auto-injections, to students shall receive training from qualified medical personnel on how such medication should be administered as well as training in the proper documentation and storage of the medication.~~

~~Staff authorized to administer the medication shall do so in accordance with administrative regulations and shall be afforded appropriate liability protection.~~

If the parent/guardian so chooses, he/she may administer the medication to his/her child. In addition, the parent/guardian may designate another individual who is not a school employee to administer the medication to the student **on his/her behalf**.

Self-Administration and Monitoring

Upon written request by the parent/guardian and with the approval of the student's **authorized health care provider** ~~physician~~, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.

~~*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*~~
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.23 – Asthma Management)
(cf. 5141.27 – Food Allergies/Special Dietary Needs)

7.4.7

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

Administration of Medication by School Personnel

Any medication prescribed by an authorized health care provider, including an emergency antiseizure medication for a student with epilepsy, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49414.7, 49423; 5 CCR 600)

School nurses and other designated school personnel shall administer medications in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

Only a school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event that no such licensed school personnel is available, the district may contract with a licensed nurse from a public or private agency to administer insulin to the student.

(cf. 5141.24 - Specialized Health Care Services)

When unlicensed personnel are authorized by law to administer a medication, such as emergency antiseizure medication, epinephrine auto-injector, or glucagon, the Superintendent or designee shall ensure that school personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

In an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to a student.

7.4.8

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

Legal Reference:

EDUCATION CODE
48980 Notification at beginning of term
49407 Liability for treatment
49408 Emergency information
49414 Emergency epinephrine auto-injectors
49414.5 Providing school personnel with voluntary emergency training
49414.7 Emergency medical assistance: administration of epilepsy medication
49422-49427 Employment of medical personnel, especially:
49423 Administration of prescribed medication for student
49423.1 Inhaled asthma medication, conditions upon which pupil may carry and self-administer medication
49423.5 Specialized health care services
49426 School nurses
49480 Continuing medication regimen; notice
BUSINESS AND PROFESSIONS CODE
2700-2837 Nursing, especially:
2726 Authority not conferred
2727 Exceptions in general
3501 Definitions
CODE OF REGULATIONS, TITLE 5
600-611 Administering medication to students
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act of 1974
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 29
794 Rehabilitation Act of 1973, Section 504
COURT DECISIONS
American Nurses Association v. O'Connell, (2010) 185 Cal.App.4th 393

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS
Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006
CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES
Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004
NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS
Helping the Student with Diabetes Succeed: A Guide for School Personnel, June, 2003
~~*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*~~
~~*Training Standards for the Administration of Epinephrine Auto-Injectors, December, 2004*~~
WEB SITES
CSBA: http://www.csba.org
American Diabetes Association: http://www.diabetes.org
California Department of Education, Health Services and School Nursing: http://www.cde.ca.gov/ls/he/hn
National Diabetes Education Program: http://www.ndep.nih.gov
***U.S.** Department of Health and Human Services, National Institutes of Health, ~~National Heart, Lung and~~ Blood Institute, asthma information: http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma*

REFUSAL TO HARM OR DESTROY ANIMALS

Any student who has a moral objection to dissecting or otherwise harming or destroying animals shall have the right to refrain from participating in instruction which involves such activities and shall not be discriminated against because of a decision to exercise this right. (Education Code 32255.1)

(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6142.93 - Science Instruction)

The right to refrain from instruction involving harmful or destructive use of animals shall apply to all K-12 courses, except classes and activities conducted as part of agricultural education that provide instruction on the care, management, and evaluation of domestic animals. (Education Code 32255.5, 32255.6)

At the beginning of each academic year, the district shall notify parents/guardians, in writing, of students' right to refrain from instruction involving **the** harm**ful** or destructive~~on~~ **use** of animals. (Education Code 48980, 48981)

(cf. 5145.6 - Parental Notifications)

In addition, each teacher of a course that uses live or dead animals or animal parts shall inform students of their right to refrain from the harmful or destructive use of animals. (Education Code 32255.4)

Students who wish to refrain from such instruction shall notify the teacher and shall provide a note from their parent/guardian substantiating the objection. (Education Code 32255.1)

A teacher's determination of whether a student may pursue an alternative project or be excused from the project shall not be arbitrary or capricious. (Education Code 32255.3)

If the teacher believes an adequate alternative project is possible, he/she may work with the student to develop and agree upon an alternative project which would provide the knowledge, information or experience required by the course of study. Alternative projects include but are not limited to the use of video tapes, models, films, books and computers. The alternative project shall involve time and effort comparable to that required by the original project. (Education Code 32255, 32255.1)

Students who participate in an alternative project shall pass all course examinations in order to receive course credit. Students may request an alternative test, however, if a regular examination requires the harmful or destructive use of animals. (Education Code 32255.1)

This right shall apply to all K-12 courses, except classes and activities conducted as part of agricultural education that provide instruction on the care, management and evaluation of domestic animals. (Education Code 32255.5, 32255.6)

Legal Reference: (see next page)

7.4.10

REFUSAL TO HARM OR DESTROY ANIMALS (continued)

Legal Reference:

EDUCATION CODE

32255-32255.6 Student's right to refrain from harmful or destructive use of animals

48980-48985 Notification of parents/guardians, especially:

48980 Parental notification at beginning of term

51540 Humane treatment of animals

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Science Framework for California Public Schools: Kindergarten Through Grade 12, 2004

Science Content Standards for California Public Schools: Kindergarten Through Grade 12, 1998

WEB SITES

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

INDEPENDENT STUDY

The Board of Trustees authorizes independent study as an optional alternative instructional strategy for students, including adult education students, whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan and enabling students to reach curriculum objectives and fulfill graduation requirements. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

(cf. 0420.4 - Charter Schools)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6181 – Alternative Schools/Programs of Choice)
(cf. 6200 - Adult Education)

The Superintendent or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than he/she would in the regular classroom.

The minimum period of time for any independent study option shall be five school days.

The Superintendent or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (Education Code 51747)

~~To foster each participating student's success in independent study, the Board establishes the following maximum lengths of time which may elapse between the date an assignment is made and the date by which the student must complete the assigned work:~~

~~1. One week for students in grades K-3~~

~~2. Two weeks for students in grades 4-8~~

~~3. Three weeks for students in grades 9-12, continuation or adult education~~

~~When circumstances justify a longer time, the Superintendent or designee may extend the maximum length of an assignment to a period not to exceed eight weeks, pursuant to a written request with justification.~~

~~Supervising teachers should carefully set the duration of independent study assignments, within the limits specified above, and establish an appropriate schedule for student-teacher conferences in order to help identify students falling behind in their work or in danger of failing or dropping out of school. Except in unusual circumstances, it is expected that the supervising teacher will meet with each participating student at least once a week to discuss the student's progress.~~

7.4.12

INDEPENDENT STUDY (continued)

The written agreement shall specify the length of time in which each independent study assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind his/her peers and increase the risk of dropping out of school, independent study assignments shall be no more than one week for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

When a participating student misses three assignments, an evaluation shall be conducted to determine whether it is in the student's best interest to remain in independent study. However, a student's written agreement may specify a lower or higher number of missed assignments that will trigger an evaluation when the Superintendent or designee determines it appropriate based on the nature of the assignments, the total number of assignments, and/or other unique circumstances.

~~When any participating student fails to complete three consecutive independent study assignments in a period of 15 school days, or misses two appointments with his/her supervising teacher without valid reasons, an evaluation shall be conducted to determine whether it is in the student's best interest to remain in independent study.~~

Supervising teachers should establish an appropriate schedule for student-teacher conferences in order to help identify students falling behind in their work or in danger of failing or dropping out of school. Except in unusual circumstances, it is expected that the supervising teacher will meet, either in person or by electronic means, with each participating student at least once a week to discuss the student's progress.

(cf. 5147 - Dropout Prevention)

Missing appointments with the supervising teacher without valid reasons also may trigger an evaluation to determine whether the student should remain in independent study.

The Superintendent or designee shall annually report to the Board the number of students participating in independent study, the average daily attendance generated for apportionment purposes, the quality of these students' work as measured by standard indicators, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

7.4.13

INDEPENDENT STUDY (continued)

(cf. 0500 - Accountability)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6162.5 - Student Assessment)

Home-Based Independent Study

The Superintendent or designee shall encourage parents/guardians desiring to teach their children at home to have their children participate in independent study. Such participation allows continued contact and cooperation between the school system and the home-based student and ensures that the student will be offered a standards-based education substantially equivalent in quality and quantity to the district's classroom instruction.

Legal Reference:

EDUCATION CODE
17289 Exemption for facilities
41976.2 Independent study programs; adult education funding
42238 Revenue limits
44865 Qualifications for home teachers and teachers in special classes and schools; consent to assignment
46300-46300.6 Methods of computing ADA
47612.5 Independent study in charter schools
48204 Residency based on parent employment
48206.3 Home or hospital instruction; students with temporary disabilities
48220 Classes of children exempted
48340 Improvement of pupil attendance
48915 Expulsion; particular circumstances
48916.1 Educational program requirements for expelled students
48917 Suspension of expulsion order
51225.3 Requirements for high school graduation
51745-51749.3 Independent study programs
52206 Gifted and talented education; use of independent study to augment program
52522 Adult education alternative instructional delivery
52523 Adult education as supplement to high school curriculum; criteria
56026 Individuals with exceptional needs
FAMILY CODE
6550 Authorization affidavits
CODE OF REGULATIONS, TITLE 5
11700-11703 Independent study
19819 State audit compliance
COURT DECISIONS
Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365
EDUCATION AUDIT APPEALS PANEL DECISIONS
Lucerne Valley Unified School District, Case No. 03-02 (2005)

7.4.14

INDEPENDENT STUDY (continued)

Management Resources:

CALIFORNIA DEPARTMENTE OF EDUCATION PUBLICATIONS
Independent Study Operations Manual, 2000 edition
Elements of Exemplary Independent Study
Approaches to Satisfying No Child Left Behind Act of 2001 Teacher Requirements for Independent Study in Secondary Schools, January 28, 2010
WEB SITES
California Consortium for Independent Study: http://www.ccis.org
California Department of Education, Independent Study: http://www.cde.ca.gov/sp/eo/is

INDEPENDENT STUDY

Educational Opportunities

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction

(cf. 6143 - Courses of Study)

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum

3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum

4. Continuing and special study during travel

(cf. 5112.3 – Student Leave of Absence)

5. Volunteer community service activities that support and strengthen student achievement

(cf. 0420.4 – Charter Schools)
(cf. 6142.4 - ~~Learning Through~~ ***Service Learning****/Community Service)*
(cf. 6181 – Alternative Schools/Programs of Choice)

In addition, when requested by the parent/guardian due to emergencies, vacation or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

(cf. 5113 - Absences and Excuses)

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

(cf. 6146.1 - High School Graduation Requirements)

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction, thus enabling students participating in independent study to complete the district's adopted course of study within the customary time frame. Students in independent study shall have access to the same services and resources that are available to other students in the school **and shall have equal rights and privileges.**(5 CCR **1170,** 11701.5)

