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
Audrey Kilpatrick, Assistant Superintendent of Business & Operations

STUDENT ENROLLMENT

School	2011 CBEDS	10/1/2012	11/1/2012
Sheridan School (K-5)	78	86	80
First Street school (K-5)	462	466	471
Carlin C. Coppin Elementary (K-5)	424	413	410
Creekside Oaks Elementary (K-5)	629	560	561
Twelve Bridges Elementary (K-5)	687	710	710
Foskett Ranch Elementary (K-5)	556	547	551
Lincoln Crossing Elementary (K-5)	631	684	684
Glen Edwards Middle School (6-8)	721	685	680
Twelve Bridges Middle School (6-8)	823	853	865
Lincoln High School (9-12)	1,507	1,522	1,504
Phoenix High School (10-12)	70	64	69
PCOE Home School	0	0	0
TOTAL	**6588**	**6590**	**6585**

State Preschool

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

Pre-K/Special Ed

Foskett	13
FSS PPPIP	48
CCC	1

Adult Education 96

First-5 Program

First Street	22 A.M. /22 P.M.
Sheridan	22 A.M. /22 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
December 4, 2012, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS BUILDING
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.

5:45 P.M. START

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

5:50 P.M.

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

   2.1 **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
   - **1 Case**

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

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

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

7:00 P.M.

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

   3.1 **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
   - **1 Case**

   3.2 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

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

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

3.4 PERSONNEL
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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:
- November 6, & 20, 2012 Regular Board of Trustee Meeting

4.2 Approval of Warrants
4.3 Classified Personnel Report
4.4 Approve Student Discipline/Stipulated Expulsion for Student's #12-13 J & K
4.5 Ratification of Consultant Agreement with School Site Solutions for work on acreage at Twelve Bridges High School site.
4.6 Report of Disclosure Requirements for Quarterly Reports of Investments.
4.7 Approval of Bank Check Signers
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 **UPDATE ON PROJECT DEVELOPMENT WITH JOHNSON CONTROLS, INC. – Steer** *(12-13 G & O Component I, III, IV, V)*

•Western Placer Unified School District has several sites with central plants requiring upgrades, modernization, calibration, and maintenance. A committee consisting of the Director of Maintenance, Facilities Coordinator, Assistant Superintendent, Superintendent, and a Board member interviewed several companies to identify a plan to access funding for equipment replacement and modernization while leveraging state funding programs.

7.2 Discussion/ Information **REOPENER NEGOTIATIONS REGARDING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN WESTERN PLACER UNIFIED SCHOOL DISTRICT AND THE WESTERN PLACER TEACHERS ASSOCATION - Davis** *(12-13 G & O Component I, II, III, IV, V)*

•Pursuant to Government Code section 3547, all proposals of the recognized employee groups and of the District must be presented at a public meeting of the District. This is commonly referred to as "Sunshining" the proposals. The Western Placer Unified School District is proposing reopener negotiations for the currently adopted Collective Bargaining Agreement. The District's proposals are presented in this agenda item (see attached) in order to allow the members of the public to become informed and have an opportunity to express themselves regarding the proposals.

7.3 Discussion/ Action **CONSIDER APPROVING RESOLUTION NO. 12/13.11 AUTHORIZING THE ELIMINATION OF A CLASSIFIED EMPLOYEE POSITION DUE TO LACK OF WORK/LACK OF FUNDS - Davis** *(12-13 G & O Component I, II, III, IV, V)*

•Pursuant to Education Code section 45117, the District administration is making a recommendation that would require the Governing Board of the Western Placer Unified School District to eliminate a Classified Employee position due to lack of work/lack of funds by adopting Resolution No. 12/13.11.
Roll call:

7.4 Discussion/ Action **APPROVE RESOLUTION NO. 12/13.12 REGARDING AUTHORIZATION TO TEACH ASSIGNED SUBJECTS - Davis** *(12-13 G & O Component I, II, III, IV, V)*

•Pursuant to Education Code 44258.2, 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. 12/13.12 which will allow one certificated teacher (also currently teaching Science) to teach at least one section of Math for the entire 2012-2013 school year in an middle school departmentalized setting at grades 6-8 at Glen Edwards Middle School. The teacher has consented to this assignment.
Roll call:

7.5 Action **ANNUAL ORGANIZATIONAL MEETING - Leaman** *(12-13 G & O Component I, II, III, IV, V)*

•Education Code requires district to schedule an annual organizational meeting in December for selecting board officers. Placer County Office of Education request we take board action to submit our Annual Organization Meeting date to PCOE by November 30, 2012.

7.6 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/E(1)/E(2) 1312.4 Williams Uniform Complaint Procedures
- BP/AR 5113.1 Chronic Absence and Truancy
- E 5118 Open Enrollment Act Transfers
- BP/AR 5141.3 Health Examinations
- BP/AR 5141.31 Immunizations
- BP/AR 6164.4 Identification and Evaluation of Individuals for Special Educ
- AR 6172 Gifted and Talented Student Program
- AR 6173.1 Education for Foster Youth

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):

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

➢**December 18, 2012** 7:00 P.M., Annual Reorganizational Board of Trustee Meeting – Lincoln High School

10. ADJOURNMENT

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

Posted: 113012
h:\wpfiles\board\agendas\120412

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, December 4, 2012**
Time: **5:50 P.M.**

1. LICENSE/PERMIT DETERMINATION

2. SECURITY MATTERS

3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR

4. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

6. LIABILITY CLAIMS

7. THREAT TO PUBLIC SERVICES OR FACILITIES

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

9. CONFERENCE WITH LABOR NEGOTIATOR

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

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

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

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

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

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

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

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

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

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

6. **LIABILITY CLAIMS**

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

b. Agency claims against.

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

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

8. **PERSONNEL:**

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

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

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

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

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

9. **CONFERENCE WITH LABOR NEGOTIATOR**

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

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

c. Identify by name the agency's negotiator

10. **STUDENTS:**

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

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

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

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

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

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Conference with Legal Counsel - Anticipated Litigation
- 1 Case

AGENDA ITEM AREA:
Closed Session Disclosure

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
N/A

REQUESTED BY:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 4, 2012

ROLL CALL VOTE REQUIRED:
No

BACKGROUND:

The Board of Trustees will disclose any action taken in closed session in regard to Anticipated Litigation.

RECOMMENDATION:

Administration recommends the Board of Trustee disclose action taken in closed session in regard to Anticipated Litigation.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
CONFERENCE WITH REAL PROPERTY NEGOTIATOR

AGENDA ITEM AREA:
Closed Session

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 4, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

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

RECOMMENDATION:

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

wp/rk/NegPropertyfact

3.2

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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
Audrey Kilpatrick, Assistant Superintendent Business and Operations

AGENDA ITEM AREA:
Disclosure of action taken in closed session

REQUESTED BY:
Ryan Davis
Director of Human Services

ENCLOSURES:
No

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 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

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:
December 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

3.4

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:

- November 6, & 20, 2012 Regular Board Meetings

AGENDA ITEM AREA:
CONSENT AGENDA

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 4, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- November 6, & 20, 2012 Regular Board of Trustee Meetings

RECOMMENDATION:

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

wp/rk/factform

Western Placer Unified School District
Regular Meeting of the Board of Trustees
November 20, 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.

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
Michael Dodge, Interim Assistant Superintendent of Business & Facilities
Ryan Davis, Director of Human Services
Rosemary Knutson, Secretary to the Superintendent
Heather Steer, Facilities Director
Audrey Kilpatrick, Assistant Superintendent of Business & Facilities Candidate

5:55 P.M. START

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

6:00 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
- **a. CL 12/13.3**
- **b. CL 12/13.4**

4.1.1

2.3 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

- **1 Case**

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

- **a. CL 12/13.3**
- **b. CL 12/13.4**

Mr. Haley reported the board took action in closed session to release two classified employees, a vote was taken and it was a unanimous decision.

3.3 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

- **1 Case**

No action was taken

4. CONSENT AGENDA

4.1 Classified Personnel Report
4.2 Certificated Personnel Report
4.3 Approve Student Discipline/Stipulated Expulsion for student's #12-13 I
4.4 Unpaid Leave of Absence Request.

Motion by Mrs. Wyatt, seconded by Mr. Armitage, and passed by a 5-0 roll call vote to approve consent agenda as presented. Roll call vote: Haley, Long, Wyatt, Long, 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 no present
6.2 Western Placer Teacher's Association – Mike Agrippino wished everyone a nice Thanksgiving.

4.1.2

6.3 Western Placer Classified Employee Association – Mike Kimbrough not present

6.4 Superintendent - Scott Leaman

- District office will be closed Wednesday through Friday, and wished everyone a great thanksgiving
- Scott reported on the flooding issue and the process that is taking place at the Twelve Bridges Middle School

7. ♦ACTION ♦DISCUSSION ♦INFORMATION

7.1 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 5141.21 Administering Medication and Monitoring Health Conditions
- BP/AR Student Organizations and Equal Access
- BP 6162.5 Student Assessment
- BP 6172 Gifted and Talented Student Program

Motion by Mr. Armitage, seconded by Mrs. Wyatt and passed by a 5-0 vote to approve revised policies as presented.

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

Mr. Carras had no comment
Mrs. Wyatt whished everyone a Happy Thanksgiving
Mr. Long Happy Thanksgiving
Mr. Haley happy to have two new members on the Education Foundation
Mr. Armitage reported it was unfortunate about events that happened at the Twelve Bridges Middle school, many of the students didn't even notice. Happy Thanksgiving

9. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

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

4.1.3

➢**December 18, 2012** 7:00 P.M., Annual Organizational Meeting of the Board of Trustee – Lincoln High School

10. ADJOURNMENT

There being no further business the meeting was adjourned at 7:10 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
November 6, 2012, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS BUILDING
790 J Street, Lincoln, CA 95648

MINUTES

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

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

Board Present
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
Michael Dodge, Interim Assistant Superintendent of Business & Facilities
Ryan Davis, Director of Human Services
Rosemary Knutson, Secretary to the Superintendent
Heather Steer, Facilities Director
Audrey Kilpatrick, Assistant Superintendent of Business & Facilities Candidate

5:55 P.M. START

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

6:00 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 Michael Dodge, Interim Assistant Superintendent of Business Services

2.2 PERSONNEL
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

2.3 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
- **1 Case**

7:00 P.M.

4.1.5

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

3.1 CONFERENCE WITH 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 Michael Dodge, Interim Assistant Superintendent of Business Services

No action was taken

3.2 PERSONNEL
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

No action was taken

3.3 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
- **1 Case**

The board took no action

4. SPECIAL ORDER OF BUSINESS
Presentation of Employee Service Pins

Service Pins for presented to employees for the following years of service.
- 15 years
- 20 years
- 25 years

5. CONSENT AGENDA
5.1 Approval of Meeting Minutes for:
- October 2, & 16, 2012 Regular Board of Trustee Meeting

5.2 Approval of Warrants
5.3 Classified Personnel Report
5.4 Certificated Personnel Report
5.5 Approve Williams Uniform Quarterly Complaint Report.
5.6 Approve Contract between Western Placer Unified School District and Lozano Smith Attorneys at Law for Legal Services.
5.7 Consent to Concurrent Representation of WPUSD and Sierra College.
5.8 Ratification of Agreement with Rainforth Grau Architects for Architectural and Engineering Services for Site Master Planning of Creekside Oaks Elementary School.
5.9 Ratification of Agreement with Rainforth Grau Architects for Architectural and Engineering Services for Site Master Planning of Carlin C. Coppin Elementary School.

4.1.6

5.10 California Association for the Gifted ~ Give Star School Program Award Application
5.11 Consent to Concurrent Representation of WPUSD and the City of Lincoln.
5.12 Approve Student Discipline/Stipulated Expulsion for student's #12-13 G & H.

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

6. COMMUNICATION FROM THE PUBLIC

No communication from the public

7. REPORTS & COMMUNICATION

7.1 Lincoln High School, Student Advisory – Jillian Loya was absent
7.2 Western Placer Teacher's Association – Mike Agrippino was not present
7.3 Western Placer Classified Employee Association – Mike Kimbrough had no report
7.4 Superintendent - Scott Leaman had no report

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

8.1 Action **STAR MOU – Boyle** *(12-13 G & O Component I, II, III, IV, V)*

•The STAR (Science Theater Art Recreation) Program provides fee-based extended day services to student in grades Kindergarten through Grade 5 on several WPUSD campuses. The STAR Program is available at Foskett Ranch, Lincoln Crossing, Twelve Bridges Elementary and Creekside Oaks Elementary Schools. Additionally, the Little STARS program for preschool students is available at Foskett Ranch Elementary School.

Mary report the STAR MOU is self explanatory. Motion by Mr. Haley, seconded by Mrs. Wyatt, and passed by a 5-0 vote to approve STAR MOU.

8.2 Action **SINGLE PLANS FOR STUDENT ACHIEVEMENT – Boyle** *(12-13 G & O Component I, II, III, IV, V)*

•The Single Plan for Student Achievement (SPSA) is the guiding document that each School Based Leadership Team writes to support student achievement through use of categorical funds at their site. Categorical funds include Title I, Economic Impact Aid (EIA), Pupil Retention Block Grant, GATE, California High School Exit Exam (CAHSEE), and others.

Mary congratulated sites for their work on their report, and requested approval as presented. Motion by Mr. Carras, seconded by Mr. Haley, and passed by a 5-0 vote to approve Site Plans for Student Achievement.

8.3 Action **EXTENSION OF AGREEMENT WITH SUNCAL LLC. FOR HOLD ON SOUTHERN ELEMENTARY SCHOOL SITE IN LINCOLN CROSSING DEVELOPMENT– Steer** *(12-13 G & O Component I, II, III, IV, V)*

• In December 2010, The Western Placer Unified School District entered into a Memorandum of Understanding with SunCal Lincoln Crossing LLC with regards to the continued reservation of the Southern Elementary School Site in Lincoln

H.1.7

Crossings. With this MOU, should the District wish to continue the hold on the site, it must submit a letter requesting extension as well as a check for $25,000.00. The letter and monetary requirements are necessary annually until such time as the District acquires the site, or until November 2016 when the MOU expires. Per WPUSD's Facilities Master Plan this site will be our next elementary school location and therefore staff finds this extension necessary to retain the site for future construction as soon as funds become available.

Heather Steer reported annual approval is needed to extend the agreement on the SunCal property. A letter requesting an extension and a check for $25,000.00 is needed to hold the property. Motion by Mr. Haley, seconded by Mr. Long, and passed by 5-0 vote to extend for one more year.

8.4 Action **SUPERINTENDENT CONTRACT EXTENSION - Leaman** *(11-12 G & O Component I, II, III, V, IV)*

- Based on the positive performance evaluation by the Board, the following contract extension is being forwarded to the Board: Superintendent - one year extension to June 30, 2016.

Mr. Armitage reported it was requested we take action on the Superintendents contract. Motion by Mr. Long, seconded by Mrs. Wyatt, and passed by a 5-0 vote to extend to 2016.

8.5 Action **DEPUTY SUPERINTENDENT CONTRACT EXTENSION - Leaman** *(11-12 G & O Component I, II, III, V, IV)*

- The current contract for Mary Boyle, Deputy Superintendent, expires June 30, 2013. A contract extension to June 30, 2015 is being requested at this time.

Mr. Leaman reported on what a wonderful job Mary has done, and how she exceeds in many areas. He requested to extend her contract. Motion by Mrs. Wyatt, seconded by Mr. Long, and passed by a 5-0 vote to approve one year extension.

8.6 Action **RATIFICATION OF ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS CONTRACT - Leaman** *(11-12 G & O Component I, II, III, V, IV)*

- After an exhaustive process of applications, multi-level interviews, and reference checks, Audrey Kilpatrick has been selected as the new Assistant Superintendent of Business and Operations. The attached contract is being forwarded for ratification.

Mr. Leaman shared a little information about Audrey Kilpatrick, and introduced her. Audrey spoke to the board. Motion by Mr. Armitage, seconded by Mrs. Wyatt, and passed by a 5-0 vote to approve the contract accepting Audrey Kilpatrick as the new Assistant Superintendent of Business and Operations.

4.1.8

8.7 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 3311 Bids
- BP/AR 7214 General Obligation Bonds

Motion by Mr. Carras, seconded by Mr. Haley and passed by a 5-0 vote to approve the revised policies as presented.

9. BOARD OF TRUSTEES

9.1 FUTURE AGENDA ITEMS

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

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

9.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Long attended LHS project LEED the way dedication, and welcomed Audrey.
Mrs. Wyatt welcomed Audrey, and reported on the suicide prevention workshop that will be taking place. She shared that Rotary has teamed up with reading buddies at COE.
Mr. Haley welcomed Audrey
Mr. Carras welcomed Audrey, thanked Mary for a wonderful job on the Lowe's grant.
Mr. Armitage welcomed Audrey

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- **November 20, 2012** 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School
- **December 4, 2012** 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School
- **December 18, 2012** 7:00 P.M., Annual Reorganizational Board of Trustee Meeting – Lincoln High School

11. ADJOURNMENT

There being no further business the meeting was adjourned at 7:45 p.m.

4.1.9

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

4.1.10

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:
Approval of Warrants

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Audrey Kilpatrick
Assistant Superintendent of
Business and Operations

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

DEPARTMENT:
Business Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 4, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will consider approval of warrants paid since the November 6, 2012 board meeting.

RECOMMENDATION:

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

wp/rk/factsheetwarrants

4.2

Checks Dated 11/16/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85280676	11/16/2012	MISSION UNIFORM SERVICE INC	01-4300	99.54	
			01-5800	1,769.16	1,868.70
85280677	11/16/2012	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		329.12
85280678	11/16/2012	SPURR	01-5530		2,706.32
85280679	11/16/2012	PACIFIC GAS & ELECTRIC CO	01-5510		73,394.38
85280680	11/16/2012	Lauren M. Quinn	01-4300	20.13	
			01-5200	107.12	127.25
85280681	11/16/2012	Karen J. Sherry	01-4300		77.69
85280682	11/16/2012	CROWN DISTRIBUTING INC.	13-4380	661.89	
			13-4710	45.65	707.54
85280683	11/16/2012	ED JONES FOOD SERVICE	13-4710		5,217.03
85280684	11/16/2012	OLD TOWN PIZZA	13-4710		534.75
85280685	11/16/2012	ORIENTAL TRADING COMPANY INC	01-4300	422.45	
			Unpaid Sales Tax	26.74-	395.71
85280686	11/16/2012	PROPACIFIC FRESH	13-4710		186.20
85280687	11/16/2012	S & S WORLDWIDE	01-4300		140.83
85280688	11/16/2012	SAFEWAY INC	01-4300		565.51
85280689	11/16/2012	SARA LEE	13-4710		489.32
85280690	11/16/2012	SCHOOL SPECIALTY INC	01-4300		65.98
85280691	11/16/2012	SEVEN UP BOTTLING CO OF SF	13-4710		263.94
85280692	11/16/2012	STAFFORD MEAT COMPANY	13-4710		192.00
85280693	11/16/2012	SYSCO SACRAMENTO	13-4380		67.57
85280694	11/16/2012	JADE BUTLER	01-8675		93.60
85280695	11/16/2012	Jacqueline S. Banderas	01-4300		21.00
85280696	11/16/2012	Jennifer A. Clark	01-4300		24.34
85280697	11/16/2012	Kevin D. Kurtz	01-4300		72.88
85280698	11/16/2012	Robert T. Lyons	01-5200		841.52
85280699	11/16/2012	Jason R. Noonan	01-4300		88.35
85280700	11/16/2012	Karen A. Roberts	01-4300		24.61
85280701	11/16/2012	Cynthia S. Snodgrass	01-4300		40.19
85280702	11/16/2012	Ashley E. Winger	01-4300		19.95
85280703	11/16/2012	ADD SOME CLASS	01-4300		331.21
85280704	11/16/2012	ANDERSONS SCHOOL SPIRIT	01-4300	473.58	
			Unpaid Sales Tax	28.63-	444.95
85280705	11/16/2012	AUBURN HARDWOODS	01-4300		483.24
85280706	11/16/2012	CREATIVE COMPETITIONS INC.	01-5300		135.00
85280707	11/16/2012	DE LAGE LANDEN	01-5600		136.86
85280708	11/16/2012	DIGITAL FROG INTL., INC.	01-4300		100.00
85280709	11/16/2012	EDULINK SYSTEMS	01-5800		300.00
85280710	11/16/2012	FLINN SCIENTIFIC INC	01-4300		80.32
85280711	11/16/2012	GOPHER SPORT	01-4300	183.64	
			Unpaid Sales Tax	10.71-	172.93
85280712	11/16/2012	HARLAND	01-5800		667.00
85280713	11/16/2012	INQUIRY BY DESIGN	01-5200		89.00
85280714	11/16/2012	LINGUI SYSTEMS INC	01-4300	66.38	
			Unpaid Sales Tax	4.48-	61.90

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

Checks Dated 11/16/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85280715	11/16/2012	NASCO MODESTO	01-4300		101.92
85280716	11/16/2012	OFFICE DEPOT	01-4300	502.56	
			12-4300	344.69	847.25
85280717	11/16/2012	ORIENTAL TRADING COMPANY INC	01-4300	40.02	
			Unpaid Sales Tax	2.03-	37.99
85280718	11/16/2012	PEARSON ASSESSMENTS ORDERING DEPARTMENT	12-4300		673.51
85280719	11/16/2012	POSTMASTER / GEMS	01-4300		450.00
85280720	11/16/2012	RAY MORGAN CO. / CHICO	01-4300	687.36	
			01-5600	337.19	
			01-5800	741.07	1,765.62
85280721	11/16/2012	RENAISSANCE LEARNING INC.	01-5800		3,253.87
85280722	11/16/2012	SACRAMENTO RIVERCATS	01-5800		100.00
85280723	11/16/2012	SCHOLASTIC BOOK CLUBS	01-4200		125.09
85280724	11/16/2012	SIERRA OFFICE SUPPLIES &	01-4300		106.65
85280725	11/16/2012	TEACHER CREATED RESOURCES	01-4300		58.99
85280726	11/16/2012	TOLEDO P.E. SUPPLY	01-4300	209.04	
			Unpaid Sales Tax	12.39-	196.65
85280727	11/16/2012	US BANK BUSINESS EQUIPMENT	01-5600		492.00
85280728	11/16/2012	WORLD RESEARCH COMPANY	01-4300	216.32	
			Unpaid Sales Tax	13.37-	202.95
85280729	11/16/2012	Karen L. Villa	01-4300		100.94
85280730	11/16/2012	ADVANCED INTEGRATED PEST	01-5800		2,506.00
85280731	11/16/2012	APPLE INC.	01-4300	1,867.86	
			01-4400	1,183.62	3,051.48
85280732	11/16/2012	APPROVED SAFE & LOCK	01-5600		289.22
85280733	11/16/2012	BACK TO LIFE AUTOMOTIVE	01-5800		462.00
85280734	11/16/2012	BUS WEST - FRESNO	01-4365		475.67
85280735	11/16/2012	CA ASSOC OF ADMIN OF STATE & FEDERAL PROGRAMS	01-5200		275.00
85280736	11/16/2012	CENTER FOR HEARING HEALTH INC	01-5800		1,766.00
85280737	11/16/2012	DAVID HALL	01-5800		336.33
85280738	11/16/2012	FOLLETT EDUCATIONAL SERVICES	01-4100		1,891.89
85280739	11/16/2012	GRAINGER .	01-4300		899.43
85280740	11/16/2012	GUTIERREZ LAW GROUP	01-5810		6,040.00
85280741	11/16/2012	JANE JOHNSON	01-5800		5,890.00
85280742	11/16/2012	KRISTINE N CORN DBA SIERRA PEDIATRIC THERAPY CLINIC	01-5800		1,529.50
85280743	11/16/2012	LAGUNA PHYSICAL THERAPY & HAND REHABILITATION	01-5800		418.00
85280744	11/16/2012	LINCOLN ACE HARDWARE/MAINT	01-4300		195.38
85280745	11/16/2012	LOY MATTISON DBA LOY MATTISON ENTERPRISES	01-5800		700.00
85280746	11/16/2012	MEDICAB OF SACRAMENTO/SIERRA	01-5800		2,531.50
85280747	11/16/2012	MELINDA TAINTON-BRECHTEL DBA: TEENY TOTS THERAPY	01-5800		5,795.00
85280748	11/16/2012	PCOE	01-9500		1,348,805.00

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

Checks Dated 11/16/2012

Check Number	Check Date	Pay to the Order of		Fund Object	Expensed Amount	Check Amount
85280749	11/16/2012	PEARSON ASSESSMENTS DEPARTMENT	ORDERING	01-4300		296.15
85280750	11/16/2012	PLACER COUNTY SELPA		01-5200		15.00
85280751	11/16/2012	PLACER LEARNING CENTER		01-5800		29,456.77
85280752	11/16/2012	RAY MORGAN CO. / CHICO		01-5600		31.09
85280753	11/16/2012	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES		01-5600		189.03
85280754	11/16/2012	SACRAMENTO AUTOGLASS		01-5800		146.55
85280755	11/16/2012	SIERRA OFFICE SUPPLIES &		01-4300		37.97
85280756	11/16/2012	SIG SCHOOLS INSURANCE GROUP		01-3701		1,070.14
85280757	11/16/2012	WESTERN BLUE	AN NWN COMPANY	01-4400		794.14
85280758	11/16/2012	WILSON WAY TIRE CO. INC.		01-4360		940.47
			Total Number of Checks		**83**	**1,516,906.83**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	74	1,508,328.63
12	Child Development Fund	2	1,018.20
13	Cafeteria Fund	8	7,658.35
	Total Number of Checks	**83**	1,517,005.18
	Less Unpaid Sales Tax Liability		98.35-
	Net (Check Amount)		**1,516,906.83**