7.4.16

INDEPENDENT STUDY (continued)

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

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

Provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the school is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

~~Parents/guardians of students who are interested in independent study should contact the principal or designee. Approval for participation shall be based on the following criteria:~~

~~1. Evidence that the student will work independently to complete the program~~

~~2. Availability of experienced certificated staff with adequate time to effectively supervise the student~~

A student's participation in independent study shall be voluntary. (Education Code 51747)

Students participating in independent study must be residents of the local county or an adjacent county. (Education Code 51747.3)

Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 51747.3)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless his/her individualized education program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

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INDEPENDENT STUDY (continued)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

(cf. 6183 - Home and Hospital Instruction)

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant and parenting students who are primary caregivers for one or more of their children, shall be ~~in independent study at any given time~~ **eligible for apportionment credit for independent study.** (Education Code 51745)

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6184 - Continuation Education)

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or by the Board of Trustees. (Education Code 46300.1, 46300.4)

(cf. 6200 - Adult Education)

Written Agreements

A written agreement shall be developed **and implemented** for each student participating in independent study for five or more **consecutive** school days. (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The written independent study agreement for each participating student shall include, but not be limited to, all of the following: (Education Code 51747)

1. The manner, frequency, time and place for submitting the student's assignments and for reporting his/her progress

2. The objectives and methods of study for the student's work, and the methods used to evaluate that work

3. The specific resources, including materials and personnel, that will be made available to the student

4. The Board's independent study policy describing the maximum length of time allowed between an assignment and its completion and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study

7.4.18

INDEPENDENT STUDY (continued)

5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one semester, or one-half year if the school is on a year-round calendar

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

7. A statement that independent study is an optional educational alternative in which no student may be required to participate

8. In the case of a student who is referred or assigned to any school, class or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

(cf. 5144.1 - Suspension and Expulsion/Due Process)

The agreement also may include a schedule for achieving objectives and completing the agreement and a schedule of conferences between the student and supervising teacher.

The curriculum and methods of study specified in the written agreement shall be consistent with Board policy, administrative regulations and procedures for curriculum and instruction. (5 CCR 11702)

(cf. 6143 - Courses of Study)

Before beginning the independent study, each written agreement shall be signed and dated by the student, the parent/guardian or caregiver of the student if the student is under age 18, the certificated employee designated as responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student. (Education Code 51747)

The agreement shall state that the parent/guardian's signature confirms his/her permission for the student's independent study as specified in the agreement.

~~**Student Rights and Responsibilities**~~ ***Monitoring Student Progress***

Students participating in independent study shall have the right, continuously, to enter or return to the regular classroom mode of instruction, including upon termination of the agreement.

Independent study students who are late, miss scheduled conferences or do not submit assigned work on time shall not be reported as tardy or truant. However, the independent

7.4.19

INDEPENDENT STUDY (continued)

study administrator shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian

2. A meeting between the student and the teacher and/or counselor

3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate

4. An increase in the amount of time the student works under direct supervision

When the student has missed the number of assignments specified in Board policy and the written independent study agreement as precipitating an evaluation, the Superintendent or designee shall conduct an evaluation which may result in termination of the independent study agreement and the student's return to a regular classroom or alternative instructional program.

Administration of Independent Study

Each student's independent study shall be coordinated, evaluated and carried out under the general supervision of a certificated employee. (Education Code 51747.5)

The responsibilities of the independent study administrator shall be to:

1. Ensure that the district's independent study option is operated in accordance with law, Board policy and administrative regulation **and is substantially equal in quality and quantity to the classroom instruction.**

2. Approve **or deny** the participation of students requesting independent study

3. Facilitate the completion of written independent study agreements

4. Approve all credits earned through independent study and forward the information to the appropriate staff so that the information becomes part of the student's record

5. Authorize the selection of staff **certificated** to be assigned to supervise independent study

6. Supervise any staff assigned to independent study functions who are not regularly supervised by another administrator

7. Complete or coordinate the preparation of all necessary records and reports **required by law, Board policy, or administration regulation.**

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INDEPENDENT STUDY (continued)

~~8. Establish and maintain in a systematic manner all records required by law, Board policy and administrative regulation~~

~~8~~9. Monitor student participation in independent study so that the district stays within prescribed limits and income to the district is maximized

~~9~~10. Develop and manage the budget for independent study

11. Obtain and maintain current information and skills required for the operation of an independent study strategy that meets established standards for the district's educational programs

12. Assure a smooth transition into and out of the independent study mode of instruction

13. Prepare and submit reports as required by the Board or Superintendent

~~**Supervising Teachers**~~ ***Assignment and Responsibilities of Independent Student Teachers***

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

(cf. 4112.2 - Certification)
(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind)

The principal may recommend and the independent study administrator shall approve the assignment of teachers to directly supervise independent study **and/or work with students on specific subject matter**. The teacher may be the student's regular classroom teacher, particularly for elementary students. **The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.**

(cf. 4131 – Staff Development)

The ratio of students to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district.

The teacher supervising independent study shall:

1. Complete designated portions of the written independent study agreement and add additional information to the written agreement when appropriate

2. Supervise and approve coursework

7.4.21

INDEPENDENT STUDY (continued)

3. Design all lesson plans and assignments

4. **Maintain records of student assignments showing the date the assignment is given and the date the assignment is due**

5. **Provide direct instruction and counsel as necessary for individual student success**

6. **Regularly meet with the student to discuss the student's progress**

7. ~~Personally~~ Judge the time value of assigned work or work products completed and submitted by the student

8. Assess all student work and determine and assign grades or other approved measures of achievement

9. Select and save ~~with each agreement~~ representative samples of the student's completed and evaluated assignments **for each subject** ~~on not less than a monthly basis, preferably biweekly~~, ~~and~~ signed or initialed and dated in accordance with item #3 in the section on "Records" below

~~7. Sign and complete the agreement when the student has reached his/her objectives or the agreement is terminated~~

10. Maintain a daily or hourly attendance register in accordance with item #4 in the section on "Records" below

11. Maintain any other required records and files on a current basis

Records

For audit purposes, the Superintendent or designee shall maintain the following records: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study

2. A separate listing of the students ~~and adult education students,~~ by grade level, program and school, who have participated in independent study, identifying units of the curriculum attempted and units of the curriculum completed by students in grades K-8 and identifying course credits attempted by and awarded to students in grades 9-12 and in adult education, as specified in their written agreements

7.4.22

INDEPENDENT STUDY (continued)

3. A file of all agreements, with representative samples of each student's ~~or adult education student's~~ work products bearing the supervising teacher's signed or initialed and dated notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher

4. A daily or hourly attendance register, as appropriate to the program in which the students are participating, separate from classroom attendance records, and maintained on a current basis as time values of student ~~or adult education~~ work products are personally judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

(cf. 3580 – District Records)

The above records shall be maintained for three years, excluding the current fiscal year.

The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

Each school shall maintain records for the students at that school.

A written record of the findings of any evaluation conducted after the student has missed the number of assignments specified in Board policy shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

(cf. 5125 - Student Records)

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually			
Beginning of each school year	17612, 48980.3	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
Beginning of each school year	32255-32255.6, 48980	BP 5145.8 AR 5145.8	Right to refrain from harmful or destructive use of animals
Annually by February 1	35256	BP 0510	School Accountability Report Card provided
Beginning of each school year	35291, 48980	AR 5144 AR 5144.1	District and site discipline rules
Beginning of each school year if high school open campus	44808.5, 48980	BP 5112.5	Open campus
Beginning of each school year if Board has adopted resolution allowing such absence	46014, 48980	BP 5113 AR 5113	Absence for religious purposes
Beginning of each school year	48205, 48980	BP 5113 AR 5113	Absence for justifiable personal reasons
Beginning of each school year	48205, 48980	AR 6154	Grade/credit cannot be reduced due to excused absence if work or test has been completed
Beginning of each school year	48206.3, 48207, 48208, 48980	AR 6183	Availability of home/ hospital instruction for students with temporary disabilities
Beginning of each school year	48216, 48980	BP 5141.31 AR 5141.31	Immunizations
Beginning of each school year	48980	AR 5111.1 AR 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency

7.4.24

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	48980, 231.5	AR 5145.7	Sexual harassment policy as related to students
Beginning of each school year	48980, 52244	AR 6141.5	Availability of state funds to to cover costs of advanced placement exam fees
Beginning of each school year	48980	BP 6111	Schedule of minimum days
Beginning of each school year	49063, 49068, 49069; 20 USC 1232g; 34 CFR 99.7	BP 5125 AR 5125	Student records: inspect and review, access, types, location, persons responsible location of log, access criteria, cost of copies, amendment requests, criteria to determine school official legitimate educational interest
Beginning of each school year	49063, 49070	AR 5125 AR 5125.3	Challenge, review and expunging of records
Beginning of each school year	49063, 49073	AR 5125.1	Release of directory information
Beginning of each school year	49063, 49091.14	AR 5020 AR 5125	Availability of course prospectus
Beginning of each school year	49423, 49480, 48980	AR 5141.21	Administration of prescribed medication
Beginning of each school year	49451, 48980	BP 5141.3	Refusal to consent to physical examination
Beginning of each school year	49472, 48980	AR 5143	Availability of insurance
Beginning of each school year	49510-49520, 48980	BP 3553	Free and reduced price meals

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PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Annually	56301	BP 6164.4	Rights of all parents related to special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	58501	BP 6181	Alternative schools
Beginning of each school year	20 USC 1681-1688; 42 USC 2000d-2000d-7; 34 CFR 106.9	BP 0410	Nondiscrimination on basis of sex, disability, ethnicity or lack of English skills
Annually	5 CCR 4622	AR 1312.3	Uniform complaint Procedures, available Appeals, civil law remedies, and identity of coordinators
Beginning of each school year	20 USC 1232h	AR 5022	Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing
For districts receiving Title I funds, beginning of each school year	20 USC 6311	AR 4112.24 AR 4222	Right to request information re: professional qualifications of their child's teacher and paraprofessional
Annually to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR 763.93	AR 3514	Availability ~~of complete, updated management plan for~~ asbestos **management** ~~containing material in school buildings~~ **plan; any inspections, response actions or post-response actions planned or in progress**

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PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. At Specific Times During the Student's Academic Career			
At least once before counseling in grades	221.5, 48980	BP 6164.2	Course selection and career counseling 7-12
At beginning of each school year if student has been placed in structured English immersion program	310; 5 CCR 11309	AR 6174	Placement of child in program and opportunity to apply for parental exception waiver
Before high school student attends specialized secondary program on a university campus	17288	None	University campus buildings may not meet Education Code requirements for structural safety
To members of athletic Teams	32221.5	AR 5143	Offer of insurance, no-cost and low-cost program options
Before presenting a course using live or dead animals or animal parts	32255-32255.6	BP 5145.8	Right to refrain from harmful or destructive use of animals
When child first enrolls in a public school, if the school offers a fingerprinting program	32390, 48980	BP 5142.1	Fingerprinting program
Beginning of each term for students who have not passed the exit exam by the End of grade 12	37254	AR 6179	Availability of intensive instruction and services for two consecutive academic years and right to file complaint
Upon registration, if K-6 students have not previously been transported	39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions bus danger zones, walking to and from stops
Beginning of each school year in grades 7-12	46010.1	BP 5113	Absence for confidential medical services
Upon admission to school	48216, 49403; Health and Safety Code 120365, 120370 and 120375	AR 5141.31	Immunizations