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

Checks Dated 11/09/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85279334	11/09/2012	PACIFIC GAS & ELECTRIC CO	01-5510		1,335.75
85279335	11/09/2012	Scott M. Leaman	01-4300		112.08
85279336	11/09/2012	Tracey N. Lillie	01-4300	39.26	
			01-5200	121.55	160.81
85279337	11/09/2012	Karen A. Roberts	01-5200		17.76
85279338	11/09/2012	Nancyann M. Rowell	01-5200		125.43
85279339	11/09/2012	APPROVED SAFE & LOCK	01-4300	87.19	
			01-5600	34.87	122.06
85279340	11/09/2012	AVENTA LEARNING	01-5800		4,575.00
85279341	11/09/2012	AWARDS BY KAY	01-4300		191.18
85279342	11/09/2012	BLISS POWER LAWN EQUIPMENT CO.	01-4365		33.58
85279343	11/09/2012	C & S TELECOMMUNICATIONS INC	01-5600		210.00
85279344	11/09/2012	CHEVRON	01-4350		224.84
85279345	11/09/2012	CROWE HORWATH LLP	01-5811		29,375.00
85279346	11/09/2012	EAGLE SOFTWARE DBA AERIES SOFTWARE INC.	01-5200		325.00
85279347	11/09/2012	EDUCATIONAL DATA SYSTEMS	01-4300		153.31
85279348	11/09/2012	EMPLOYMENT DEVELOPMENT DEPT.	01-3501		6,342.80
85279349	11/09/2012	GRAINGER .	01-4300		1,466.07
85279350	11/09/2012	HOLT OF CALIFORNIA	01-4365		4,050.48
85279351	11/09/2012	INTEGRATED FIRE SYSTEMS INC	01-5600		270.00
85279352	11/09/2012	LEARNING SOLUTIONS INC	01-5800		3,025.79
85279353	11/09/2012	LIGHTHOUSE COUNSELING & FAMILYRESOURCE CENTER	01-5800		10,000.00
85279354	11/09/2012	Loomis Union School Dist	01-4300		134.00
85279355	11/09/2012	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		4,644.50
85279356	11/09/2012	MEDICAB OF SACRAMENTO/SIERRA	01-5800		2,004.00
85279357	11/09/2012	NORCAL IMAGING SYSTEMS	01-5800		2,195.00
85279358	11/09/2012	PLACER COUNTY SELPA	01-5200		105.00
85279359	11/09/2012	PLATT ELECTRIC SUPPLY, INC.	01-4300		1,344.83
85279360	11/09/2012	QUALITY SOUND SYSTEMS	01-5600	1,452.19	
			01-5800	357.50	1,809.69
85279361	11/09/2012	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		4,014.26
85279362	11/09/2012	SAC VAL JANITORIAL SALES	01-4300		148.33
85279363	11/09/2012	SACRAMENTO THEATRICAL LIGHTING	01-4300		17.18
85279364	11/09/2012	SIERRA OFFICE SUPPLIES &	01-4300		255.74
85279365	11/09/2012	SIG EMPLOYEE BENEFITS TRUST	76-9554		584,381.14
85279366	11/09/2012	SOUND & SIGNAL INC.	01-5800		212.00
85279367	11/09/2012	SUTTER MEDICAL FOUNDATION	01-5800		55.00
85279368	11/09/2012	TOTAL EDUCATION SOLUTIONS	01-5800		191.25
85279369	11/09/2012	US BANK CORP TRUST SERVICE	49-5800		1,575.00
85279370	11/09/2012	WAVE DIVISION HOLDINGS	01-5560		6,850.00
85279371	11/09/2012	WILCO SUPPLY	01-4300		229.05
85279372	11/09/2012	"DANIELSEN COMPANY, THE"	13-4380	374.60	
			13-4710	3,174.12	

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.

Checks Dated 11/09/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
			Unpaid Sales Tax	8.88-	3,539.84
85279373	11/09/2012	CROWN DISTRIBUTING INC.	13-4380	765.52	
			13-4710	48.96-	716.56
85279374	11/09/2012	D & P CREAMERY	13-4710		10,647.98
85279375	11/09/2012	ED JONES FOOD SERVICE	13-4710		4,764.06
85279376	11/09/2012	MISSION UNIFORM SERVICE INC	13-4300		771.15
85279377	11/09/2012	OLD TOWN PIZZA	13-4710		1,866.93
85279378	11/09/2012	PROPACIFIC FRESH	13-4710		449.70
85279379	11/09/2012	SARA LEE	13-4710		601.82
85279380	11/09/2012	SYSCO SACRAMENTO	13-4380	135.62	
			13-4710	1,519.96	1,655.58
85279381	11/09/2012	VENDMART OF SACRAMENTO	13-4710		1,160.98
85279382	11/09/2012	Julia E. Allen	12-4300		27.45
85279383	11/09/2012	Maria Desantiago	01-4200		39.00
85279384	11/09/2012	Shannon M. Dumler	01-4300		19.73
85279385	11/09/2012	Cheryl A. Dyok	01-4300		24.94
85279386	11/09/2012	Melanee Ford	01-4300		93.50
85279387	11/09/2012	Tracy L. Gruber	01-4300		68.01
85279388	11/09/2012	William H. Justice	01-4300		211.90
85279389	11/09/2012	Kris A. Knutson	01-5800	95.47	
			12-5200	119.92	215.39
85279390	11/09/2012	William R. Middleton	01-4300		411.19
85279391	11/09/2012	Jennifer D. Nelson	01-4300		109.67
85279392	11/09/2012	Jenna M. Nohel	01-4300		80.74
85279393	11/09/2012	Lisa C. Olmo	01-4300		75.62
85279394	11/09/2012	Natasha D. Riedel	01-4300		29.46
85279395	11/09/2012	Karen A. Roberts	01-4300		6.85
85279396	11/09/2012	APPLE COMPUTER INC	01-4300		200.00
85279397	11/09/2012	BEST BUY FOR BUSINESS	01-4300		43.73
85279398	11/09/2012	BURKETT'S OFFICE	01-4300		288.87
85279399	11/09/2012	CALTRONICS BUSINESS SYSTEMS	01-5600		69.50
85279400	11/09/2012	ERICS X PRESS	01-4300		598.32
85279401	11/09/2012	HOUGHTON MIFFLIN COMPANY	12-4100		3,265.72
85279402	11/09/2012	J.W. PEPPER & SON INC	01-4300		445.55
85279403	11/09/2012	NEWERA YOUTH COMMUNITY	01-5800		150.00
85279404	11/09/2012	OFFICE DEPOT	01-4300	367.34	
			12-4300	38.74	406.08
85279405	11/09/2012	PITNEY BOWES CREDIT CORP	01-5600		118.56
85279406	11/09/2012	PROMOTE ME, INC.	01-4300		900.90
85279407	11/09/2012	PURCHASE POWER	01-4300		637.13
85279408	11/09/2012	RAY MORGAN CO. / CHICO	01-4300		67.02
85279409	11/09/2012	RISO PRODUCTS OF SAC INC	01-4300		765.20
85279410	11/09/2012	SAFEWAY INC	01-4300		9.90
85279411	11/09/2012	SIERRA HAY & FEED	01-4300		20.66
85279412	11/09/2012	STAPLES ADVANTAGE	01-4300	1,977.00	
			01-4400	681.35	2,658.35
85279413	11/09/2012	TIME FOR KIDS	01-4300		504.06

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

ESCAPE ONLINE

Checks Dated 11/09/2012

Check Number	Check Date	Pay to the Order of		Fund Object		Expensed Amount	Check Amount
85279414	11/09/2012	WARD'S NATURAL SCIENCE		01-4300			129.59
85279415	11/09/2012	WESTERN BLUE	AN NWN COMPANY	01-4300			15.02
			Total Number of Checks		**82**		**711,165.12**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	68	95,582.55
12	Child Development Fund	4	3,451.83
13	Cafeteria Fund	10	26,183.48
49	Mello Roos Capital Projects	1	1,575.00
76	Payroll Fund	1	584,381.14
	Total Number of Checks	**82**	711,174.00
	Less Unpaid Sales Tax Liability		8.88-
	Net (Check Amount)		**711,165.12**

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.

Checks Dated 11/02/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85278058	11/02/2012	"DANIELSEN COMPANY, THE"	13-4380	202.64	
			13-4710	1,789.28	
			Unpaid Sales Tax	5.65-	1,986.27
85278059	11/02/2012	CROWN DISTRIBUTING INC.	13-4380		605.07
85278060	11/02/2012	ED JONES FOOD SERVICE	13-4710		6,546.27
85278061	11/02/2012	OLD TOWN PIZZA	13-4710		829.25
85278062	11/02/2012	PROPACIFIC FRESH	13-4710		318.05
85278063	11/02/2012	SARA LEE	13-4710		294.07
85278064	11/02/2012	SCHOOL SPECIALTY INC	01-4300		110.29
85278065	11/02/2012	STAFFORD MEAT COMPANY	13-4710		384.00
85278066	11/02/2012	SYSCO SACRAMENTO	13-4380	535.56	
			13-4710	1,116.56	1,652.12
85278067	11/02/2012	WPUSD PETTY CASH FUND	01-4300	142.00	
			01-5300	23.45	
			01-8675	289.97	
			01-8699	10.00	
			11-8699	97.00	
			13-4710	64.00	626.42
85278068	11/02/2012	CYNTHIA WHITE	13-4710		130.50
85278069	11/02/2012	ORIENTAL TRADING COMPANY INC	01-4300	27.09	
			Unpaid Sales Tax	1.36-	25.73
85278070	11/02/2012	Evelyn J. Anderson	01-4300		5.56
85278071	11/02/2012	Tracey N. Lillie	11-5200		99.19
85278072	11/02/2012	A-Z BUS SALES INC	01-4365		995.46
85278073	11/02/2012	ADD SOME CLASS	21-4300		3,741.24
85278074	11/02/2012	C & S TELECOMMUNICATIONS INC	14-5800		200.00
85278075	11/02/2012	CAPITOL PUBLIC FINANCE GROUP	21-5800		3,900.00
85278076	11/02/2012	DOUGLAS E. WYATT DBA - DOUG WYATT TRUCKING	40-5800		1,800.00
85278077	11/02/2012	Flex-Plan Services, Inc.	01-5800		209.00
85278078	11/02/2012	GARY DOUPNIK MANUFACTURING INC	14-5600		6,000.00
85278079	11/02/2012	GRAINGER .	01-4300		280.35
85278080	11/02/2012	HOME DEPOT	01-4300		1,244.08
85278081	11/02/2012	INTEGRATED FIRE SYSTEMS INC	01-5800		1,540.00
85278082	11/02/2012	J C PAPER	01-4300		1,823.52
85278083	11/02/2012	K S TELECOM INC	01-5800		2,620.00
85278084	11/02/2012	KRONICK MOSKOVITZ TIEDEMANN	21-5810		2,571.00
85278085	11/02/2012	LINGUI SYSTEMS INC	01-4300	642.32	
			Unpaid Sales Tax	43.42-	598.90
85278086	11/02/2012	MAXIM HEALTHCARE SERVICES DBA MAXIM STAFFING SOLUTIONS	01-5800		10,403.64
85278087	11/02/2012	MEDICAL BILLING TECHNOLOGIES	01-5800		1,867.96
85278088	11/02/2012	PCOE	01-5200	400.00	
			11-5200	30.00	430.00
85278089	11/02/2012	PJ'S MAIL & PARCEL SERVICE	01-4300		14.29
85278090	11/02/2012	PLACER COUNTY SELPA	01-5200		810.00
85278091	11/02/2012	PLACER COUNTY SCHOOL BOARDS	01-4300		400.00
85278092	11/02/2012	RAINFORTH GRAU ARCHITECTS	21-5800		2,212.50

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.

ESCAPE ONLINE

4.2.7

Checks Dated 11/02/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85278093	11/02/2012	RAY MORGAN CO. / CHICO	01-4300		100.24
85278094	11/02/2012	SIERRA OFFICE SUPPLIES &	01-4300		47.04
85278095	11/02/2012	SUMMIT PROFESSIONAL EDUCATION	01-5200		507.00
85278096	11/02/2012	WESTERN BLUE AN NWN COMPANY	01-4300		16.09
85278097	11/02/2012	Allison V. Patterson	01-4300		83.98
85278098	11/02/2012	APPROVED SAFE & LOCK	01-4300		318.42
85278099	11/02/2012	ATHLETICS UNLIMITED	01-4300		7,832.52
85278100	11/02/2012	AVALON PRINTING & GRAPHICS	01-4300		193.93
85278101	11/02/2012	B&H PHOTO VIDEO	01-4300	213.42	
			Unpaid Sales Tax	14.42-	199.00
85278102	11/02/2012	CALTRONICS BUSINESS SYSTEMS	01-5600		284.97
85278103	11/02/2012	DEMCO MEDIA	01-4300		120.40
85278104	11/02/2012	DIRECT PRESS 2	01-4300		192.56
85278105	11/02/2012	DISCOUNT MAGAZINE SUB SERVICE	01-4300		50.00
85278106	11/02/2012	FIRST ROBOTICS	01-5800		275.00
85278107	11/02/2012	FLORA FRESH, INC.	01-4300		504.90
85278108	11/02/2012	GLOBE SCIENTIFIC, INC.	01-4300	73.28	
			Unpaid Sales Tax	4.24-	69.04
85278109	11/02/2012	IPARADIGMS LLC	01-4300		3,660.00
85278110	11/02/2012	MOUNTAIN MATH/LANGUAGE LLC	01-4300		99.90
85278111	11/02/2012	OFFICE DEPOT	01-4300	104.04	
			11-4300	100.87	204.91
85278112	11/02/2012	PCOE	01-5200		4,775.00
85278113	11/02/2012	PITNEY BOWES CREDIT CORP	01-5600		118.56
85278114	11/02/2012	POSTMASTER / SHERIDAN	11-4300		90.00
85278115	11/02/2012	RISO PRODUCTS OF SAC INC	01-4300		2,304.73
85278116	11/02/2012	SURVEILLANCE SYSTEM INT	01-4400		3,334.17
85278117	11/02/2012	TOLEDO P.E. SUPPLY	01-4300	115.77	
			Unpaid Sales Tax	7.82-	107.95
85278118	11/02/2012	WESTERN BLUE AN NWN COMPANY	01-4300		63.28
85278119	11/02/2012	Albert A. Medina	01-4300		149.55
85278120	11/02/2012	CITY OF LINCOLN / PG&E REIMB	01-5510		3,187.09
85278121	11/02/2012	PACIFIC GAS & ELECTRIC CO	01-5510		5,687.10
85278122	11/02/2012	PACIFIC GAS & ELECTRIC CO	01-5510		9,054.76
85278123	11/02/2012	VERIZON WIRELESS	01-5560	1,027.30	
			13-5560	51.71	
			21-5560	51.71	1,130.72
		Total Number of Checks	**66**		**102,037.54**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	48	68,353.98
11	Adult Education Fund	5	417.06
13	Cafeteria Fund	11	12,866.96
14	Deferred Maintenance Fund	2	6,200.00
21	Building Fund #1	5	12,476.45
40	Spec Res For Capital Outlay	1	1,800.00

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

4.2.8

Checks Dated 11/02/2012						
Check Number	Check Date	Pay to the Order of		Fund Object	Expensed Amount	Check Amount
		Total Number of Checks	66		102,114.45	
		Less Unpaid Sales Tax Liability			76.91-	
		Net (Check Amount)				**102,037.54**

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.

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:
December 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

December 4, 2012

CLASSIFIED/MANAGEMENT

NEW HIRES

1. **Name:** Doris Lamb — **Effective: 12/3/12**
   Position: Bus Driver, Special Needs — **Site: Transportation**
   Salary: CSEA, Range 24, Step D — **Funding: General**
   Hours: 5.58 Hours/5 days a week — **Replacement Position**
   Days: 10 Months/Year

ADDITIONAL POSITION

1. **Name:** Ramey Dern
   Position: Campus/Café Supervisor
   Site: Foskett Ranch Elementary
   Hours: 20 minutes/5 Days a week
   Days: 10 Months/Year
   Effective: 11/15/12
   Replacement Position

TRANSFER/PROMOTION

1. **Name:** Sarah Liebman
   Position: After-School Program Facilitator
   Site: Creekside Oaks Elementary
   Hours: 4 Hours/5 Days a week
   Days: 10 Months/Year
   Effective: 11/28/12
   Replacement Position

RESIGNATIONS

1. **Name:** Kathleen Johnson
   Position: Instructional Aide
   Site: Sheridan
   Hours: 5.66 Hours/5 days a week
   Effective: 12/19/12

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:
Student Discipline
Stipulated Expulsion Student #12-13-J
12-13-K

AGENDA ITEM AREA:
Consent Session

REQUESTED BY:
Michael Doherty
District Hearing Officer

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 04, 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-J
12-13-K

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
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Ratification of Consultant Agreement with School Site Solutions for work on acreage at Twelve Bridges High School site

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Heather Steer, Facilities Coordinator

ENCLOSURES:
Yes

DEPARTMENT:
Facilities

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

MEETING DATE:
December 4, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

The attached contract is for professional services with School Site Solutions for assistance in exploring approvability of additional acreage at the Twelve Bridges High School site, inclusive of reviewing past environmental studies and obtaining Contingent Site Approval status from California Department of Education

RECOMMENDATION:

Board of Trustees ratify contract with School Site Solutions.

4.5

SSS

School Site Solutions, Inc.

K-12 School Site and Facilities Specialists

Consultant Agreement

This contract is made by and between SCHOOL SITE SOLUTIONS, Inc. and the Western Placer Unified School District ("District"). SCHOOL SITE SOLUTIONS, Inc. will provide school site selection and California Department of Education (CDE) site approval services as described below. In consideration of the services provided, the District will pay to SCHOOL SITE SOLUTIONS, Inc. fees of $135.00 per hour, plus actual out of pocket expenses (such as mileage/travel, office expenses, etc.) not to exceed $7,500.00. The District will be billed monthly for fees and expenses.

SCHOOL SITE SOLUTIONS, Inc. will provide the District with the following services:

- Assist the District with existing school site facility issues.
- Assist in coordinating District architects, environmental consultants and State agencies in addressing facility issues.
- Assist the District with site approval issues.
- Meet with District staff, the CDE Field Representative and other State agencies.
- Identify for the District all the necessary health and safety studies that are required for CDE approval.
- Assist the District in identifying all necessary consultants to complete required health and safety studies, monitor their progress, and review for completeness.
- Meet with local planning agencies, District staff, and attend District Board meetings when necessary.
- Prepare a Notice of Exemption for the project.
- Prepare all site application forms for Contingent Site Approval and compile the contingent site package for submittal to CDE and monitor its progress.
- Provide the District with advice on the State program when requested.
- The District is responsible for contracting with identified consultants.

Sch
K-12

The District will be responsible for providing project information in a timely manner, verifying all data prepared by SCHOOL SITE SOLUTIONS, Inc. and shall be responsible for consulting with legal counsel related to the preparation of document forms and reports.

Changes to the State facilities program and additional requirements by the regulatory agencies and duties requested outside the scope of this contract may impact the provisions of this proposal.

Either party within 30 days notice may terminate this contract. In the case of termination, the District will be entitled to completion of all work in progress at its option, and SCHOOL SITE SOLUTIONS, Inc. will be entitled to payment in full of all expenses and fees incurred. If the terms of this agreement meet with your approval, please indicate same below by your signature and return a copy for my files.

AGREED: SCHOOL SITE SOLUTIONS
James F. Bush, President

_____

Date_____

Western Placer Unified School District
Authorized Signature, Title

[signature] Facilities Coordinator

Date 11-26-12

4.5.1

2015 H Street / Sacramento, CA 95811
916.930.0736 · 916.930.0788 fax
www.schoolsitesolutions.com

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:

Report of Disclosure Requirements for Quarterly Reports of Investments.

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of Business Services and Operations

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

December 4, 2012

ROLL CALL REQUIRED:

No

BACKGROUND:

Government Code 53646 requires that if a local agency has placed all of its investments in the Local Agency Investment Fund or in a Federal Deposit Insurance Corporation insured accounts in a bank or savings and loan association, in a county investment pool or any combination of these, the chief financial officer needs to provide to the Board of Trustees the most recent statement of statements received by the local agency from these institutions.

The District maintains its entire reserve in the County of Placer investment pool. Therefore, to meet the requirements of Government Code 53646, the County of Placer Treasurer's Investment Reports are submitted to the District's Board of Trustees on a quarterly basis for their review.

RECOMMENDATION:

Accept the report of disclosure requirements for quarterly reports of investments.

4.6

Office of
Jenine Windeshausen
Treasurer-Tax Collector
County of Placer

COUNTY OF PLACER

TREASURER'S POOLED INVESTMENT REPORT

For the Month of JULY 31, 2012

4.g.1

2976 Richardson Drive • Auburn, California 95603
Tax Collector / Business Licenses (530) 889-4120 • Treasurer (530) 889-4140 • Bonds (530) 889-4146

PREFACE

Placer County Treasurer's Pooled Investment Report

July 31, 2012

For the purpose of clarity the following glossary of investment terms has been provided.

Book Value is the purchase price of a security plus amortization of any premium or discount. This may be more or less than face value, depending upon whether the security was purchased at a premium or at a discount.

Par Value is the principal amount of a security and the amount of principal that will be paid at maturity.

Market Value is the value at which a security can be sold at the time it is priced or the need to sell arises.

Market values are only relevant if the investment is sold prior to maturity. Profit or loss would be realized only if the specific investment were to be sold.

Government Code 53646 Compliance Report

The following information is a monthly update of funds on deposit in the Placer County Treasury pursuant to California Government code Section 53646. Further details of individual investments are included in the Treasurer's Monthly Investment Report. All investment transactions and decisions have been made with full compliance with California Government Code and Placer County's Statement of Investment Policy.

Individual securities are priced at the end of each month by Wells Fargo Bank.

The Weighted Average Maturity of the investments with the Treasury is 1,569 days.

The ability of the Placer County Treasury to meet its cash flow needs is demonstrated by $183,591,349.37 in cash and investments maturing in the next 180 days.

4.6.2

General Fund
Portfolio Management
Portfolio Summary
July 31, 2012

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
U.S. Treasury Coupons	70,000,000.00	72,073,900.00	70,627,479.60	7.72	1,413	556	1.600	1.622
Federal Agency Coupons	350,000,000.00	351,403,736.11	350,057,178.69	38.27	1,764	1,527	1.405	1.425
Medium Term Notes	262,000,000.00	262,884,980.00	261,708,551.30	28.61	1,437	905	2.126	2.156
Negotiable Certificates of Deposit	80,000,000.00	80,076,183.33	80,020,781.22	8.75	208	44	0.555	0.563
PFA - HELICOPTER	888,442.55	888,442.55	888,442.55	0.10	2,559	1,349	2.442	2.476
Local Agency GO Bond	65,000.00	65,000.00	65,000.00	0.01	1,468	334	0.492	0.499
Local Agency Bonds	73,172,486.00	73,172,486.00	73,172,486.00	8.00	10,743	8,469	3.440	3.488
Rolling Repurchase Agreements - 2	77,204,063.26	77,204,063.26	77,204,063.26	8.44	1	1	0.000	0.000
mPower Placer	1,046,717.78	1,046,717.78	1,046,717.78	0.11	1	1	3.452	3.500
Investments	**914,376,709.59**	**918,815,509.03**	**914,790,700.40**	**100.00%**	**2,075**	**1,569**	**1.600**	**1.622**
Cash								
Passbook/Checking (not included in yield calculations)	52,091,349.37	52,091,349.37	52,091,349.37		1	1	0.000	0.000
Total Cash and Investments	**966,468,058.96**	**970,906,858.40**	**966,882,049.77**		**2,075**	**1,569**	**1.600**	**1.622**

Total Earnings	July 31 Month Ending	Fiscal Year To Date
Current Year	1,357,800.63	1,357,800.64
Average Daily Balance	**961,267,115.06**	**961,267,115.06**
Effective Rate of Return	**1.66%**	**1.66%**

8/8/12

KIMBERLY HAWLEY, CHIEF DEPUTY TREASURER

Reporting period 07/01/2012-07/31/2012
Data Updated: FUNDSNAP: 08/07/2012 13:33
Run Date: 08/07/2012 - 13:33

Portfolio PLCR
NLI AC
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.3

General Fund
Portfolio Management
Portfolio Details - Investments
July 31, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
U.S. Treasury Coupons											
912828HY9	08070	U. S. TREASURY COUPON		09/30/2008	10,000,000.00	10,219,100.00	10,024,641.36	3.125	2.732	272	04/30/2013
912828LX6	09302	U. S. TREASURY COUPON		12/01/2009	10,000,000.00	10,035,200.00	10,008,281.25	1.375	1.069	106	11/15/2012
912828LX6	09311	U. S. TREASURY COUPON		12/10/2009	10,000,000.00	10,035,200.00	10,004,020.77	1.375	1.216	106	11/15/2012
912828JD3	09394	U. S. TREASURY COUPON		03/30/2010	10,000,000.00	10,290,200.00	10,141,903.41	3.375	1.742	333	06/30/2013
912828PJ3	10046	U. S. TREASURY COUPON		12/02/2010	10,000,000.00	10,343,800.00	9,931,250.00	1.375	1.569	1,216	11/30/2015
912828PJ3	10047	U. S. TREASURY COUPON		12/02/2010	10,000,000.00	10,343,800.00	9,912,500.00	1.375	1.627	1,216	11/30/2015
912828CJ7	10063	U. S. TREASURY COUPON		12/14/2010	10,000,000.00	10,806,600.00	10,604,882.81	4.750	1.261	652	05/15/2014
		Subtotal and Average	**75,164,900.06**		**70,000,000.00**	**72,073,900.00**	**70,627,479.60**		**1.600**	**556**	
Federal Agency Coupons											
31331KXC9	11021	FEDERAL FARM CREDIT BANK		09/06/2011	10,000,000.00	10,013,300.00	10,000,000.00	1.500	1.479	1,497	09/06/2016
31331KF39	11034	FEDERAL FARM CREDIT BANK		10/11/2011	10,000,000.00	10,023,100.00	9,995,805.56	1.370	1.361	1,532	10/11/2016
31331KX47	11056	FEDERAL FARM CREDIT BANK		11/30/2011	10,000,000.00	10,035,500.00	9,987,010.57	1.510	1.520	1,580	11/28/2016
31331K2R0	11062	FEDERAL FARM CREDIT BANK		12/12/2011	10,000,000.00	10,046,100.00	10,000,000.00	1.500	1.479	1,594	12/12/2016
3133EAAQ1	11087	FEDERAL FARM CREDIT BANK		01/26/2012	10,000,000.00	10,000,300.00	9,994,600.74	0.430	0.455	632	04/25/2014
3133EAKP2	11109	FEDERAL FARM CREDIT BANK		04/04/2012	10,000,000.00	10,066,600.00	10,000,000.00	1.360	1.341	1,707	04/04/2017
313376CJ2	11050	FEDERAL HOME LOAN BANK		11/16/2011	10,000,000.00	10,035,000.00	9,998,283.33	1.500	1.484	1,568	11/16/2016
3133786N6	11097	FEDERAL HOME LOAN BANK		02/21/2012	10,000,000.00	10,005,900.00	10,000,000.00	1.200	1.184	1,665	02/21/2017
3133785W7	11098	FEDERAL HOME LOAN BANK		02/24/2012	10,000,000.00	10,004,700.00	10,000,000.00	0.750	1.227	1,668	02/24/2017
313378DD0	11103	FEDERAL HOME LOAN BANK		03/14/2012	10,000,000.00	10,012,700.00	9,990,761.11	1.240	1.243	1,686	03/14/2017
313378TJ0	11107	FEDERAL HOME LOAN BANK		03/28/2012	10,000,000.00	10,014,500.00	10,000,000.00	1.000	1.569	1,700	03/28/2017
313378XD8	11115	FEDERAL HOME LOAN BANK		04/26/2012	10,000,000.00	10,021,900.00	10,005,855.56	1.375	1.331	1,729	04/26/2017
3133795Q8	11119	FEDERAL HOME LOAN BANK		05/08/2012	10,000,000.00	10,000,200.00	10,000,000.00	0.500	0.493	1,741	05/08/2017
313379LS6	11123	FEDERAL HOME LOAN BANK		06/14/2012	10,000,000.00	10,007,600.00	9,997,565.28	1.000	1.244	1,778	06/14/2017
313379VE6	12001	FEDERAL HOME LOAN BANK		07/17/2012	10,000,000.00	10,097,236.11	10,098,913.20	1.010	0.809	1,783	06/19/2017
3134G2U42	11068	FED HOME LOAN MORT CORP		12/16/2011	10,000,000.00	10,015,400.00	9,995,455.84	0.375	0.407	440	10/15/2013
3134G3DV9	11076	FED HOME LOAN MORT CORP		12/28/2011	10,000,000.00	10,050,900.00	10,008,166.67	1.550	1.488	1,610	12/28/2016
3134G3GN4	11086	FED HOME LOAN MORT CORP		01/18/2012	10,000,000.00	10,051,200.00	10,000,000.00	1.500	1.479	1,631	01/18/2017
3136F9PZ0	07005	FEDERAL NATIONAL MORT. ASSOC.		05/28/2008	10,000,000.00	10,314,600.00	9,995,050.00	4.050	4.061	300	05/28/2013
3136FMHX5	09387	FEDERAL NATIONAL MORT. ASSOC.		03/26/2010	10,000,000.00	10,023,700.00	10,000,000.00	2.000	1.973	967	03/26/2015
3136FMTY0	09452	FEDERAL NATIONAL MORT. ASSOC.		05/28/2010	10,000,000.00	10,055,100.00	9,998,870.00	2.000	1.977	1,030	05/28/2015
3136FTSZ3	11066	FEDERAL NATIONAL MORT. ASSOC.		12/14/2011	10,000,000.00	10,044,600.00	10,011,970.00	1.650	1.561	1,596	12/14/2016
3136FTUR8	11074	FEDERAL NATIONAL MORT. ASSOC.		12/28/2011	10,000,000.00	10,003,000.00	10,000,000.00	0.500	1.742	1,610	12/28/2016
3136FTUK3	11075	FEDERAL NATIONAL MORT. ASSOC.		12/28/2011	10,000,000.00	10,050,500.00	10,000,000.00	1.625	1.603	1,610	12/28/2016
3136FTUZ0	11077	FEDERAL NATIONAL MORT. ASSOC.		12/30/2011	10,000,000.00	10,119,700.00	10,000,000.00	1.400	1.381	1,612	12/30/2016
3136FTH44	11093	FEDERAL NATIONAL MORT. ASSOC.		02/08/2012	10,000,000.00	10,047,300.00	9,993,220.83	1.000	1.340	1,652	02/08/2017