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PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. At Specific Times During the Student's Academic Career (continued)			
When students entering grade 7	**49452.7**	**AR 5141.3**	**Specified information on type 2 diabetes.**
Before early entry to kindergarten, if offered	48000	AR 5111	Effects, advantages and disadvantages of early entry
Beginning of each school year in grades 9-12 and when high school student transfers into the district	48980, 60850	AR 6162.52	Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation
When students entering grade 7	**49452.7**	**AR 5141.3**	**Specified information on type 2 diabetes**
When in kindergarten or 1st grade if not previously enrolled in public school	49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of teeth health, agency contact, privacy rights
Beginning of each school year for students in grades 9-12	51229, 48980	BP 6143	Explanation of college admission requirements, list of UC and CSU web sites that list certified courses, description of career technical education and CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12	51938, 48980	AR 6142.1	Explanation of sex and HIV/ AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse
Upon assessment and reassessment of English proficiency and enrollment in program of education for English language learners	52164.1, 52164.3, 52173; 5 CCR 11303	AR 6174	Program of education for English language learners
Within 20 working days of receiving results of standardized achievement	60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use tests

7.4.28

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. At Specific Times During the Student's Academic Career (continued)			
Annually to each high school	66204	BP 6143	Copy of list of courses offered that are certified by US as meeting admission criteria
When child is enrolled in kindergarten	Health & Safety Code 124100	AR 5141.32	Health screening examination
Prior to student participation in gifted and talented program	5 CCR 3831	AR 6172	Gifted and talented student program
Within 30 calendar days of receipt of CELDT results	5 CCR 11511.5	AR 6174	CELDT test results
To students in grades 11 and 12, early enough to enable registration for current fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program
III. When Special Circumstances Occur			
Upon receipt of a complaint alleging discrimination	262.3	AR 1312.3	Civil law remedies available to complainants
At least 72 hours before use of pesticide product not included in annual list	17612	AR 3514.2	Intended use of pesticide product
If school has lost its WASC accreditation status	35178.4	BP 6190	Loss of status, potential consequences
At least six months before implementing a schoolwide uniform policy	35183	AR 5132	Dress code policy requiring schoolwide uniform

7.4.29

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
Before implementing a ~~continuous school program~~ **year-round schedule**	37616	BP 6117	~~Continuous school program~~ **Year-round schedule**
When interdistrict transfer is requested and not approved or denied within 30 days	46601	AR 5117	Appeal process
When student identified as being at risk of retention	48070.5	AR 5123	Student at risk of retention
When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	**48213**	**AR 5112.2 BP 5141.33**	**Student has been excluded from school**
Before student is excluded for lack of immunization	**48216**	**AR 5141.31**	**Two weeks to submit evidence of immunization or exemption; referral to medical care**
When a student is classified a truant	~~48260.5~~ **48263**	AR 5113.1	**Truancy,** parental obligation, **availability of alternative programs, student consequences, need for conference**
When a truant is referred to a SARB or probation department	48263	AR 5113	Name and address of SARB or probation department and reason for referral
When a school is identified on the state's Open Enrollment List	**48354; 5 CCR 4702**	**AR 5118**	**Student's option to transfer to another school**
Within 60 days of receiving application for transfer out of open enrollment school	**48357; 5 CCR 4702**	**AR 5118**	**Whether student's transfer application is accepted or rejected; reasons for rejection**
Prior to involuntary transfer to continuation school	48432.5	AR 6184	Right to require meeting prior to involuntary transfer to continuation school
Prior to withholding grades, diplomas, or transcripts	48904	AR 5125.2	Damaged school property

7.4.30

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. <u>When Special Circumstances Occur</u> (continued)			
When withholding grades, diplomas or transcripts from transferring student	48904.3	AR 5125.2	Next school will continue withholding grades, diplomas or transcripts
When student is released to peace officer	48906	BP 5145.11	Release of student to peace officer
At time of suspension	48911	BP 5144.1 AR 5144.1	Notice of suspension
When original period of suspension is extended	48911	AR 5144.1	Extension of suspension
Before holding a closed session re: suspension	48912	AR 5144.1	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	48915.1, 48918	AR 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	48916	AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	48916	AR 5144.1	Description of readmission procedures
10 calendar days before expulsion hearing	48918	AR 5144.1	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
One month before the scheduled minimum day	48980	BP 6111	When minimum days scheduled after beginning of the school year
When parents request guidelines for filing complaint of child abuse at a school site	48987	BP 1312.1	Guidelines for filing complaint of child abuse at a school site with local child protective agencies

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When student in danger of failing a course	49067	AR 5121	Student in danger of failing a course
When student transfers from another district or private school	49068	AR 5125	Right to receive copy of student's record and to challenge its content
Within 24 hours of release of information to a judge or probation officer	49076	AR 5125	Release of student record information to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy petition
Before release of information pursuant to court order or subpoena	49077	AR 5125	Release of information pursuant to court order or subpoena
When screening results in suspicion that student has scoliosis	49452.5	BP 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	49456	BP 5141.3	Vision or hearing test
Before any test questioning personal beliefs	51513	AR 5022	Permission for test, survey questioning personal beliefs
Within 14 days of instruction if arrangement made for guest speaker after beginning of school year	51938	BP 6142.1	Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant
Prior to administering survey regarding health risks and behaviors to students in 7-12	**51938**	**AR 5022**	**Notice that the survey will be administered**
When migrant education program is established	54444.2	BP 6175 AR 6175	Parent advisory council membership composition
When child participates in licensed child care and development program	Health & Safety Code 1596.857	AR 5148	Parent right to enter facility

7.4.32

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. <u>When Special Circumstances Occur</u> (continued)			
When sharing student immunization information with an immunization system	Health & Safety Code 120440	AR 5125	Types of information to be shared, name and address of agency; acceptable use of the information; right to examine; right to refuse to share
When hearing is requested by person asked to leave school premises	Penal Code 627.5	AR 3515.2	Notice of hearing
When providing written decision in response to a complaint re: discrimination special education, or noncompliance with law regulating educational programs	5 CCR 4631	AR 1312.3	Appeal rights and procedures
When child participates in licensed child care and development program	5 CCR 18066	AR 5148	Policies re: unexcused absences
When district substantively changes policy on student privacy rights	**20 USC 1232h**	**AR 5022**	**Notice of any substantive change in policy or regulation**
For districts receiving Title I funds, when child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"	20 USC 6311	AR 4112.24	Timely notice to parent of child's assignment
When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress	20 USC 6312	AR 0520.2	Notice of failure to parents of English language learners
When school identified for program improvement or corrective action	20 USC 6316	AR 0520.2 AR 5116.1	Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
For districts with schools that have been identified for program improvement or corrective action, annually	20 USC 6316	AR 0520.2	Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers
When district identified for program improvement	20 USC 6316	AR 0520.3	Explanation status, reasons for identification, how parents can participate in upgrading district
For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	AR 6171	Notice of policy
For districts with secondary students receiving Title I funds	20 USC 7908	AR 5125.1	Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent
When household is selected for verification of eligibility for free or reduced-price meals	**42 USC 1758; 7 CFR 246.6a**	**AR 3553**	**Notice of need to submit verification information; any subsequent change in benefits; right to appeal**
When student transfers Out of state and records are Disclosed without consent Pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to review records
IV. Special Education Notices			
Prior to conducting initial Evaluation	56301,56329; 34 CFR 300.502	AR 6164.4	Proposed evaluation plan, related parental rights, Prior written notice
24 hours before IEP when intending to tape record	56341	AR 6159	Intention to tape record IEP meeting
Early enough to ensure opportunity for parent To attend IEP meeting	56341.5; 34 CFR 300.322	AR 6159	Time, purpose, location, who in attendance, participation of others With special knowledge, Transition statements if appropriate

7.4.34

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. Special Education Notices (continued)			
When parent orally requests review of IE	56343.5	AR 6159	Need for written request
For student receiving exit exam Waiver, prior to receipt of diploma	60852.4	AR 6159	Right to FAPE
Before functional behavioral assessment begins	5 CCR 3052	AR 6159.4	Notification and consent
Before modification of behavioral intervention plan	5 CCR 3052	AR 6159.4	Need for modification, right to question modification
Within one school day of emergency intervention or serious property damage	5 CCR 3052	AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation or placement, or FAPE, **including when parent/guardian revokes consent for services**	20 USC 1415(c) 34 CFR 300.503	AR 6159.1	Prior written notice
Initial referral for Evaluation	20 USC 1415(d) 34 CFR 300.503	AR 6159.1	Prior written notice and procedural safeguards notice
Registration of complaint	20 USC 1415(d) 34 CFR 300.530	AR 6159.1	Procedural safeguards notice
Disciplinary action taken for dangerous behavior	20 USC 1415(k) 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Suspension or change of Placement for more than 10 days	20 USC 1415(k); 34 CFR 300.523	AR 5144.2	Decision and procedural safeguards notice
Upon requesting a due process hearing	20 USC 1415(k); 34 CFR 300.508	AR 6159.1	Child's name, address, school description of problem, proposed
Eligibility for services under Section 504	**34 CFR 104.32, 104.36**	**AR 6164.6**	**Procedural safeguards, district responsibilities resolution**

7.4.35

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. Classroom Notices			
In each classroom in each school	35186	AR/E 1312.4	Complaint rights re: sufficiency instructional materials, teacher vacancy and misassignment, maintenance of facilities, and, for, classrooms with grades 10-12, right of students who did pass the exit exam to receive intensive instruction after completion of grade 12

PHYSICAL EDUCATION

~~The Board of Trustees recognizes the positive benefits of physical activity for student health and academic achievement. The Board desires to provide a physical education program that builds interest and proficiency in movement skills and encourages students' lifelong fitness through physical activity. Besides promoting high levels of personal achievement and a positive self image, physical education activities should teach students how to cooperate in the achievement of common goals.~~

~~*(cf. 5030 - Student Wellness)*~~
~~*(cf. 5121 - Grades/Evaluation of Student Achievement)*~~
~~*(cf. 6142.8 - Comprehensive Health Education)*~~
~~*(cf. 6145.2 - Athletic Competition)*~~
~~*(cf. 6146.1 - High School Graduation Requirements)*~~
~~*(cf. 6146.11 - Alternative Credits Toward Graduation)*~~

~~The Board shall approve the components of the physical education program. The district's program shall be aligned with state model content standards and curriculum frameworks for physical education and shall provide a developmentally appropriate sequence of instruction including, at appropriate grade levels, the effects of physical activity upon dynamic health, the mechanics of body movement, aquatics, gymnastics and tumbling, individual and dual sports, rhythms and dance, team sports, and combatives such as self-defense and fencing.~~

~~*(cf. 6143 - Courses of Study)*~~

The Governing Board recognizes the positive benefits of physical activity on student health and academic achievement. The district shall provide all students the opportunity to be physically active on a regular basis through high-quality physical education instruction and may provide additional opportunities for physical activity throughout the school day. The district's physical education and activity programs shall support the district's coordinated student wellness program and encourage students' lifelong fitness.