General Fund
Portfolio Management
Portfolio Details - Investments
July 31, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Federal Agency Coupons											
3136FTK57	11095	FEDERAL NATIONAL MORT. ASSOC.		02/13/2012	10,000,000.00	10,075,900.00	10,000,000.00	0.875	1.345	1,657	02/13/2017
3136FTZ77	11101	FEDERAL NATIONAL MORT. ASSOC.		03/13/2012	10,000,000.00	10,054,100.00	10,000,000.00	1.000	1.373	1,685	03/13/2017
3136FTY29	11102	FEDERAL NATIONAL MORT. ASSOC.		03/13/2012	10,000,000.00	10,013,100.00	10,000,000.00	1.300	1.282	1,685	03/13/2017
3136FT3Y3	11105	FEDERAL NATIONAL MORT. ASSOC.		03/28/2012	10,000,000.00	10,017,100.00	10,000,000.00	1.350	1.332	1,700	03/28/2017
3136FT5B1	11106	FEDERAL NATIONAL MORT. ASSOC.		03/28/2012	10,000,000.00	10,011,600.00	9,993,012.50	1.000	1.365	1,700	03/28/2017
3136G0CS8	11116	FEDERAL NATIONAL MORT. ASSOC.		04/26/2012	10,000,000.00	10,014,100.00	10,000,000.00	1.125	1.533	1,729	04/26/2017
3136G0KV2	11122	FEDERAL NATIONAL MORT. ASSOC.		06/07/2012	10,000,000.00	10,019,300.00	10,000,000.00	1.000	1.276	1,771	06/07/2017
3136G0NC1	11124	FEDERAL NATIONAL MORT. ASSOC.		06/28/2012	10,000,000.00	10,016,100.00	9,992,637.50	0.750	1.336	1,792	06/28/2017
3136G0QG9	11125	FEDERAL NATIONAL MORT. ASSOC.		06/28/2012	10,000,000.00	10,021,800.00	10,000,000.00	1.125	1.110	1,792	06/28/2017
		Subtotal and Average	**381,485,317.12**		**350,000,000.00**	**351,403,736.11**	**350,057,178.69**		**1.405**	**1,527**	
Medium Term Notes											
06051GEB1	10001	BANK OF AMERICA CORP		07/26/2010	13,000,000.00	13,658,060.00	13,290,780.30	4.500	3.531	973	04/01/2015
06050MD27	10010	BANK OF AMERICA CORP		09/24/2010	10,000,000.00	9,717,500.00	9,767,820.25	0.622	1.741	775	09/15/2014
06406HBE8	09295	Bank of New York Mellon		11/02/2009	10,000,000.00	10,112,700.00	10,069,464.32	4.950	2.042	92	11/01/2012
084670AY4	10012	BERKSHIRE HATHAWAY FINANCE		09/27/2010	14,000,000.00	14,038,220.00	14,015,645.16	0.897	0.611	194	02/11/2013
2254C0TC1	09347	Credit Suisse New York		01/29/2010	5,000,000.00	5,157,100.00	5,092,192.24	5.000	2.512	287	05/15/2013
36962G4Q4	10026	General Electric Company		10/15/2010	5,000,000.00	5,072,750.00	5,019,267.36	1.875	1.502	411	09/16/2013
36962G3T9	08280	GENERAL ELECTRIC CAPITAL CORP		09/03/2009	5,000,000.00	5,159,850.00	5,039,946.89	4.800	4.367	273	05/01/2013
36962G4K7	09459	GENERAL ELECTRIC CAPITAL CORP		06/24/2010	10,000,000.00	10,038,400.00	9,977,412.18	1.317	1.688	167	01/15/2013
36962GN1	10002	GENERAL ELECTRIC CAPITAL CORP		08/11/2010	10,000,000.00	9,929,100.00	9,996,972.22	1.217	1.456	1,105	08/11/2015
36962G4N1	10003	GENERAL ELECTRIC CAPITAL CORP		08/18/2010	10,000,000.00	9,929,100.00	9,987,841.61	1.217	1.483	1,105	08/11/2015
36962G4S0	10056	GENERAL ELECTRIC CAPITAL CORP		12/08/2010	10,000,000.00	9,891,700.00	9,976,983.26	1.120	1.367	1,155	09/30/2015
36962G4L5	11053	GENERAL ELECTRIC CAPITAL CORP		11/21/2011	10,000,000.00	10,645,900.00	10,381,252.39	3.500	2.103	1,062	06/29/2015
36962G5Q3	11090	GENERAL ELECTRIC CAPITAL CORP		01/31/2012	10,000,000.00	9,859,700.00	10,000,000.00	1.375	1.356	912	01/30/2015
38143UTY7	10141	GOLDMAN SACHS GROUP		04/27/2011	20,000,000.00	19,698,600.00	20,000,000.00	1.448	1.725	1,365	04/27/2016
38143UH20	11058	GOLDMAN SACHS GROUP		12/05/2011	10,000,000.00	9,956,600.00	10,000,000.00	4.150	3.362	856	12/05/2014
38141GEG5	11118	GOLDMAN SACHS GROUP		05/04/2012	10,000,000.00	9,230,100.00	9,124,499.57	0.924	3.457	1,329	03/22/2016
46623EJC4	10034	JP MORGAN CHASE BANK		11/08/2010	10,000,000.00	10,055,500.00	10,017,651.37	1.211	1.009	425	09/30/2013
46625HHW3	11094	JP MORGAN CHASE BANK		02/13/2012	10,000,000.00	10,276,100.00	10,154,883.29	2.600	2.101	1,262	01/15/2016
46625HJA9	11099	JP MORGAN CHASE BANK		03/09/2012	10,000,000.00	10,514,000.00	10,285,526.22	3.150	2.348	1,434	07/05/2016
61745E4D0	10102	MORGAN STANLEY		02/09/2011	20,000,000.00	19,083,200.00	20,000,000.00	2.520	2.482	1,287	02/09/2016
594918AG9	10069	Microsoft Corp		12/17/2010	10,000,000.00	10,385,600.00	9,834,718.51	1.625	2.150	1,150	09/25/2015
89233P4B9	11121	TOYOTA MOTOR CREDIT		05/30/2012	10,000,000.00	10,697,800.00	10,580,424.43	3.200	1.126	1,050	06/17/2015
949746NY3	08104	WELLS FARGO & CO.		12/08/2008	10,000,000.00	10,195,400.00	9,970,006.70	4.375	4.977	183	01/31/2013
949746NA5	11025	WELLS FARGO & CO.		09/20/2011	10,000,000.00	9,791,000.00	9,565,730.72	0.647	2.023	1,183	10/28/2015

General Fund
Portfolio Management
Portfolio Details - Investments
July 31, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Medium Term Notes											
949746NA5	11081	WELLS FARGO & CO.		01/13/2012	10,000,000.00	9,791,000.00	9,559,532.31	0.647	1.972	1,183	10/28/2015
		Subtotal and Average	**261,735,375.85**		**262,000,000.00**	**262,884,980.00**	**261,708,551.30**		**2.126**	**905**	
Negotiable Certificates of Deposit											
46115LAA6	10033	Intesa SanPaolo New York		11/05/2010	10,000,000.00	10,068,700.00	10,020,159.27	2.375	1.818	142	12/21/2012
74977MS55	11108	RABOBANK NEDERLAND NV NY		03/29/2012	20,000,000.00	20,005,083.33	20,000,621.95	0.510	0.500	64	10/04/2012
74977JRD6	11113	RABOBANK NEDERLAND NV NY		04/13/2012	20,000,000.00	20,000,600.00	20,000,000.00	0.330	0.330	9	08/10/2012
90527MP59	11120	Union Bank NA		05/23/2012	30,000,000.00	30,001,800.00	30,000,000.00	0.320	0.320	20	08/21/2012
		Subtotal and Average	**80,022,881.16**		**80,000,000.00**	**80,076,183.33**	**80,020,781.22**		**0.555**	**44**	
Commercial Paper Disc. -Amortizing											
		Subtotal and Average	**10,322,169.18**								
PFA - HELICOPTER											
SYS08169	08169	Public Finance Authority		04/09/2009	888,442.55	888,442.55	888,442.55	2.476	2.442	1,349	04/11/2016
		Subtotal and Average	**888,442.55**		**888,442.55**	**888,442.55**	**888,442.55**		**2.442**	**1,349**	
Local Agency GO Bond											
SYS08244	08244	Newcastle Elem. School Distric		06/24/2009	65,000.00	65,000.00	65,000.00	1.830	0.492	334	07/01/2013
		Subtotal and Average	**65,000.00**		**65,000.00**	**65,000.00**	**65,000.00**		**0.492**	**334**	
Local Agency Bonds											
SYS12126	12126	COLFAX ELEMENTARY TRAN		06/29/2012	200,000.00	200,000.00	200,000.00	1.000	0.986	58	09/28/2012
SYS05311	05311	MIDDLE FORK JPA		03/29/2006	71,672,486.00	71,672,486.00	71,672,486.00	3.550	3.501	8,644	04/01/2036
SYS	11045	mPower Placer		11/01/2011	1,300,000.00	1,300,000.00	1,300,000.00	0.450	0.450	92	11/01/2012
		Subtotal and Average	**73,172,486.00**		**73,172,486.00**	**73,172,486.00**	**73,172,486.00**		**3.440**	**8,469**	
Rolling Repurchase Agreements - 2											
SYS11085	11085	CANTOR FITZGERALD		01/17/2012	0.00	0.00	0.00	0.130	0.130	1	
SYS000SWEEP	SWEEP	WFB REPURCHASE-SWEEP		03/01/2012	77,204,063.26	77,204,063.26	77,204,063.26		0.000	1	
		Subtotal and Average	**35,338,697.33**		**77,204,063.26**	**77,204,063.26**	**77,204,063.26**		**0.000**	**1**	
mPower Placer											
SYS09460	09460	mPower Placer		06/24/2010	1,046,717.78	1,046,717.78	1,046,717.78	3.500	3.452	1	
		Subtotal and Average	**1,046,717.78**		**1,046,717.78**	**1,046,717.78**	**1,046,717.78**		**3.452**	**1**	

General Fund
Portfolio Management
Portfolio Details - Investments
July 31, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	Days to Maturity
		Total and Average	961,267,115.06		914,376,709.59	918,815,509.03	914,790,700.40		1.600	1,569

General Fund
Portfolio Management
Portfolio Details - Cash
July 31, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	Days to Maturity
Cash at Bank										
SYS00000	00000	PLACER COUNTY CASH			51,716,841.97	51,716,841.97	51,716,841.97		0.000	1
Undeposited Receipts										
SYS00000VAULT	00000VAULT	PLACER COUNTY CASH			374,507.40	374,507.40	374,507.40		0.000	1
		Average Balance	**0.00**							**1**
		Total Cash and Investments	**961,267,115.06**		**966,468,058.96**	**970,906,858.40**	**966,882,049.77**		**1.600**	**1,569**

General Fund
Purchases Report
Sorted by Fund - Fund
July 1, 2012 - July 31, 2012

CUSIP	Investment #	Fund	Sec. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
General Fund													
313379VE6	12001	1010	FAC	FHLB	10,000,000.00	07/17/2012	12/19 - 06/19	10,091,500.00	8,136.11	1.010	06/19/2017	0.820	10,098,913.20
				Subtotal	**10,000,000.00**			**10,091,500.00**	**8,136.11**				**10,098,913.20**
				Total Purchases	**10,000,000.00**			**10,091,500.00**	**8,136.11**				**10,098,913.20**

4.6.4

Office of
Jenine Windeshausen
Treasurer-Tax Collector
County of Placer

COUNTY OF PLACER

TREASURER'S POOLED INVESTMENT REPORT

For the Month of AUGUST 31, 2012

2976 Richardson Drive • Auburn, California 95603
Tax Collector / Business Licenses (530) 889-4120 • Treasurer (530) 889-4140 • Bonds (530) 889-4146

PREFACE

Placer County Treasurer's Pooled Investment Report

August 31, 2012

For the purpose of clarity the following glossary of investment terms has been provided.

Book Value is the purchase price of a security plus amortization of any premium or discount. This may be more or less than face value, depending upon whether the security was purchased at a premium or at a discount.

Par Value is the principal amount of a security and the amount of principal that will be paid at maturity.

Market Value is the value at which a security can be sold at the time it is priced or the need to sell arises.

Market values are only relevant if the investment is sold prior to maturity. Profit or loss would be realized only if the specific investment were to be sold.

Government Code 53646 Compliance Report

The following information is a monthly update of funds on deposit in the Placer County Treasury pursuant to California Government code Section 53646. Further details of individual investments are included in the Treasurer's Monthly Investment Report. All investment transactions and decisions have been made with full compliance with California Government Code and Placer County's Statement of Investment Policy.

Individual securities are priced at the end of each month by Wells Fargo Bank.

The Weighted Average Maturity of the investments with the Treasury is 1,604 days.

The ability of the Placer County Treasury to meet its cash flow needs is demonstrated by $146,769,533.91 in cash and investments maturing in the next 180 days.

4.6.11

General Fund
Portfolio Management
Portfolio Summary
August 31, 2012

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
U.S. Treasury Coupons	70,000,000.00	71,937,900.00	70,583,086.80	8.21	1,413	525	1.600	1.623
Federal Agency Coupons	330,000,000.00	331,297,036.11	330,051,253.55	38.41	1,760	1,491	1.437	1.457
Medium Term Notes	262,000,000.00	263,366,680.00	261,685,828.24	30.45	1,437	874	2.121	2.150
Negotiable Certificates of Deposit	30,000,000.00	29,847,883.33	30,016,297.36	3.49	385	59	0.940	0.953
PFA - HELICOPTER	888,442.55	888,442.55	888,442.55	0.10	2,559	1,318	2.442	2.476
Local Agency GO Bond	65,000.00	65,000.00	65,000.00	0.01	1,468	303	0.492	0.499
Local Agency Bonds	73,172,486.00	73,172,486.00	73,172,486.00	8.52	10,743	8,438	3.440	3.488
Rolling Repurchase Agreements - 2	91,797,935.35	91,797,935.35	91,797,935.35	10.68	1	1	0.137	0.139
mPower Placer	1,046,717.78	1,046,717.78	1,046,717.78	0.12	1	1	3.452	3.500
Investments	**858,970,581.68**	**863,420,081.12**	**859,307,047.63**	**100.00%**	**2,161**	**1,604**	**1.677**	**1.700**
Cash								
Passbook/Checking (not included in yield calculations)	51,269,533.91	51,269,533.91	51,269,533.91		1	1	0.000	0.000
Total Cash and Investments	**910,240,115.59**	**914,689,615.03**	**910,576,581.54**		**2,161**	**1,604**	**1.677**	**1.700**

Total Earnings	August 31 Month Ending	Fiscal Year To Date
Current Year	1,181,159.55	2,538,824.70
Average Daily Balance	**925,727,351.82**	**943,497,233.44**
Effective Rate of Return	**1.50%**	**1.58%**

KIMBERLY HAWLEY, CHIEF DEPUTY TREASURER

9/12/12

Reporting period 08/01/2012-08/31/2012
Data Updated: FUNDSNAP: 09/11/2012 11:24
Run Date: 09/11/2012 - 11:24

Portfolio PLCR
NL! AC
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.3

General Fund
Portfolio Management
Portfolio Details - Investments
August 31, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
U.S. Treasury Coupons											
912828HY9	08070	U. S. TREASURY COUPON		09/30/2008	10,000,000.00	10,192,600.00	10,021,832.97	3.125	2.732	241	04/30/2013
912828LX6	09302	U. S. TREASURY COUPON		12/01/2009	10,000,000.00	10,024,600.00	10,005,859.37	1.375	1.069	75	11/15/2012
912828LX6	09311	U. S. TREASURY COUPON		12/10/2009	10,000,000.00	10,024,600.00	10,002,844.89	1.375	1.216	75	11/15/2012
912828JD3	09394	U. S. TREASURY COUPON		03/30/2010	10,000,000.00	10,261,300.00	10,128,693.18	3.375	1.742	302	06/30/2013
912828PJ3	10046	U. S. TREASURY COUPON		12/02/2010	10,000,000.00	10,335,200.00	9,933,002.67	1.375	1.569	1,185	11/30/2015
912828PJ3	10047	U. S. TREASURY COUPON		12/02/2010	10,000,000.00	10,335,200.00	9,914,730.67	1.375	1.627	1,185	11/30/2015
912828CJ7	10063	U. S. TREASURY COUPON		12/14/2010	10,000,000.00	10,764,400.00	10,576,123.05	4.750	1.261	621	05/15/2014
		Subtotal and Average	**70,604,567.19**		**70,000,000.00**	**71,937,900.00**	**70,583,086.80**		**1.600**	**525**	
Federal Agency Coupons											
31331KXC9	11021	FEDERAL FARM CREDIT BANK		09/06/2011	10,000,000.00	10,000,800.00	10,000,000.00	1.500	1.479	1,466	09/06/2016
31331KF39	11034	FEDERAL FARM CREDIT BANK		10/11/2011	10,000,000.00	10,012,900.00	9,995,888.89	1.370	1.361	1,501	10/11/2016
31331KX47	11056	FEDERAL FARM CREDIT BANK		11/30/2011	10,000,000.00	10,028,200.00	9,987,260.85	1.510	1.520	1,549	11/28/2016
31331K2R0	11062	FEDERAL FARM CREDIT BANK		12/12/2011	10,000,000.00	10,037,300.00	10,000,000.00	1.500	1.479	1,563	12/12/2016
3133EAAQ1	11087	FEDERAL FARM CREDIT BANK		01/26/2012	10,000,000.00	10,000,100.00	9,994,860.32	0.430	0.455	601	04/25/2014
3133EAKP2	11109	FEDERAL FARM CREDIT BANK		04/04/2012	10,000,000.00	10,067,800.00	10,000,000.00	1.360	1.341	1,676	04/04/2017
313376CJ2	11050	FEDERAL HOME LOAN BANK		11/16/2011	10,000,000.00	10,025,600.00	9,998,316.67	1.500	1.484	1,537	11/16/2016
313378DD0	11103	FEDERAL HOME LOAN BANK		03/14/2012	10,000,000.00	10,003,200.00	9,990,927.78	1.240	1.243	1,655	03/14/2017
313378TJ0	11107	FEDERAL HOME LOAN BANK		03/28/2012	10,000,000.00	10,005,600.00	10,000,000.00	1.000	1.569	1,669	03/28/2017
313378XD8	11115	FEDERAL HOME LOAN BANK		04/26/2012	10,000,000.00	10,015,900.00	10,003,788.89	1.375	1.331	1,698	04/26/2017
313379LS6	11123	FEDERAL HOME LOAN BANK		06/14/2012	10,000,000.00	10,002,100.00	9,997,606.94	1.000	1.244	1,747	06/14/2017
313379VE6	12001	FEDERAL HOME LOAN BANK		07/17/2012	10,000,000.00	10,135,036.11	10,097,364.10	1.010	0.809	1,752	06/19/2017
3134G2U42	11068	FED HOME LOAN MORT CORP		12/16/2011	10,000,000.00	10,017,300.00	9,995,769.95	0.375	0.407	409	10/15/2013
3134G3DV9	11076	FED HOME LOAN MORT CORP		12/28/2011	10,000,000.00	10,042,700.00	10,006,500.00	1.550	1.488	1,579	12/28/2016
3134G3GN4	11086	FED HOME LOAN MORT CORP		01/18/2012	10,000,000.00	10,045,300.00	10,000,000.00	1.500	1.479	1,600	01/18/2017
3136F9PZ0	07005	FEDERAL NATIONAL MORT. ASSOC.		05/28/2008	10,000,000.00	10,281,200.00	9,995,550.00	4.050	4.061	269	05/28/2013
3136FMHX5	09387	FEDERAL NATIONAL MORT. ASSOC.		03/26/2010	10,000,000.00	10,009,600.00	10,000,000.00	2.000	1.973	936	03/26/2015
3136FMTY0	09452	FEDERAL NATIONAL MORT. ASSOC.		05/28/2010	10,000,000.00	10,040,200.00	9,998,903.33	2.000	1.977	999	05/28/2015
3136FTSZ3	11066	FEDERAL NATIONAL MORT. ASSOC.		12/14/2011	10,000,000.00	10,037,100.00	10,009,270.00	1.650	1.561	1,565	12/14/2016
3136FTUR8	11074	FEDERAL NATIONAL MORT. ASSOC.		12/28/2011	10,000,000.00	10,002,000.00	10,000,000.00	0.500	1.742	1,579	12/28/2016
3136FTUK3	11075	FEDERAL NATIONAL MORT. ASSOC.		12/28/2011	10,000,000.00	10,043,400.00	10,000,000.00	1.625	1.603	1,579	12/28/2016
3136FTUZ0	11077	FEDERAL NATIONAL MORT. ASSOC.		12/30/2011	10,000,000.00	10,133,600.00	10,000,000.00	1.400	1.381	1,581	12/30/2016
3136FTH44	11093	FEDERAL NATIONAL MORT. ASSOC.		02/08/2012	10,000,000.00	10,044,300.00	9,993,345.83	1.000	1.340	1,621	02/08/2017
3136FTK57	11095	FEDERAL NATIONAL MORT. ASSOC.		02/13/2012	10,000,000.00	10,089,100.00	10,000,000.00	0.875	1.345	1,626	02/13/2017
3136FTZ77	11101	FEDERAL NATIONAL MORT. ASSOC.		03/13/2012	10,000,000.00	10,052,000.00	10,000,000.00	1.000	1.373	1,654	03/13/2017
3136FTY29	11102	FEDERAL NATIONAL MORT. ASSOC.		03/13/2012	10,000,000.00	10,003,100.00	10,000,000.00	1.300	1.282	1,654	03/13/2017

General Fund
Portfolio Management
Portfolio Details - Investments
August 31, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Federal Agency Coupons											
3136FT3Y3	11105	FEDERAL NATIONAL MORT. ASSOC.		03/28/2012	10,000,000.00	10,007,900.00	10,000,000.00	1.350	1.332	1,669	03/28/2017
3136FT5B1	11106	FEDERAL NATIONAL MORT. ASSOC.		03/28/2012	10,000,000.00	10,005,600.00	9,993,137.50	1.000	1.365	1,669	03/28/2017
3136G0CS8	11116	FEDERAL NATIONAL MORT. ASSOC.		04/26/2012	10,000,000.00	10,010,700.00	10,000,000.00	1.125	1.533	1,698	04/26/2017
3136G0KV2	11122	FEDERAL NATIONAL MORT. ASSOC.		06/07/2012	10,000,000.00	10,029,100.00	10,000,000.00	1.000	1.276	1,740	06/07/2017
3136G0NC1	11124	FEDERAL NATIONAL MORT. ASSOC.		06/28/2012	10,000,000.00	10,026,900.00	9,992,762.50	0.750	1.336	1,761	06/28/2017
3136G0QG9	11125	FEDERAL NATIONAL MORT. ASSOC.		06/28/2012	10,000,000.00	10,023,700.00	10,000,000.00	1.125	1.110	1,761	06/28/2017
3136G0ZV6	12003	FEDERAL NATIONAL MORT. ASSOC.		08/28/2012	10,000,000.00	10,017,700.00	10,000,000.00	0.700	1.158	1,822	08/28/2017
		Subtotal and Average	**337,473,379.82**		**330,000,000.00**	**331,297,036.11**	**330,051,253.55**		**1.437**	**1,491**	
Medium Term Notes											
06051GEB1	10001	BANK OF AMERICA CORP		07/26/2010	13,000,000.00	13,829,010.00	13,281,693.41	4.500	3.531	942	04/01/2015
06050MD27	10010	BANK OF AMERICA CORP		09/24/2010	10,000,000.00	9,717,500.00	9,777,107.44	0.622	1.741	744	09/15/2014
06406HBE8	09295	Bank of New York Mellon		11/02/2009	10,000,000.00	10,071,000.00	10,046,309.55	4.950	2.042	61	11/01/2012
084670AY4	10012	BERKSHIRE HATHAWAY FINANCE		09/27/2010	14,000,000.00	14,037,520.00	14,013,145.16	0.868	0.605	163	02/11/2013
2254C0TC1	09347	Credit Suisse New York		01/29/2010	5,000,000.00	5,143,450.00	5,082,453.63	5.000	2.512	256	05/15/2013
36962G4Q4	10026	General Electric Company		10/15/2010	5,000,000.00	5,070,150.00	5,017,840.15	1.875	1.502	380	09/16/2013
36962G3T9	08280	GENERAL ELECTRIC CAPITAL CORP		09/03/2009	5,000,000.00	5,141,850.00	5,035,508.35	4.800	4.367	242	05/01/2013
36962G4K7	09459	GENERAL ELECTRIC CAPITAL CORP		06/24/2010	10,000,000.00	10,028,800.00	9,981,605.13	1.317	1.688	136	01/15/2013
36962GN1	10002	GENERAL ELECTRIC CAPITAL CORP		08/11/2010	10,000,000.00	9,929,100.00	9,997,055.56	1.217	1.456	1,074	08/11/2015
36962G4N1	10003	GENERAL ELECTRIC CAPITAL CORP		08/18/2010	10,000,000.00	9,981,200.00	9,988,176.24	1.188	1.465	1,074	08/11/2015
36962G4S0	10056	GENERAL ELECTRIC CAPITAL CORP		12/08/2010	10,000,000.00	9,924,900.00	9,977,589.49	1.120	1.367	1,124	09/30/2015
36962G4L5	11053	GENERAL ELECTRIC CAPITAL CORP		11/21/2011	10,000,000.00	10,657,300.00	10,370,338.67	3.500	2.103	1,031	06/29/2015
36962G5Q3	11090	GENERAL ELECTRIC CAPITAL CORP		01/31/2012	10,000,000.00	9,751,100.00	10,000,000.00	1.375	1.356	881	01/30/2015
38143UTY7	10141	GOLDMAN SACHS GROUP		04/27/2011	20,000,000.00	19,736,800.00	20,000,000.00	1.448	1.725	1,334	04/27/2016
38143UH20	11058	GOLDMAN SACHS GROUP		12/05/2011	10,000,000.00	9,963,000.00	10,000,000.00	4.150	3.362	825	12/05/2014
38141GEG5	11118	GOLDMAN SACHS GROUP		05/04/2012	10,000,000.00	9,409,300.00	9,144,533.91	0.924	3.457	1,298	03/22/2016
46623EJC4	10034	JP MORGAN CHASE BANK		11/08/2010	10,000,000.00	10,052,500.00	10,016,363.86	1.211	1.009	394	09/30/2013
46625HHW3	11094	JP MORGAN CHASE BANK		02/13/2012	10,000,000.00	10,380,200.00	10,151,148.16	2.600	2.101	1,231	01/15/2016
46625HJA9	11099	JP MORGAN CHASE BANK		03/09/2012	10,000,000.00	10,586,600.00	10,279,468.38	3.150	2.348	1,403	07/05/2016
61745E4D0	10102	MORGAN STANLEY		02/09/2011	20,000,000.00	19,107,200.00	20,000,000.00	2.438	2.424	1,256	02/09/2016
594918AG9	10069	Microsoft Corp		12/17/2010	10,000,000.00	10,373,500.00	9,839,091.04	1.625	2.150	1,119	09/25/2015
89233P4B9	11121	TOYOTA MOTOR CREDIT		05/30/2012	10,000,000.00	10,689,200.00	10,563,616.77	3.200	1.126	1,019	06/17/2015
949746NY3	08104	WELLS FARGO & CO.		12/08/2008	10,000,000.00	10,158,900.00	9,975,033.51	4.375	4.977	152	01/31/2013
949746NA5	11025	WELLS FARGO & CO.		09/20/2011	10,000,000.00	9,813,300.00	9,576,894.45	0.647	2.023	1,152	10/28/2015
949746NA5	11081	WELLS FARGO & CO.		01/13/2012	10,000,000.00	9,813,300.00	9,570,855.38	0.647	1.972	1,152	10/28/2015