(cf. 5030 - Student Wellness)
(cf. 6142.8 - Comprehensive Health Education)

The district's physical education program shall provide a developmentally appropriate sequence of instruction aligned with the state's model content standards and curriculum framework. The Superintendent or designee shall ensure that the district's program provides students with equal opportunities for instruction and participation regardless of gender in accordance with law.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

The overall course of study for grades 9-12 shall include the effects of physical activity upon dynamic health, the mechanics of body movement, aquatics, gymnastics and tumbling, individual and dual sports, rhythms and dance, team sports, and combatives. (Education Code 33352; 5 CCR 10060)

7.4.37

PHYSICAL EDUCATION (continued)

The Board shall approve the courses in grades 9-12 for which physical education credit may be granted.

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)

The district's physical education program shall engage students in moderate to vigorous physical activity, as defined in the accompanying administrative regulation, for at least 50 percent of class or session time. The Superintendent or designee shall develop strategies to monitor the amount of moderate to vigorous physical activity that takes place in the physical education instructional program.

~~An appropriate alternative activity shall be provided for students with a physical disability that may restrict excessive physical exertion in accordance with his/her individualized education program or Section 504 accommodation.~~ **Students with disabilities shall be provided instruction in physical education in accordance with their individualized education program or Section 504 accommodation plan.**

(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

Physical education staff shall appropriately adjust the amount or type of physical exercise required of students during air pollution episodes, hot weather or other inclement conditions or as needed to accommodate individual student health needs.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The district's physical education program shall be provided by appropriately credentialed teachers **who may be assisted by instructional aides, paraprofessionals, and/or volunteers**. Continuing professional development shall be offered to physical education teachers and to classroom teachers serving as instructors of physical education in order to enhance the quality of instruction and the variety of activities offered.

Physical Fitness Testing

The Superintendent or designee shall annually administer the physical fitness test designated by the State Board of Education to students in grades 5, 7, and 9. (Education Code 60800; **5 CCR 1041**)

The Superintendent or designee shall annually report to the Board the results of the physical fitness testing for each school and applicable grade level. He/she shall also report to the Board regarding the number of instructional minutes offered in physical education for each grade level, the number of two-year and permanent exemptions granted pursuant to Education Code 51241 as described below, and any other data agreed upon by the Board and the Superintendent or designee to evaluate program quality and the effectiveness of the district's program in meeting goals for physical activity.

7.4.38

PHYSICAL EDUCATION (continued)

(cf. 0500 – Accountability)
(cf. 6190 – Evaluation of the Instructional Program)

The Superintendent or designee shall report the aggregate results of the physical fitness testing in the annual school accountability report card required by Education Code 33126 and 35256. (Education Code 60800)

(cf. 05100- School Accountability Report Card)

Temporary Exemptions

The Superintendent or designee may grant temporary exemption from physical education under any of the following conditions: (Education Code 51241)

1. The student is ill or injured and a modified program to meet his/her needs cannot be provided.

2. The student is enrolled for one-half time or less.

Two-Year Exemptions

With a student's consent, the Superintendent or designee may exempt the student from any two years of physical education courses during grades 10-12 provided that the student has satisfactorily met any five of the six standards of the state's physical fitness test in grade 9. (Education Code 51241)

Upon request by students and/or their parents/guardians, the Superintendent or designee may administer the physical fitness test to students in grades 10-12 who need to pass the test in order to qualify for a tow-year exemption from physical education courses.

Permanent Exemptions

The Superintendent or designee may grant a permanent exemption from physical education to a student under any of the following conditions: (Education Code 51241)

1. The student is age 16 years or older and has been enrolled in grade 10 for one or more academic years.

2. The student is enrolled as a postgraduate student.

3. The student is enrolled in a juvenile home, ranch, camp, or forestry camp school with schedule recreation and exercise.

PHYSICAL EDUCATION (continued)

Other Exemptions

The Superintendent or designee may grant permanent exemptions from physical education under the following special circumstances:

1. The student in grades 10-12 is excused for up to 24 clock hours in order to participate in automobile driver training. (Education Code 51222)

2. The student in grades 10-12 attends a regional occupational center or program and attendance in physical education courses results in hardship because of the travel time involved. (Education Code 52316)

3. The student is in high school and is engaged a regular school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours. (Education Code 51242)

(cf. 6145.2 - Athletic Competition)

Legal Reference:

EDUCATION CODE
33126 School accountability report card
33350 CDE responsibilities re: physical education
35256 School accountability report card
49066 Grades; physical education class
51210 Course of study, grades 1-6
51220 Course of study, grades 7-12
51222 Physical education
51223 Physical education, elementary schools
51241 Temporary or permanent exemption from physical education
51242 Exemption from physical education for athletic program participants
52316 Excuse from attending physical education classes
60800 Physical performance test
CODE OF REGULATIONS, TITLE 5
1040-1048 Physical performance test
3051.5 Adapted physical education for individuals with exceptional needs
10060 Criteria for high school physical education programs
UNITED STATES CODE, TITLE 29
794 Rehabilitation Act of 1973, Section 504
UNITED STATES CODE, TITLE 42
1751 Note Local wellness policy
ATTORNEY GENERAL OPINIONS
53 Ops.Cal.Atty.Gen. 230 (1970)

Management Resources:

CSBA PUBLICATIONS
Active Bodies, Active Minds: Physical Activity and Academic Achievement, Fact Sheet, February 2010
Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, rev. February 2010
Maximizing Opportunities for Physical Activity During the School Day, Fact Sheet, November 2009

PHYSICAL EDUCATION (continued)

Management Resources: (continued)

Moderate to Vigorous Physical Activity in Physical Education to Improve Health and Academic Outcomes, Fact Sheet, November 2009
Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009
Physical Education and California Schools: Policy Brief, rev. October 2007
Monitoring for Success; Student Wellness Policy Implementation Monitoring Report and Guide, 2007
Student Wellness: A Healthy Food and Phusical Activity Policy Resource Guide, rev. April 2006
~~*CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES*~~
~~*0418.89 Physical Education, April 18, 1989*~~
~~*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*~~
~~*0418.89 Physical Education, April 18, 1989*~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSPhysical Education Model Content Standards for California Public Schools; Kindergarten Through Grade 12, January 2009

Physical Education Model Content Standards for California Public Schools: Kindergarten Through Grade 12, January 2005
Adapted Physical Education Guidelines for California Schools, 2003
~~*Physical Education Framework for California Public Schools: Kindergarten Through Grade 12, 1996*~~
CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS
~~*School Idea and Resource Mini-Kit, 2000*~~
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide for Elementary and Middle/High Schools, 2000
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS
2008 Physical Activity Guidelines for Americans, October 2008
~~*NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS*~~
~~*Fit, Healthy and Ready to Learn, 2000*~~
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Physical Fitness Testing: http://www.cde.ca.gov/ta/tg/pf
~~*California Department of Health Services, School Health Connections: http://www.dhs.ca.gov/ps/cdic/she/default.htm*~~
California Healthy Kids Resource Center: http://ww.californiahealthykids.org
California Project LEAN (Leaders Encouraging Activity and Nutrition): http://www.californiaprojectlean.org
Centers for Disease Control and Prevention; http://www.cde.gov
Educational Data System, California physical fitness; http://www.eddata.com/projects/current/cpf
~~*FITNESS GRAM, Cooper Institute: http://www.fitnessgram.net*~~
Healthy People 2010: http://www.healthypeople.gov
National Association for Sports and Physical Education: http://www.aahperd.org/naspe
~~*National Association of State Boards of Education (NASBE): http://www.nasbe.org*~~
~~*National School Boards Association: http://www.nsba.org*~~
President's Council on Physical Fitness and Sports: http://www.fitness.gov
The California Endowment: http://www.calendow.org
U.S. Department of Health and Human Services: http://www.health.gov

PHYSICAL EDUCATION *AND ACTIVITY*

Definitions

Physical education **is a sequential educational program that teaches students to understand and participate in regular physical activity for developing and maintaining physical fitness throughout their lifetimes, understand and improve their motor skills, enjoy using their skills and knowledge to establish a healthy lifestyle, and understand how their bodies work.**

Physical activity **is bodily movement that is produced by the contraction of skeletal muscle and that substantially increases energy expenditure, including exercise, sport, dance, and other movement forms.**

Moderate physical activity **is any activity which generally requires sustained, rhythmic movements and refers to a level of effort a healthy individual might expend while, for example, walking briskly, dancing, swimming, or bicycling on level terrain. A person should feel some exertion but should be able to carry on a conversation comfortably during the activity.**

Vigorous physical activity **is any activity which generally requires sustained, rhythmic movements and refers to a level of effort a healthy individual might expend while, for example, jogging, participating in high-impact aerobic dancing, swimming continuous laps, or bicycling uphill. Vigorous physical activity may be intense enough to result in a significant increase in heart and respiration rate.**

~~Instruction in physical education shall be provided for a total period of time of not less than 200 minutes each 10 school days for students in grades 1-6 and not less than 400 minutes each 10 school days for students in grades 7-12. (Education Code 51210, 51222)~~

~~Students in grades 10-12 who are exempted from physical education pursuant to Education Code 51241(b)(1) or (c) shall not be permitted to attend fewer total hours of courses and classes than they would have attended if enrolled in a physical education course. Students in a regional occupational program or center who are exempted from physical education pursuant to Education Code 52316 shall have a minimum school day of 180 minutes. (Education Code 51241, 52316)~~

Instructional Time

Instruction in physical education shall be provided for a total period of time of not less than 200 minutes each 10 school days for students in grades 1-6 and not less than 400 minutes each 10 school days for students in grades 7-12. (Education Code 51210, 51222)

Students in grades 10-12 who have been granted a two-year exemption pursuant to Education Code 51241(b) shall be offered a variety of elective physical education courses of not less than 400 minutes each 10 school days. (Education Code 51222)

PHYSICAL EDUCATION *AND ACTIVITY* (continued)

Students in grades 10-12 who have been granted a two-year or permanent exemption from physical education pursuant to Education Code 51241(b)(1) or (c) shall not be permitted to attend fewer total hours of courses and classes than they would have attended if enrolled in a physical education course. (Education Code 51241)

Students in a regional occupational program or center who are exempted from physical education pursuant to Education Code 52316 shall have a minimum school day of 180 minutes. (Education Code 52316)

(cf. 6178.2 - Regional Occupational Center/Program)

Monitoring Moderate to Vigorous Physical Activity

To monitor whether students are engaged in moderate to vigorous physical activity for at least 50 percent of physical education class or session time, the Superintendent or designee may:

1. **Develop methods to estimate the amount of time students spend in moderate to vigorous physical activity or the number of students who are inactive during physical education classes**