General Fund
Portfolio Management
Portfolio Details - Investments
August 31, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
		Subtotal and Average	**261,696,294.37**		**262,000,000.00**	**263,366,680.00**	**261,685,828.24**		**2.121**	**874**	
Negotiable Certificates of Deposit											
46115LAA6	10033	Intesa SanPaolo New York		11/05/2010	10,000,000.00	9,841,400.00	10,015,839.43	2.375	1.818	111	12/21/2012
74977MS55	11108	RABOBANK NEDERLAND NV NY		03/29/2012	20,000,000.00	20,006,483.33	20,000,457.93	0.510	0.500	33	10/04/2012
		Subtotal and Average	**55,179,687.62**		**30,000,000.00**	**29,847,883.33**	**30,016,297.36**		**0.940**	**59**	
PFA - HELICOPTER											
SYS08169	08169	Public Finance Authority		04/09/2009	888,442.55	888,442.55	888,442.55	2.476	2.442	1,318	04/11/2016
		Subtotal and Average	**888,442.55**		**888,442.55**	**888,442.55**	**888,442.55**		**2.442**	**1,318**	
Local Agency GO Bond											
SYS08244	08244	Newcastle Elem. School Distric		06/24/2009	65,000.00	65,000.00	65,000.00	1.830	0.492	303	07/01/2013
		Subtotal and Average	**65,000.00**		**65,000.00**	**65,000.00**	**65,000.00**		**0.492**	**303**	
Local Agency Bonds											
SYS12126	12126	COLFAX ELEMENTARY TRAN		06/29/2012	200,000.00	200,000.00	200,000.00	1.000	0.986	27	09/28/2012
SYS05311	05311	MIDDLE FORK JPA		03/29/2006	71,672,486.00	71,672,486.00	71,672,486.00	3.550	3.501	8,613	04/01/2036
SYS	11045	mPower Placer		11/01/2011	1,300,000.00	1,300,000.00	1,300,000.00	0.450	0.450	61	11/01/2012
		Subtotal and Average	**73,172,486.00**		**73,172,486.00**	**73,172,486.00**	**73,172,486.00**		**3.440**	**8,438**	
Rolling Repurchase Agreements - 2											
SYS11085	11085	CANTOR FITZGERALD		01/17/2012	0.00	0.00	0.00	0.130	0.130	1	
SYS12002	12002	CANTOR FITZGERALD		08/08/2012	90,006,558.52	90,006,558.52	90,006,558.52	0.140	0.140	1	
SYS000SWEEP	SWEEP	WFB REPURCHASE-SWEEP		03/01/2012	1,791,376.83	1,791,376.83	1,791,376.83		0.000	1	
		Subtotal and Average	**74,357,179.56**		**91,797,935.35**	**91,797,935.35**	**91,797,935.35**		**0.137**	**1**	
mPower Placer											
SYS09460	09460	mPower Placer		06/24/2010	1,046,717.78	1,046,717.78	1,046,717.78	3.500	3.452	1	
		Subtotal and Average	**1,046,717.78**		**1,046,717.78**	**1,046,717.78**	**1,046,717.78**		**3.452**	**1**	
		Total and Average	**925,727,351.82**		**858,970,581.68**	**863,420,081.12**	**859,307,047.63**		**1.677**	**1,604**	

General Fund
Portfolio Management
Portfolio Details - Cash
August 31, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	Days to Maturity
Cash at Bank										
SYS00000	00000	PLACER COUNTY CASH			51,096,035.50	51,096,035.50	51,096,035.50		0.000	1
Undeposited Receipts										
SYS00000VAULT	00000VAULT	PLACER COUNTY CASH			173,498.41	173,498.41	173,498.41		0.000	1
		Average Balance	**0.00**							**1**
		Total Cash and Investments	**925,727,351.82**		**910,240,115.59**	**914,689,615.03**	**910,576,581.54**		**1.677**	**1,604**

General Fund
Purchases Report
Sorted by Fund - Fund
August 1, 2012 - August 31, 2012

CUSIP	Investment #	Fund	Sec. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
General Fund													
SYS12002	12002	1010	RR2	CF	50,000,000.00	08/08/2012	/ - 1 Day	50,000,000.00		0.150		0.150	90,006,558.52
3136G0ZV6	12003	1010	FAC	FNMA	10,000,000.00	08/28/2012	02/28 - 08/28	10,000,000.00		0.700	08/28/2017	1.174	10,000,000.00
				Subtotal	**60,000,000.00**			**60,000,000.00**	**0.00**				**100,006,558.52**
				Total Purchases	**60,000,000.00**			**60,000,000.00**	**0.00**				**100,006,558.52**

Office of
Jenine Windeshausen
Treasurer-Tax Collector
County of Placer

COUNTY OF PLACER

TREASURER'S POOLED INVESTMENT REPORT

For the Month of SEPTEMBER 30, 2012

NOTICE TO DEPOSITORS: In the month of September, the Treasury was able to take advantage of certain market conditions and sell investments that resulted in large gains. This translated into a large increase in the monthly interest rate. It is expected the rate will return to its normal range in October.

8.1.12

2976 Richardson Drive • Auburn, California 95603
Tax Collector / Business Licenses (530) 889-4120 • Treasurer (530) 889-4140 • Bonds (530) 889-4146

PREFACE

Placer County Treasurer's Pooled Investment Report

September 30, 2012

For the purpose of clarity the following glossary of investment terms has been provided.

Book Value is the purchase price of a security plus amortization of any premium or discount. This may be more or less than face value, depending upon whether the security was purchased at a premium or at a discount.

Par Value is the principal amount of a security and the amount of principal that will be paid at maturity.

Market Value is the value at which a security can be sold at the time it is priced or the need to sell arises.

Market values are only relevant if the investment is sold prior to maturity. Profit or loss would be realized only if the specific investment were to be sold.

Government Code 53646 Compliance Report

The following information is a monthly update of funds on deposit in the Placer County Treasury pursuant to California Government code Section 53646. Further details of individual investments are included in the Treasurer's Monthly Investment Report. All investment transactions and decisions have been made with full compliance with California Government Code and Placer County's Statement of Investment Policy.

Individual securities are priced at the end of each month by Wells Fargo Bank.

The Weighted Average Maturity of the investments with the Treasury is 1,574 days.

The ability of the Placer County Treasury to meet its cash flow needs is demonstrated by $ 237,708,582.03 in cash and investments maturing in the next 180 days.

4.b.17

General Fund
Portfolio Management
Portfolio Summary
September 30, 2012

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
U.S. Treasury Coupons	70,000,000.00	71,817,600.00	70,540,126.03	8.35	1,413	495	1.600	1.623
Federal Agency Coupons	290,000,000.00	291,104,155.55	290,067,142.30	34.33	1,750	1,499	1.375	1.394
Medium Term Notes	249,000,000.00	250,381,330.00	248,749,633.08	29.44	1,436	884	2.040	2.068
Negotiable Certificates of Deposit	50,000,000.00	49,882,483.33	50,011,818.78	5.92	275	60	0.660	0.669
Municipal Bonds	3,000,000.00	3,000,000.00	3,000,000.00	0.36	214	202	0.400	0.406
PFA - HELICOPTER	888,442.55	888,442.55	888,442.55	0.11	2,559	1,288	2.442	2.476
Local Agency GO Bond	65,000.00	65,000.00	65,000.00	0.01	1,468	273	0.492	0.499
Local Agency Bonds	75,366,807.00	75,366,807.00	75,366,807.00	8.92	10,778	8,435	3.488	3.536
Rolling Repurchase Agreements - 2	105,334,806.25	105,334,806.25	105,334,806.25	12.47	1	1	0.086	0.088
mPower Placer	990,894.25	990,894.25	990,894.25	0.12	1	1	3.452	3.500
Investments	**844,645,950.05**	**848,831,518.93**	**845,014,670.24**	**100.00%**	**2,123**	**1,574**	**1.575**	**1.597**
Cash								
Passbook/Checking (not included in yield calculations)	52,394,692.02	52,394,692.02	52,394,692.02		1	1	0.000	0.000
Total Cash and Investments	**897,040,642.07**	**901,226,210.95**	**897,409,362.26**		**2,123**	**1,574**	**1.575**	**1.597**

Total Earnings	September 30 Month Ending	Fiscal Year To Date
Current Year	1,760,293.87	4,311,752.84
Average Daily Balance	**893,264,041.49**	**927,116,844.76**
Effective Rate of Return	**2.40%**	**1.85%**

Kimberly Hawley 10/5/12

KIMBERLY HAWLEY, CHIEF DEPUTY TREASURER

Reporting period 09/01/2012-09/30/2012
Data Updated: FUNDSNAP: 10/03/2012 13:52
Run Date: 10/03/2012 - 13:52