2. **Provide physical education teachers with staff development, self-monitoring tools, stopwatches, and/or heart rate monitors to assist them in planning and assessing the level of activity in their classes**

(cf. 4115 - Evaluation/Supervision)

Physical Performance Testing

During the **annual assessment window between the** month of February~~, March, April or~~ **through** May, students in grades 5, 7 and 9 shall ~~undergo the physical performance~~ **be administered the physical fitness** test~~ing~~ designated by the State Board of Education. ~~Students with a physical disability and students who are physically unable to take all of the test shall undergo as much of the test as their physical condition will permit.~~ (Education Code 60800; **5 CCR 1041**)

(cf. 6162.5 - Student Assessment)

~~Students shall be~~ **The Superintendent or designee may** provided **a make-up date for students who are unable to take the test based on absence or temporary physical restriction or limitations, such as students recovering from illness or injury. (5 CCR 1043)** ~~with their individual results after completing the physical performance testing. The test results may be provided orally as the student completes the testing. (Education Code 60800)~~

~~Each student's scores on the physical performance test shall be included in his/her cumulative record. (5 CCR 1044)~~

7.4.43

PHYSICAL EDUCATION *AND ACTIVITY* (continued)

On or before November 1 of each school year, the Superintendent may designate an employee to serve as the district's physical fitness test coordinator and so notify the test contractor. The test coordinator shall serve as the liaison between the district and California Department of Education for all matters related to the physical fitness test. His/her duties shall be those specified in 5 CCR 1043.4, including, but not limited to, overseeing the administration of the test and the collection and return of all test data to the test contractor. (5 CCR 1043.4)

Students shall be provided with their individual results after completing the physical performance testing. The test results may be provided in writing or orally as the student completes the testing and shall be included in his/her cumulative record. (Education Code 60800; 5 CCR 1043.10, 1044)

(cf. 5125 - Student Records)

Each student's test results shall also be provided to his/her parents/guardians.

The Superintendent or designee shall report the aggregate results of the physical fitness testing in the annual school accountability report card required by Education Code 33126 and 35256. (Education Code 60800)

(cf. 0510 - School Accountability Report Card)

Testing Variations

All students may be administered the state's physical fitness test with the following test variations: (5 CCR 1047)

1. **Extra time within a testing day**

2. **Test directions that are simplified or clarified**

All students may have the following test variations if they are regularly used in the classroom: (5 CCR 1047)

1. **Audio amplification equipment**

2. **Separate testing for individual students provided that they are directly supervised by the test examiner**

3. **Manually Coded English or American Sign Language to present directions for test administration**

PHYSICAL EDUCATION *AND ACTIVITY* (continued)

Students with a physical disability and students who are physically unable to take all of the test shall undergo as much of the test as their physical condition will permit. (Education Code 60800; 5 CCR 1047)

Students with disabilities may be provided the following accommodations if specified in their individualized education program (IEP) or Section 504 plan: (5 CCR 1047)

1. **Administration of the test at the most beneficial time of day to the student after consultation with the test contractor**

2. **Administration of the test by a test examiner to the student at home or in the hospital**

3. **Any other accommodation specified in the student's IEP or Section 504 plan for the physical fitness test**

(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

Identified English learners may be allowed the following additional test variations if regularly used in the classroom: (5 CCR 1048)

1. **Separate testing with other English learners, provided that they are directly supervised by the test examiner**

2. **Test directions translated into their primary language, and the opportunity to ask clarifying questions about the test directions in their primary language**

Additional Opportunities for Physical Activity

The Superintendent or designee shall implement strategies for increasing opportunities for physical activity outside the physical education program, which may include, but not be limited to:

1. **Training recess and lunch supervisors on methods to engage students in moderate to vigorous physical activity**

(cf. 1240 - Volunteer Assistance)
(cf. 4231 - Staff Development)
(cf. 5030 - Student Wellness)

2. **Encouraging teachers to incorporate physical activity into the classroom**

PHYSICAL EDUCATION *AND ACTIVITY* (continued)

3. **Establishing extracurricular activities that promote physical activity, such as school clubs, intramural athletic programs, dance performances, special events, and competitions**

(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.5 - Student Organizations and Equal Access)

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

SUBJECT:
Presentation of the Actuarial Study of the District's Retiree Health Benefits

AGENDA ITEM AREA:
Information

REQUESTED BY:
Joyce Lopes
Assistant Superintendent of Business Services

ENCLOSURES:
Yes

DEPARTMENT:
Business Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
September 4, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:
In order to comply with Governmental Accounting Standards Board (GASB) Statement 45 the district must recognize its liability for the projected cost of future retiree health benefits. GASB 45 is the implementation of financial rule to account for the current and future costs of retiree health benefit obligations. The Governmental Accounting Standards Board (GASB) issued its new accounting standards for U.S. local public agencies in 2004, as a result of a growing concern that public agencies, like corporate entities in the 1990s, were not recognizing in their annual financial statements the total cost of promised post-employment health benefits for retired employees and thus not assessing the potential impact of these growing liabilities on future cash flow. GASB 45 requires pubic agencies to conduct regular actuarial studies to determine the actuarial accrued liability for retiree health benefits, to determine the annual cost to the district to fund this liability and to report the progress made in funding the liability.

Western Placer Unified School District had actuarial studies completed in 2008, 2010 and in 2012. The district engaged the same company, Total Compensation Systems, Inc., to update our 2012 liability with a valuation date of June 30, 2011.

The actuarial valuation calculates the:

- Total liability created also known as the Actuarial Present Value of Total Projected Benefits (APVTPB)
- Ten year "pay-as-you-go" cost to provide these benefits
- Actuarial Accrued Liability (AAL) which is the portion of the total liability attributable to employees' service prior to the valuation date.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

- The Unfunded Actuarial Accrued Liability (UAAL)
- The amount necessary to amortize the UAAL over a period of 30 years.
- The annual contribution required to fund retiree benefits over the working lifetime of eligible employees also known as the Normal Cost
- The Annual Required Contribution (ARC) which is the basis of calculating the annual Other Post Employment Benefit (OPEB) cost and net OPEB obligation under GASB 45. The ARC is the total amount a district should contribute (or set aside) each year to meet its actuarial accrued liability. The ARC, in effect, recognizes that retiree health benefits are "earned" and are financial obligations accrued during an employee's entire period of service.

These values for Western Placer Unified School are outlined in the table below:

	2008	2010	2011
Total Liability (APVTPB)	$5,368,807	$6,299,930	$6,019,913
"Pay-as-you-go"	$174,061	$210,979	$194,778
Actuarial Accrued Liability (AAL)	$2,381,039	$2,980,414	$3,064,036
Unfunded Actuarial Accrued Liability (UAAL)	$2,381,039	$2,980,414	$502,178
UAAL Amortized Amount (over 30 years)	$105,464	$132,012	$30,706
Normal Cost	$269,071	$309,071	$305,790
Annual Required Contribution (ARC)	$374,535	$441,083	$336,496

GASB does not require funding of the liability. However, GASB does have the authority to require our auditor to note this liability in our annual financial statement if we choose not to fund the liability. GASB 45 specifies that the investment return assumption in our actuarial study should reflect the "estimated long-term investment yield on plan assets for plans for which the employer's funding policy is to contribute consistently an amount at least equal to the Annual Required Contribution (ARC)."

In 2009, the district set aside $2,381,000 and in 2010 placed these funds in an irrevocable trust to take advantage of Gov Code Sections 53620-53622 through CalPERS and invested in assets suitable for long-term liabilities. The added investment income under this funded plan has reduced the present value of future retiree health benefits and, therefore, the Annual Required Contribution.

RECOMMENDATION:

Administration recommends the Board accept the information.

7.5.1

Western Placer Unified School District
Actuarial Study of
Retiree Health Liabilities
As of June 30, 2011

Prepared by:
Total Compensation Systems, Inc.

Date: August 10, 2012

7.5.2

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7.5.3

Western Placer Unified School District

Actuarial Study of Retiree Health Liabilities

PART I: EXECUTIVE SUMMARY

A. Introduction

Western Placer Unified School District engaged Total Compensation Systems, Inc. (TCS) to analyze liabilities associated with its current retiree health program as of June 30, 2011 (the valuation date). The numbers in this report are based on the assumption that they will first be used to determine accounting entries for the fiscal year ending June 30, 2012. If the report will first be used for a different fiscal year, the numbers will need to be adjusted accordingly.

This report does not reflect any cash benefits paid unless the retiree is required to provide proof that the cash benefits are used to reimburse the retiree's cost of health benefits. Costs and liabilities attributable to cash benefits paid to retirees are reportable under Governmental Accounting Standards Board (GASB) Standards 25/27.

This actuarial study is intended to serve the following purposes:

- To provide information to enable Western Placer USD to manage the costs and liabilities associated with its retiree health benefits.
- To provide information to enable Western Placer USD to communicate the financial implications of retiree health benefits to internal financial staff, the Board, employee groups and other affected parties.
- To provide information needed to comply with Governmental Accounting Standards Board Accounting Standards 43 and 45 related to "other postemployment benefits" (OPEB's).

Because this report was prepared in compliance with GASB 43 and 45, as appropriate, Western Placer USD should not use this report for any other purpose without discussion with TCS. This means that any discussions with employee groups, governing Boards, etc. should be restricted to the implications of GASB 43 and 45 compliance.

This actuarial report includes several estimates for Western Placer USD's retiree health program. In addition to the tables included in this report, we also performed cash flow adequacy tests as required under Actuarial Standard of Practice 6 (ASOP 6). Our cash flow adequacy testing covers a twenty-year period. We would be happy to make this cash flow adequacy test available to Western Placer USD in spreadsheet format upon request.

We calculated the following estimates separately for active employees and retirees. As requested, we also separated results by the following employee classifications: Certificated, Classified and Management. We estimated the following:

- the total liability created. (The actuarial present value of total projected benefits or APVTPB)
- the ten year "pay-as-you-go" cost to provide these benefits.
- the "actuarial accrued liability (AAL)." (The AAL is the portion of the APVTPB attributable to employees' service prior to the valuation date.)

7.5.4

- the amount necessary to amortize the UAAL over a period of 30 years.
- the annual contribution required to fund retiree benefits over the working lifetime of eligible employees (the "normal cost").
- The Annual Required Contribution (ARC) which is the basis of calculating the annual OPEB cost and net OPEB obligation under GASB 43 and 45.

We summarized the data used to perform this study in Appendix A. No effort was made to verify this information beyond brief tests for reasonableness and consistency.

All cost and liability figures contained in this study are estimates of future results. Future results can vary dramatically and the accuracy of estimates contained in this report depends on the actuarial assumptions used. Normal costs and liabilities could easily vary by 10 - 20% or more from estimates contained in this report.

B. General Findings

We estimate the "pay-as-you-go" cost of providing retiree health benefits in the year beginning July 1, 2011 to be $194,778 (see Section IV.A.). The "pay-as-you-go" cost is the cost of benefits for current retirees.

For current employees, the value of benefits "accrued" in the year beginning July 1, 2011 (the normal cost) is $305,790. This normal cost would increase each year based on covered payroll. Had Western Placer USD begun accruing retiree health benefits when each current employee and retiree was hired, a substantial liability would have accumulated. We estimate the amount that would have accumulated to be $3,064,036. This amount is called the "actuarial accrued liability" (AAL).

Western Placer USD has established a GASB 43 trust for future OPEB obligations. The actuarial value of assets at June 30, 2011 was $2,561,858. This leaves a residual unfunded actuarial accrued liability (UAAL) of $336,496. We calculated the annual cost to amortize the residual unfunded actuarial accrued liability using a 7.61% discount rate. We used an open 30 year amortization period. The current year cost to amortize the residual unfunded actuarial accrued liability is $30,706.

Combining the normal cost and UAAL amortization costs produces an annual required contribution (ARC) of $336,496. The ARC is used as the basis for determining expenses and liabilities under GASB 43/45. The ARC is used in lieu of (rather than in addition to) the "pay-as-you-go" cost.

We based all of the above estimates on employees as of June, 2011. Over time, liabilities and cash flow will vary based on the number and demographic characteristics of employees and retirees.

C. Description of Retiree Benefits

Following is a description of the current retiree benefit plan:

7.5.5

	Certificated	Classified
Benefit types provided	Medical, dental and vision	Medical, dental and vision
Duration of Benefits	To age 65	5 years but not beyond age 65 at $2775 per year; or 3 years but not beyond age 65 at $4667 per year; or
Required Service	15 years*	15 years
Minimum Age	55	55
Dependent Coverage	No	Yes
District Contribution %	100%	100%
District Cap	Single Kaiser, Delta Dental and VSP rates	$2775 per year or $4667 per year (see above)

*Certificated management requires only 10 years.

D. Recommendations

It is outside the scope of this report to make specific recommendations of actions Western Placer USD should take to manage the substantial liability created by the current retiree health program. Total Compensation Systems, Inc. can assist in identifying and evaluating options once this report has been studied. The following recommendations are intended only to allow the District to get more information from this and future studies. Because we have not conducted a comprehensive administrative audit of Western Placer USD's practices, it is possible that Western Placer USD is already complying with some or all of our recommendations.

- We recommend that Western Placer USD inventory all benefits and services provided to retirees – whether contractually or not and whether retiree-paid or not. For each, Western Placer USD should determine whether the benefit is material and subject to GASB 43 and/or 45.

- We recommend that Western Placer USD conduct a study whenever events or contemplated actions significantly affect present or future liabilities, but no less frequently than every two or three years, as required under GASB 43/45.

- We recommend that the District communicate the magnitude of these costs to employees and include employees in discussions of options to control the costs.

- Under GASB 45, it is important to isolate the cost of retiree health benefits. Western Placer USD should have all premiums, claims and expenses for retirees separated from active employee premiums, claims, expenses, etc. To the extent any retiree benefits are made available to retirees over the age of 65 – ***even on a retiree-pay-all basis*** – all premiums, claims and expenses for post-65 retiree coverage should be segregated from those for pre-65 coverage. Furthermore, Western Placer USD should arrange for the rates or prices of all retiree benefits to be set on what is expected to be a self-sustaining basis.

- Western Placer USD should establish a way of designating employees as eligible or ineligible for future OPEB benefits. Ineligible employees can include those in ineligible job classes; those hired after a designated date restricting eligibility; those who, due to their age at hire cannot qualify for District-paid OPEB benefits; employees who exceed the termination age for OPEB benefits, etc.

7.5.6

- Several assumptions were made in estimating costs and liabilities under Western Placer USD's retiree health program. Further studies may be desired to validate any assumptions where there is any doubt that the assumption is appropriate. (See Appendices B and C for a list of assumptions and concerns.) For example, Western Placer USD should maintain a retiree database that includes – in addition to date of birth, gender and employee classification – retirement date and (if applicable) dependent date of birth, relationship and gender. It will also be helpful for Western Placer USD to maintain employment termination information – namely, the number of OPEB-eligible employees in each employee class that terminate employment each year for reasons other than death, disability or retirement.

Respectfully submitted,



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7.5.7

PART II: BACKGROUND

A. Summary

Accounting principles provide that the cost of retiree benefits should be "accrued" over employees' working lifetime. For this reason, the Governmental Accounting Standards Board (GASB) issued in 2004 Accounting Standards 43 and 45 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees).

B. Actuarial Accrual

To actuarially accrue retiree health benefits requires determining the amount to expense each year so that the liability accumulated at retirement is, on average, sufficient (with interest) to cover all retiree health expenditures without the need for additional expenses. There are many different ways to determine the annual accrual amount. The calculation method used is called an "actuarial cost method."

Under most actuarial cost methods, there are two components of actuarial cost - a "normal cost" and amortization of something called the "unfunded actuarial accrued liability." Both accounting standards and actuarial standards usually address these two components separately (though alternative terminology is sometimes used).

The normal cost can be thought of as the value of the benefit earned each year if benefits are accrued during the working lifetime of employees. This report will not discuss differences between actuarial cost methods or their application. Instead, following is a description of a commonly used, generally accepted actuarial cost method that will be permitted under GASB 43 and 45. This actuarial cost method is called the "entry age normal" method.

Under the entry age normal cost method, the actuary determines the annual amount needing to be expensed from hire until retirement to fully accrue the cost of retiree health benefits. This amount is the normal cost. Under GASB 43 and 45, normal cost can be expressed either as a level dollar amount or a level percentage of payroll.

The normal cost is determined using several key assumptions:

- The current ***cost of retiree health benefits*** (often varying by age, Medicare status and/or dependent coverage). The higher the current cost of retiree benefits, the higher the normal cost.
- The ***"trend" rate*** at which retiree health benefits are expected to increase over time. A higher trend rate increases the normal cost. A "cap" on District contributions can reduce trend to zero once the cap is reached thereby dramatically reducing normal costs.
- ***Mortality rates*** varying by age and sex. (Unisex mortality rates are not often used as individual OPEB benefits do not depend on the mortality table used.) If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce normal costs, the mortality assumption is not likely to vary from employer to employer.
- ***Employment termination rates*** have the same effect as mortality inasmuch as higher termination rates reduce normal costs. Employment termination can vary considerably between public agencies.
- The ***service requirement*** reflects years of service required to earn full or partial retiree benefits.

7.S.8

While a longer service requirement reduces costs, cost reductions are not usually substantial unless the service period exceeds 20 years of service.

- ***Retirement rates*** determine what proportion of employees retire at each age (assuming employees reach the requisite length of service). Retirement rates often vary by employee classification and implicitly reflect the minimum retirement age required for eligibility. Retirement rates also depend on the amount of pension benefits available. Higher retirement rates increase normal costs but, except for differences in minimum retirement age, retirement rates tend to be consistent between public agencies for each employee type.

- ***Participation rates*** indicate what proportion of retirees are expected to elect retiree health benefits if a significant retiree contribution is required. Higher participation rates increase costs.

- The ***discount rate*** estimates investment earnings for assets earmarked to cover retiree health benefit liabilities. The discount rate depends on the nature of underlying assets. For example, employer funds earning money market rates in the county treasury are likely to earn far less than an irrevocable trust containing a diversified asset portfolio including stocks, bonds, etc. A higher discount rate can dramatically lower normal costs. GASB 43 and 45 require the interest assumption to reflect likely *long term* investment return.

The assumptions listed above are not exhaustive, but are the most common assumptions used in actuarial cost calculations. The actuary selects the assumptions which - taken together - will yield reasonable results. It's not necessary (or even possible) to predict individual assumptions with complete accuracy.

If all actuarial assumptions are exactly met and an employer expensed the normal cost every year for all past and current employees and retirees, a sizeable liability would have accumulated (after adding interest and subtracting retiree benefit costs). The liability that would have accumulated is called the actuarial accrued liability or AAL. The excess of AAL over the ***actuarial value of plan assets*** is called the *unfunded* actuarial accrued liability (or UAAL). Under GASB 43 and 45, in order for assets to count toward offsetting the AAL, the assets have to be held in an irrevocable trust that is safe from creditors and can only be used to provide OPEB benefits to eligible participants.

The actuarial accrued liability (AAL) can arise in several ways. At inception of GASB 43 and 45, there is usually a substantial UAAL. Some portion of this amount can be established as the "transition obligation" subject to certain constraints. UAAL can also increase as the result of operation of a retiree health plan - e.g., as a result of plan changes or changes in actuarial assumptions. Finally, AAL can arise from actuarial gains and losses. Actuarial gains and losses result from differences between actuarial assumptions and actual plan experience.

Under GASB 43 and 45, employers have several options on how the UAAL can be amortized as follows:

- The employer can select an amortization period of 1 to 30 years. (For certain situations that result in a reduction of the AAL, the amortization period must be at least 10 years.)

- The employer may apply the same amortization period to the total combined UAAL or can apply different periods to different components of the UAAL.

- The employer may elect a "closed" or "open" amortization period.

- The employer may choose to amortize on a level dollar or level percentage of payroll method.

7.5.9

PART III: LIABILITIES AND COSTS FOR RETIREE BENEFITS

A. Introduction.

We calculated the actuarial present value of projected benefits (APVPB) separately for each employee. We determined eligibility for retiree benefits based on information supplied by Western Placer USD. We then selected assumptions for the factors discussed in the above Section that, based on plan experience and our training and experience, represent our best prediction of future plan experience. For each employee, we applied the appropriate factors based on the employee's age, sex and length of service.

We summarized actuarial assumptions used for this study in Appendix C.

B. Medicare

The extent of Medicare coverage can affect projections of retiree health costs. The method of coordinating Medicare benefits with the retiree health plan's benefits can have a substantial impact on retiree health costs. We will be happy to provide more information about Medicare integration methods if requested.

C. Liability for Retiree Benefits.

For each employee, we projected future premium costs using an assumed trend rate (see Appendix C). To the extent Western Placer USD uses contribution caps, the influence of the trend factor is further reduced.

We multiplied each year's projected cost by the probability that premium will be paid; i.e. based on the probability that the employee is living, has not terminated employment and has retired. The probability that premium will be paid is zero if the employee is not eligible. The employee is not eligible if s/he has not met minimum service, minimum age or, if applicable, maximum age requirements.

The product of each year's premium cost and the probability that premium will be paid equals the expected cost for that year. We discounted the expected cost for each year to the valuation date June 30, 2011 at 7.61% interest.

Finally, we multiplied the above discounted expected cost figures by the probability that the retiree would elect coverage. A retiree may not elect to be covered if retiree health coverage is available less expensively from another source (e.g. Medicare risk contract) or the retiree is covered under a spouse's plan.

For any current retirees, the approach used was similar. The major difference is that the probability of payment for current retirees depends only on mortality and age restrictions (i.e. for retired employees the probability of being retired and of not being terminated are always both 1.0000).

We added the APVPB for all employees to get the actuarial present value of total projected benefits (APVTPB). The APVTPB is the estimated present value of all future retiree health benefits for all **current** employees and retirees. The APVTPB is the amount on June 30, 2011 that, if all actuarial assumptions are exactly right, would be sufficient to expense all promised benefits until the last current employee or retiree dies or reaches the maximum eligibility age.

7.5.10

Actuarial Present Value of Total Projected Benefits June 30, 2011	Total	Certificated	Classified	Management
Active: Pre-65	$5,419,353	$4,618,205	$363,698	$437,450
Post-65	$0	$0	$0	$0
Subtotal	$5,419,353	$4,618,205	$363,698	$437,450
Retiree: Pre-65	$301,673	$240,619	$18,019	$43,035
Post-65	$298,887	$298,887	$0	$0
Subtotal	$600,560	$539,506	$18,019	$43,035
Grand Total	$6,019,913	$5,157,711	$381,717	$480,485
Subtotal Pre-65	$5,721,026	$4,858,824	$381,717	$480,485
Subtotal Post-65	$298,887	$298,887	$0	$0

The APVTPB should be accrued over the working lifetime of employees. At any time much of it has not been "earned" by employees. The APVTPB is used to develop expense and liability figures. To do so, the APVTFB is divided into two parts: the portions attributable to service rendered prior to the valuation date (the past service liability or actuarial accrued liability under GASB 43 and 45) and to service after the valuation date but prior to retirement (the future service liability).

The past service and future service liabilities are each funded in a different way. We will start with the future service liability which is funded by the normal cost.

D. Cost to Prefund Retiree Benefits

1. Normal Cost

The average hire age for eligible employees is 35. To accrue the liability by retirement, the District would accrue the retiree liability over a period of about 25 years (assuming an average retirement age of 60). We applied an "entry age normal" actuarial cost method to determine funding rates for active employees. The table below summarizes the calculated normal cost.

Normal Cost Year Beginning July 1, 2011	Total	Certificated	Classified	Management
# of Employees	510	292	177	41
Per Capita Normal Cost				
Pre-65 Benefit	N/A	$873	$72	$930
Post-65 Benefit	N/A	$0	$0	$0
First Year Normal Cost				
Pre-65 Benefit	$305,790	$254,916	$12,744	$38,130
Post-65 Benefit	$0	$0	$0	$0
Total	$305,790	$254,916	$12,744	$38,130

7.5.11

Accruing retiree health benefit costs using normal costs levels out the cost of retiree health benefits over time and more fairly reflects the value of benefits "earned" each year by employees. This normal cost would increase each year based on covered payroll.

2. Amortization of Unfunded Actuarial Accrued Liability (UAAL)

If actuarial assumptions are borne out by experience, the District will fully accrue retiree benefits by expensing an amount each year that equals the normal cost. If no accruals had taken place in the past, there would be a shortfall of many years' accruals, accumulated interest and forfeitures for terminated or deceased employees. This shortfall is called the actuarial accrued liability (AAL). We calculated the AAL as the APVTPB minus the present value of future normal costs.

The initial UAAL was recognized at transition. The District can amortize the remaining or residual UAAL over many years. The table below shows the annual amount necessary to amortize the UAAL over a period of 30 years at 7.61% interest. (Thirty years is the longest amortization period allowable under GASB 43 and 45.) GASB 43 and 45 will allow amortizing the UAAL using either payments that stay the same as a dollar amount, or payments that are a flat percentage of covered payroll over time. The figures below reflect the level percentage of payroll method. This amortization payment would increase each year based on covered payroll.

Actuarial Accrued Liability as of July 1, 2011	**Total**	**Certificated**	**Classified**	**Management**
Active: Pre-65	$2,463,476	$2,054,143	$268,552	$140,781
Post-65	$0	$0	$0	$0
Subtotal	$2,463,476	$2,054,143	$268,552	$140,781
Retiree: Pre-65	$301,673	$240,619	$18,019	$43,035
Post-65	$298,887	$298,887	$0	$0
Subtotal	$600,560	$539,506	$18,019	$43,035
Subtot Pre-65	$2,765,149	$2,294,762	$286,571	$183,816
Subtot Post-65	$298,887	$298,887	$0	$0
Grand Total	$3,064,036	$2,593,649	$286,571	$183,816
Actuarial Value of Plan Assets at 6/30/11	$2,561,858			
Unfunded AAL	$502,178			
UAAL Amortization at 7.61% over 30 Years	$30,706			

3. Annual Required Contributions (ARC)

If the District determines retiree health plan expenses in accordance with GASB 43 and 45, costs will include both normal cost and one or more components of UAAL amortization costs. The sum of normal cost and UAAL amortization costs is called the Annual Required Contribution (ARC) and is shown below.

7.5.12

Annual Required Contribution (ARC) Year Beginning July 1, 2011	Total
Normal Cost	$305,790
UAAL Amortization	$30,706
ARC	$336,496

The normal cost remains as long as there are active employees who may some day qualify for District-paid retiree health benefits. This normal cost would increase each year based on covered payroll.

4. Other Components of Annual OPEB Cost (AOC)

Expense and liability amounts may include more components of cost than the normal cost plus amortization of the UAAL. This will apply to employers that don't fully fund the Annual Required Cost (ARC) through an irrevocable trust.

- The annual OPEB cost (AOC) will include assumed interest on the net OPEB obligation (NOO). The annual OPEB cost will also include an amortization adjustment for the net OPEB obligation. (It should be noted that there is no NOO if the ARC is fully funded through a qualifying "plan".)

- The net OPEB obligation will equal the accumulated differences between the (AOC) and qualifying "plan" contributions.

7.5.13

PART IV: "PAY AS YOU GO" FUNDING OF RETIREE BENEFITS

We used the actuarial assumptions shown in Appendix C to project ten year cash flow under the retiree health program. Because these cash flow estimates reflect average assumptions applied to a relatively small number of employees, estimates for individual years are **certain** to be ***in***accurate. However, these estimates show the size of cash outflow.

The following table shows a projection of annual amounts needed to pay the District share of retiree health premiums.

Year Beginning July 1	Total	Certificated	Classified	Management
2011	$194,778	$155,544	$9,492	$29,742
2012	$195,931	$167,246	$11,648	$17,037
2013	$225,079	$186,433	$12,440	$26,206
2014	$253,828	$209,286	$8,927	$35,615
2015	$236,131	$192,026	$15,934	$28,171
2016	$218,503	$174,367	$24,210	$19,926
2017	$244,793	$188,095	$31,916	$24,782
2018	$292,255	$223,694	$36,140	$32,421
2019	$329,204	$247,914	$38,106	$43,184
2020	$368,529	$277,955	$48,859	$41,715

7.5.14

PART V: RECOMMENDATIONS FOR FUTURE VALUATIONS

To effectively manage benefit costs, an employer must periodically examine the existing liability for retiree benefits as well as future annual expected premium costs. GASB 43/45 require biennial or triennial valuations. In addition, a valuation should be conducted whenever plan changes, changes in actuarial assumptions or other employer actions are likely to cause a material change in accrual costs and/or liabilities.

Following are examples of actions that could trigger a new valuation.

- An employer should perform a valuation whenever the employer considers or puts in place an early retirement incentive program.
- An employer should perform a valuation whenever the employer adopts a retiree benefit plan for some or all employees.
- An employer should perform a valuation whenever the employer considers or implements changes to retiree benefit provisions or eligibility requirements.
- An employer should perform a valuation whenever the employer introduces or changes retiree contributions.

We recommend Western Placer USD take the following actions to ease future valuations.

- We have used our training, experience and information available to us to establish the actuarial assumptions used in this valuation. We have no information to indicate that any of the assumptions do not reasonably reflect future plan experience. However, the District should review the actuarial assumptions in Appendix C carefully. If the District has any reason to believe that any of these assumptions do not reasonably represent the expected future experience of the retiree health plan, the District should engage in discussions or perform analyses to determine the best estimate of the assumption in question.

7.5.15

PART VI: APPENDICES

APPENDIX A: MATERIALS USED FOR THIS STUDY

We relied on the following materials to complete this study.

- We used paper reports and digital files containing employee demographic data from the District personnel records.
- We used relevant sections of collective bargaining agreements provided by the District.

7.5.16

APPENDIX B: EFFECT OF ASSUMPTIONS USED IN CALCULATIONS

While we believe the estimates in this study are reasonable overall, it was necessary for us to use assumptions which inevitably introduce errors. We believe that the errors caused by our assumptions will not materially affect study results. If the District wants more refined estimates for decision-making, we recommend additional investigation. Following is a brief summary of the impact of some of the more critical assumptions.

1. Where actuarial assumptions differ from expected experience, our estimates could be overstated or understated. One of the most critical assumptions is the medical trend rate. The District may want to commission further study to assess the sensitivity of liability estimates to our medical trend assumptions. For example, it may be helpful to know how liabilities would be affected by using a trend factor 1% higher than what was used in this study. There is an additional fee required to calculate the impact of alternative trend assumptions.

2. We used an "entry age normal" actuarial cost method to estimate the actuarial accrued liability and normal cost. GASB will allow this as one of several permissible methods under its upcoming accounting standard. Using a different cost method could result in a somewhat different recognition pattern of costs and liabilities.

7.5.17

APPENDIX C: ACTUARIAL ASSUMPTIONS AND METHODS

Following is a summary of actuarial assumptions and methods used in this study. The District should carefully review these assumptions and methods to make sure they reflect the District's assessment of its underlying experience. It is important for Western Placer USD to understand that the appropriateness of all selected actuarial assumptions and methods are Western Placer USD's responsibility. Unless otherwise disclosed in this report, TCS believes that all methods and assumptions are within a reasonable range based on the provisions of GASB 43 and 45, applicable actuarial standards of practice, Western Placer USD's actual historical experience, and TCS's judgment based on experience and training.

ACTUARIAL METHODS AND ASSUMPTIONS:

ACTUARIAL COST METHOD: Entry age normal. The allocation of OPEB cost is based on years of service. We used the level percentage of payroll method to allocate OPEB cost over years of service.

Entry age is based on the age at hire for eligible employees. The attribution period is determined as the difference between the expected retirement age and the age at hire. The present value of future benefits and present value of future normal costs are determined on an employee by employee basis and then aggregated.

To the extent that different benefit formulas apply to different employees of the same class, the normal cost is based on the benefit plan applicable to the most recently hired employees (including future hires if a new benefit formula has been agreed to and communicated to employees).

AMORTIZATION METHODS: The initial UAAL was recognized at transition. We used the level percentage of payroll method to allocate amortization cost by year. We used an open 30 year amortization period.

SUBSTANTIVE PLAN: As required under GASB 43 and 45, we based the valuation on the substantive plan. The formulation of the substantive plan was based on a review of written plan documents as well as historical information provided by Western Placer USD regarding practices with respect to employer and employee contributions and other relevant factors.

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ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 27 (ASOP 27). Among other things, ASOP 27 provides that economic assumptions should reflect a consistent underlying rate of general inflation. For that reason, we show our assumed long-term inflation rate below.

INFLATION: We assumed 3% per year.

INVESTMENT RETURN / DISCOUNT RATE: We assumed 7.61% per year. This is based on assumed long-term return on plan assets assuming 100% funding through CERBT Strategy 1. We used the "Building Block Method" as described in ASOP 27 Paragraph 3.6.2.

TREND: We assumed 4% per year. Our long-term trend assumption is based on the conclusion that, while medical trend will continue to be cyclical, the average increase over time cannot continue to outstrip general inflation by a wide margin. Trend increases in excess of general inflation result in dramatic increases in unemployment, the number of uninsured and the number of underinsured. These effects are nearing a tipping point which will inevitably result in fundamental changes in health care finance and/or delivery which will bring increases in health care costs more closely in line with general inflation. We do not believe it is reasonable to project historical trend vs. inflation differences several decades into the future.

PAYROLL INCREASE: We assumed 3% per year. This assumption applies only to the extent that either or both of the normal cost and/or UAAL amortization use the level percentage of payroll method. For purposes of applying the level percentage of payroll method, payroll increase must not assume any increases in staff or merit increases.

ACTUARIAL ASSET VALUATION: We used asset values provided by Western Placer USD. We used a 15 year smoothing formula with a 20% corridor around market value.

(1) Market value at 6/30/11:	$2,795,265
(2) Accumulated contributions(disbursements) at 7.61%:	$2,545,186
(3) Value in (2) + 1/15 of (1) minus (2)	$2,561,858
(4) Value in (3) adjusted to minimum or maximum*	$2,561,858
(5) AVA at 6/30/11 adjusted to valuation date at 7.61%	$2,561,858
(6) Authorized contributions payable	$
(7) AVA at 6/30/11	$2,561,858

* Minimum is 80% of market value; maximum is 120% of market value

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NON-ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 35 (ASOP 35).

MORTALITY: CalSTRS mortality for certificated employees.
CalPERS mortality for Miscellaneous employees for other employees.

RETIREMENT RATES: CalSTRS retirement rates for certificated employees.
CalPERS retirement rates for School employees for other employees.

VESTING RATES:

	Certificated	Classified
Vesting Percentage	100%	100%
Vesting Period	15 years	15 years

COSTS FOR RETIREE COVERAGE:

There was not sufficient information available to determine whether there is an implicit subsidy for retiree health costs. Based on ASOP 6, there can be justification for using "community-rated" premiums as the basis for the valuation where the insurer is committed to continuing rating practices. This is especially true where sufficient information is not available to determine the magnitude of the subsidy. However, Western Placer USD should recognize that costs and liabilities in this report could change significantly if either the current insurer changes rating practices or if Western Placer USD changes insurers.

First Year costs are as shown below. Subsequent years' costs are based on first year costs adjusted for trend and limited by any District contribution caps.

	Certificated	Classified	Management
Current Retirees: based on actual costs			
Current Plan:			
Future Retirees Pre-65	$8,706	$2,775	$9,158
Future Retirees Post-65	$0	$0	$0

PARTICIPATION RATES: 100%

TURNOVER: CalSTRS turnover for certificated employees.
CalPERS turnover for School employees for other employees.

SPOUSE PREVALENCE: To the extent not provided and when needed to calculate benefit liabilities, 80% of retirees assumed to be married at retirement. After retirement, the percentage married is adjusted to reflect mortality.

SPOUSE AGES: To the extent spouse dates of birth are not provided and when needed to calculate benefit liabilities, female spouse assumed to be three years younger than male.

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AGING FACTORS:

Attained Age	Medical Annual Increases
50-64	3.5%
65-69	3.0
70-74	2.5
75-79	1.5
80-84	0.5
85+	0.0

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APPENDIX D: DISTRIBUTION OF ELIGIBLE PARTICIPANTS BY AGE

ELIGIBLE ACTIVE EMPLOYEES:

Age	Total	Certificated	Classified	Management
Under 25	4	3	1	0
25-29	44	35	8	1
30-34	78	64	11	3
35-39	67	42	16	9
40-44	75	37	34	4
45-49	82	34	40	8
50-54	81	34	40	7
55-59	53	26	21	6
60-64	26	17	6	3
65 and older	0	0	0	0
Total	510	292	177	41

ELIGIBLE RETIREES:

Age	Total	Certificated	Classified	Management
Under 50	0	0	0	0
50-54	0	0	0	0
55-59	1	0	0	1
60-64	17	12	2	3
65-69	0	0	0	0
70-74	0	0	0	0
75-79	0	0	0	0
80-84	6	6	0	0
85-89	1	1	0	0
90 and older	0	0	0	0
Total	25	19	2	4

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APPENDIX E: CALCULATION OF GASB 43/45 ACCOUNTING ENTRIES

This report is to be used to calculate accounting entries rather than to provide the dollar amount of accounting entries. How the report is to be used to calculate accounting entries depends on several factors. Among them are:

1) The amount of prior accounting entries;

2) Whether individual components of the ARC are calculated as a level dollar amount or as a level percentage of payroll;

3) Whether the employer using a level percentage of payroll method elects to use for this purpose projected payroll, budgeted payroll or actual payroll;

4) Whether the employer chooses to adjust the numbers in the report to reflect the difference between the valuation date and the first fiscal year for which the numbers will be used.

To the extent the level percentage of payroll method is used, the employer should adjust the numbers in this report as appropriate to reflect the change in OPEB covered payroll. It should be noted that OPEB covered payroll should only reflect types of pay generating pension credits for plan participants. Please note that plan participants do not necessarily include all active employees eligible for health benefits for several reasons. Following are examples.

1) The number of hours worked or other eligibility criteria may differ for OPEB compared to active health benefits;

2) There may be active employees over the maximum age OPEB are paid through. For example, if an OPEB plan pays benefits only to Medicare age, any active employees currently over Medicare age are not plan participants;

3) Employees hired at an age where they will exceed the maximum age for benefits when the service requirement is met are also not plan participants.

Finally, GASB 43 and 45 require reporting covered payroll in RSI schedules regardless of whether any ARC component is based on the level percentage of payroll method. This report does not provide, nor should the actuary be relied on to report covered payroll.

GASB 45 Paragraph 26 specifies that the items presented as RSI "should be calculated in accordance with the parameters." The RSI items refer to Paragraph 25.c which includes annual covered payroll. Footnote 3 provides that when the ARC is based on covered payroll, the payroll measure may be the projected payroll, budgeted payroll or actual payroll. Footnote 3 further provides that comparisons between the ARC and contributions should be based on the same measure of covered payroll.

At the time the valuation is being done, the actuary may not know which payroll method will be used for reporting purposes. The actuary may not even know for which period the valuation will be used to determine the ARC. Furthermore, the actuary doesn't know if the client will make adjustments to the ARC in order to use it for the first year of the biennial or triennial period. (GASB 45 is silent on this.) Even if the actuary were to know all of these things, it would be a rare situation that would result in me knowing the appropriate covered payroll

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number to report. For example, if the employer uses actual payroll, that number would not be known at the time the valuation is done.

As a result, we believe the proper approach is to report the ARC components as a dollar amount. It is the client's responsibility to turn this number into a percentage of payroll factor by using the dollar amount of the ARC (adjusted, if desired) as a numerator and then calculating the appropriate amount of the denominator based on the payroll determination method elected by the client for the appropriate fiscal year.

If we have been provided with payroll information, we are happy to use that information to help the employer develop an estimate of covered payroll for reporting purposes. However, the validity of the covered payroll remains the employer's responsibility even if TCS assists the employer in calculating it.

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APPENDIX F: GLOSSARY OF RETIREE HEALTH VALUATION TERMS

Note: The following definitions are intended to help a *non*-actuary understand concepts related to retiree health valuations. Therefore, the definitions may not be actuarially accurate.

Actuarial Accrued Liability:	The amount of the actuarial present value of total projected benefits attributable to employees' past service based on the actuarial cost method used.
Actuarial Cost Method:	A mathematical model for allocating OPEB costs by year of service.
Actuarial Present Value of Total Projected Benefits:	The projected amount of all OPEB benefits to be paid to current and future retirees discounted back to the valuation date.
Actuarial Value of Assets:	Market-related value of assets which may include an unbiased formula for smoothing cyclical fluctuations in asset values.
Annual OPEB Cost:	This is the amount employers must recognize as an expense each year. The annual OPEB expense is equal to the Annual Required Contribution plus interest on the Net OPEB obligation minus an adjustment to reflect the amortization of the net OPEB obligation.
Annual Required Contribution:	The sum of the normal cost and an amount to amortize the unfunded actuarial accrued liability. This is the basis of the annual OPEB cost and net OPEB obligation.
Closed Amortization Period:	An amortization approach where the original ending date for the amortization period remains the same. This would be similar to a conventional, 30-year mortgage, for example.
Discount Rate:	Assumed investment return net of all investment expenses. Generally, a higher assumed interest rate leads to lower normal costs and actuarial accrued liability.
Implicit Rate Subsidy:	The estimated amount by which retiree rates are understated in situations where, for rating purposes, retirees are combined with active employees.
Mortality Rate:	Assumed proportion of people who die each year. Mortality rates always vary by age and often by sex. A mortality table should always be selected that is based on a similar "population" to the one being studied.
Net OPEB Obligation:	The accumulated difference between the annual OPEB cost and amounts contributed to an irrevocable trust exclusively providing retiree OPEB benefits and protected from creditors.
Normal Cost:	The dollar value of the "earned" portion of retiree health benefits if retiree health benefits are to be fully accrued at retirement.

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OPEB Benefits:	Other PostEmployment Benefits. Generally medical, dental, prescription drug, life, long-term care or other postemployment benefits that are not pension benefits.
Open Amortization Period:	Under an open amortization period, the remaining unamortized balance is subject to a new amortization schedule each valuation. This would be similar, for example, to a homeowner refinancing a mortgage with a new 30-year conventional mortgage every two or three years.
Participation Rate:	The proportion of retirees who elect to receive retiree benefits. A lower participation rate results in lower normal cost and actuarial accrued liability. The participation rate often is related to retiree contributions.
Retirement Rate:	The proportion of active employees who retire each year. Retirement rates are usually based on age and/or length of service. (Retirement rates can be used in conjunction with vesting rates to reflect both age and length of service). The more likely employees are to retire early, the higher normal costs and actuarial accrued liability will be.
Transition Obligation:	The amount of the unfunded actuarial accrued liability at the time actuarial accrual begins in accordance with an applicable accounting standard.
Trend Rate:	The rate at which the cost of retiree benefits is expected to increase over time. The trend rate usually varies by type of benefit (e.g. medical, dental, vision, etc.) and may vary over time. A higher trend rate results in higher normal costs and actuarial accrued liability.
Turnover Rate:	The rate at which employees cease employment due to reasons other than death, disability or retirement. Turnover rates usually vary based on length of service and may vary by other factors. Higher turnover rates reduce normal costs and actuarial accrued liability.
Unfunded Actuarial Accrued Liability:	This is the excess of the actuarial accrued liability over assets irrevocably committed to provide retiree health benefits.
Valuation Date:	The date as of which the OPEB obligation is determined. Under GASB 43 and 45, the valuation date does not have to coincide with the statement date.
Vesting Rate:	The proportion of retiree benefits earned, based on length of service and, sometimes, age. (Vesting rates are often set in conjunction with retirement rates.) More rapid vesting increases normal costs and actuarial accrued liability.

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