Portfolio PLCR
NLI AC
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.3

General Fund
Portfolio Management
Portfolio Details - Investments
September 30, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
U.S. Treasury Coupons											
912828HY9	08070	U. S. TREASURY COUPON		09/30/2008	10,000,000.00	10,171,900.00	10,019,115.17	3.125	2.732	211	04/30/2013
912828LX6	09302	U. S. TREASURY COUPON		12/01/2009	10,000,000.00	10,015,200.00	10,003,515.62	1.375	1.069	45	11/15/2012
912828LX6	09311	U. S. TREASURY COUPON		12/10/2009	10,000,000.00	10,015,200.00	10,001,706.93	1.375	1.216	45	11/15/2012
912828JD3	09394	U. S. TREASURY COUPON		03/30/2010	10,000,000.00	10,238,300.00	10,115,909.09	3.375	1.742	272	06/30/2013
912828PJ3	10046	U. S. TREASURY COUPON		12/02/2010	10,000,000.00	10,322,700.00	9,934,698.81	1.375	1.569	1,155	11/30/2015
912828PJ3	10047	U. S. TREASURY COUPON		12/02/2010	10,000,000.00	10,322,700.00	9,916,889.39	1.375	1.627	1,155	11/30/2015
912828CJ7	10063	U. S. TREASURY COUPON		12/14/2010	10,000,000.00	10,731,600.00	10,548,291.02	4.750	1.261	591	05/15/2014
		Subtotal and Average	**70,560,890.41**		**70,000,000.00**	**71,817,600.00**	**70,540,126.03**		**1.600**	**495**	
Federal Agency Coupons											
31331KF39	11034	FEDERAL FARM CREDIT BANK		10/11/2011	10,000,000.00	10,003,600.00	9,995,972.22	1.370	1.361	1,471	10/11/2016
31331KX47	11056	FEDERAL FARM CREDIT BANK		11/30/2011	10,000,000.00	10,019,800.00	9,987,511.12	1.510	1.520	1,519	11/28/2016
31331K2R0	11062	FEDERAL FARM CREDIT BANK		12/12/2011	10,000,000.00	10,027,900.00	10,000,000.00	1.500	1.479	1,533	12/12/2016
3133EAAQ1	11087	FEDERAL FARM CREDIT BANK		01/26/2012	10,000,000.00	10,000,100.00	9,995,119.90	0.430	0.455	571	04/25/2014
3133EAKP2	11109	FEDERAL FARM CREDIT BANK		04/04/2012	10,000,000.00	10,062,000.00	10,000,000.00	1.360	1.341	1,646	04/04/2017
313376CJ2	11050	FEDERAL HOME LOAN BANK		11/16/2011	10,000,000.00	10,014,900.00	9,998,350.00	1.500	1.484	1,507	11/16/2016
313378XD8	11115	FEDERAL HOME LOAN BANK		04/26/2012	10,000,000.00	10,007,400.00	10,001,722.22	1.375	1.331	1,668	04/26/2017
313379VE6	12001	FEDERAL HOME LOAN BANK		07/17/2012	10,000,000.00	10,106,636.11	10,095,815.00	1.010	0.809	1,722	06/19/2017
313380HL4	12004	FEDERAL HOME LOAN BANK		09/05/2012	10,000,000.00	10,000,800.00	10,000,000.00	1.250	1.233	1,800	09/05/2017
3134G2U42	11068	FED HOME LOAN MORT CORP		12/16/2011	10,000,000.00	10,016,600.00	9,996,084.07	0.375	0.407	379	10/15/2013
3134G3DV9	11076	FED HOME LOAN MORT CORP		12/28/2011	10,000,000.00	10,030,800.00	10,004,833.33	1.550	1.488	1,549	12/28/2016
3134G3GN4	11086	FED HOME LOAN MORT CORP		01/18/2012	10,000,000.00	10,034,000.00	10,000,000.00	1.500	1.479	1,570	01/18/2017
3136F9PZ0	07005	FEDERAL NATIONAL MORT. ASSOC.		05/28/2008	10,000,000.00	10,252,500.00	9,996,050.00	4.050	4.061	239	05/28/2013
3136FMTY0	09452	FEDERAL NATIONAL MORT. ASSOC.		05/28/2010	10,000,000.00	10,027,300.00	9,998,936.67	2.000	1.977	969	05/28/2015
3136FTSZ3	11066	FEDERAL NATIONAL MORT. ASSOC.		12/14/2011	10,000,000.00	10,027,300.00	10,006,570.00	1.650	1.561	1,535	12/14/2016
3136FTUK3	11075	FEDERAL NATIONAL MORT. ASSOC.		12/28/2011	10,000,000.00	10,033,400.00	10,000,000.00	1.625	1.603	1,549	12/28/2016
3136FTUZ0	11077	FEDERAL NATIONAL MORT. ASSOC.		12/30/2011	10,000,000.00	10,125,800.00	10,000,000.00	1.400	1.381	1,551	12/30/2016
3136FTH44	11093	FEDERAL NATIONAL MORT. ASSOC.		02/08/2012	10,000,000.00	10,037,500.00	9,993,470.83	1.000	1.340	1,591	02/08/2017
3136FTK57	11095	FEDERAL NATIONAL MORT. ASSOC.		02/13/2012	10,000,000.00	10,086,800.00	10,000,000.00	0.875	1.345	1,596	02/13/2017
3136FTZ77	11101	FEDERAL NATIONAL MORT. ASSOC.		03/13/2012	10,000,000.00	10,046,200.00	10,000,000.00	1.000	1.373	1,624	03/13/2017
3136G0CS8	11116	FEDERAL NATIONAL MORT. ASSOC.		04/26/2012	10,000,000.00	10,005,200.00	10,000,000.00	1.125	1.533	1,668	04/26/2017
3136G0KV2	11122	FEDERAL NATIONAL MORT. ASSOC.		06/07/2012	10,000,000.00	10,025,800.00	10,000,000.00	1.000	1.276	1,710	06/07/2017
3136G0NC1	11124	FEDERAL NATIONAL MORT. ASSOC.		06/28/2012	10,000,000.00	10,024,400.00	9,992,887.50	0.750	1.336	1,731	06/28/2017
3136G0QG9	11125	FEDERAL NATIONAL MORT. ASSOC.		06/28/2012	10,000,000.00	10,017,600.00	10,000,000.00	1.125	1.110	1,731	06/28/2017
3136G0ZV6	12003	FEDERAL NATIONAL MORT. ASSOC.		08/28/2012	10,000,000.00	10,016,500.00	10,000,000.00	0.700	1.158	1,792	08/28/2017
3136G0XQ9	12005	FEDERAL NATIONAL MORT. ASSOC.		09/14/2012	10,000,000.00	10,014,819.44	10,003,819.44	0.625	1.133	1,786	08/22/2017

General Fund
Portfolio Management
Portfolio Details - Investments
September 30, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
Federal Agency Coupons											
3136G0B59	12007	FEDERAL NATIONAL MORT. ASSOC.		09/20/2012	10,000,000.00	10,015,200.00	10,000,000.00	0.700	1.080	1,815	09/20/2017
3136G0K34	12008	FEDERAL NATIONAL MORT. ASSOC.		09/25/2012	10,000,000.00	10,017,100.00	10,000,000.00	0.625	1.173	1,820	09/25/2017
3136G0H46	12009	FEDERAL NATIONAL MORT. ASSOC.		09/26/2012	10,000,000.00	10,006,200.00	10,000,000.00	0.600	1.046	1,821	09/26/2017
		Subtotal and Average	**320,390,774.51**		**290,000,000.00**	**291,104,155.55**	**290,067,142.30**		**1.375**	**1,499**	
Medium Term Notes											
06406HBE8	09295	Bank of New York Mellon		11/02/2009	10,000,000.00	10,039,100.00	10,023,154.77	4.950	2.042	31	11/01/2012
084670AY4	10012	BERKSHIRE HATHAWAY FINANCE		09/27/2010	14,000,000.00	14,031,080.00	14,010,725.81	0.868	0.605	133	02/11/2013
2254C0TC1	09347	Credit Suisse New York		01/29/2010	5,000,000.00	5,133,600.00	5,072,715.01	5.000	2.512	226	05/15/2013
36962G4Q4	10026	General Electric Company		10/15/2010	5,000,000.00	5,070,850.00	5,016,412.94	1.875	1.502	350	09/16/2013
36962G3T9	08280	GENERAL ELECTRIC CAPITAL CORP		09/03/2009	5,000,000.00	5,126,900.00	5,031,069.80	4.800	4.367	212	05/01/2013
36962G4K7	09459	GENERAL ELECTRIC CAPITAL CORP		06/24/2010	10,000,000.00	10,023,700.00	9,985,662.82	1.317	1.688	106	01/15/2013
36962GN1	10002	GENERAL ELECTRIC CAPITAL CORP		08/11/2010	10,000,000.00	9,929,100.00	9,997,138.89	1.217	1.456	1,044	08/11/2015
36962G4N1	10003	GENERAL ELECTRIC CAPITAL CORP		08/18/2010	10,000,000.00	10,011,800.00	9,988,510.88	1.188	1.465	1,044	08/11/2015
36962G4S0	10056	GENERAL ELECTRIC CAPITAL CORP		12/08/2010	10,000,000.00	9,956,000.00	9,978,195.73	1.010	1.300	1,094	09/30/2015
36962G4L5	11053	GENERAL ELECTRIC CAPITAL CORP		11/21/2011	10,000,000.00	10,654,600.00	10,359,424.96	3.500	2.103	1,001	06/29/2015
36962G5Q3	11090	GENERAL ELECTRIC CAPITAL CORP		01/31/2012	10,000,000.00	9,759,200.00	10,000,000.00	1.375	1.356	851	01/30/2015
38143UTY7	10141	GOLDMAN SACHS GROUP		04/27/2011	20,000,000.00	19,764,200.00	20,000,000.00	1.448	1.725	1,304	04/27/2016
38143UH20	11058	GOLDMAN SACHS GROUP		12/05/2011	10,000,000.00	10,073,500.00	10,000,000.00	4.150	3.362	795	12/05/2014
38141GEG5	11118	GOLDMAN SACHS GROUP		05/04/2012	10,000,000.00	9,611,100.00	9,164,568.24	0.924	3.457	1,268	03/22/2016
46623EJC4	10034	JP MORGAN CHASE BANK		11/08/2010	10,000,000.00	10,054,400.00	10,015,117.88	1.112	0.975	364	09/30/2013
46625HHW3	11094	JP MORGAN CHASE BANK		02/13/2012	10,000,000.00	10,386,300.00	10,147,413.03	2.600	2.101	1,201	01/15/2016
46625HJA9	11099	JP MORGAN CHASE BANK		03/09/2012	10,000,000.00	10,576,900.00	10,273,410.54	3.150	2.348	1,373	07/05/2016
48126EAA5	12010	JP MORGAN CHASE BANK		09/26/2012	10,000,000.00	10,107,100.00	10,145,542.13	2.000	1.706	1,779	08/15/2017
61745E4D0	10102	MORGAN STANLEY		02/09/2011	20,000,000.00	19,125,200.00	20,000,000.00	2.438	2.424	1,226	02/09/2016
594918AG9	10069	Microsoft Corp		12/17/2010	10,000,000.00	10,374,900.00	9,843,463.56	1.625	2.150	1,089	09/25/2015
89233P4B9	11121	TOYOTA MOTOR CREDIT		05/30/2012	10,000,000.00	10,669,300.00	10,546,809.12	3.200	1.126	989	06/17/2015
949746NY3	08104	WELLS FARGO & CO.		12/08/2008	10,000,000.00	10,132,900.00	9,980,060.32	4.375	4.977	122	01/31/2013
949746NA5	11025	WELLS FARGO & CO.		09/20/2011	10,000,000.00	9,884,800.00	9,588,058.19	0.647	2.023	1,122	10/28/2015
949746NA5	11081	WELLS FARGO & CO.		01/13/2012	10,000,000.00	9,884,800.00	9,582,178.46	0.647	1.972	1,122	10/28/2015
		Subtotal and Average	**253,698,844.71**		**249,000,000.00**	**250,381,330.00**	**248,749,633.08**		**2.040**	**884**	
Negotiable Certificates of Deposit											
46115LAA6	10033	Intesa SanPaolo New York		11/05/2010	10,000,000.00	9,881,200.00	10,011,519.58	2.375	1.818	81	12/21/2012
74977MS55	11108	RABOBANK NEDERLAND NV NY		03/29/2012	20,000,000.00	20,001,283.33	20,000,299.20	0.510	0.500	3	10/04/2012
90527M2D7	12011	UNION BANK OF CALIFORNIA		09/28/2012	20,000,000.00	20,000,000.00	20,000,000.00	0.240	0.240	106	01/15/2013

General Fund
Portfolio Management
Portfolio Details - Investments
September 30, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	Days to Maturity	Maturity Date
		Subtotal and Average	**32,013,983.43**		**50,000,000.00**	**49,882,483.33**	**50,011,818.78**		**0.660**	**60**	
Municipal Bonds											
12006	12006	City of Colfax		09/19/2012	3,000,000.00	3,000,000.00	3,000,000.00	0.400	0.400	202	04/21/2013
		Subtotal and Average	**1,200,000.00**		**3,000,000.00**	**3,000,000.00**	**3,000,000.00**		**0.400**	**202**	
PFA - HELICOPTER											
SYS08169	08169	Public Finance Authority		04/09/2009	888,442.55	888,442.55	888,442.55	2.476	2.442	1,288	04/11/2016
		Subtotal and Average	**888,442.55**		**888,442.55**	**888,442.55**	**888,442.55**		**2.442**	**1,288**	
Local Agency GO Bond											
SYS08244	08244	Newcastle Elem. School Distric		06/24/2009	65,000.00	65,000.00	65,000.00	1.830	0.492	273	07/01/2013
		Subtotal and Average	**65,000.00**		**65,000.00**	**65,000.00**	**65,000.00**		**0.492**	**273**	
Local Agency Bonds											
SYS05311	05311	MIDDLE FORK JPA		03/29/2006	74,066,807.00	74,066,807.00	74,066,807.00	3.590	3.541	8,583	04/01/2036
SYS	11045	mPower Placer		11/01/2011	1,300,000.00	1,300,000.00	1,300,000.00	0.450	0.450	31	11/01/2012
		Subtotal and Average	**73,391,918.10**		**75,366,807.00**	**75,366,807.00**	**75,366,807.00**		**3.488**	**8,435**	
Rolling Repurchase Agreements - 2											
SYS11085	11085	CANTOR FITZGERALD		01/17/2012	0.00	0.00	0.00	0.130	0.130	1	
SYS12002	12002	CANTOR FITZGERALD		08/08/2012	70,013,890.01	70,013,890.01	70,013,890.01	0.130	0.130	1	
SYS000SWEEP	SWEEP	WFB REPURCHASE-SWEEP		03/01/2012	35,320,916.24	35,320,916.24	35,320,916.24		0.000	1	
		Subtotal and Average	**88,713,413.73**		**105,334,806.25**	**105,334,806.25**	**105,334,806.25**		**0.086**	**1**	
mPower Placer											
SYS09460	09460	mPower Placer		06/24/2010	990,894.25	990,894.25	990,894.25	3.500	3.452	1	
		Subtotal and Average	**996,503.81**		**990,894.25**	**990,894.25**	**990,894.25**		**3.452**	**1**	
		Total and Average	**893,264,041.49**		**844,645,950.05**	**848,831,518.93**	**845,014,670.24**		**1.575**	**1,574**	

General Fund
Portfolio Management
Portfolio Details - Cash
September 30, 2012

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	Days to Maturity
Cash at Bank										
SYS00000	00000	PLACER COUNTY CASH			52,186,048.80	52,186,048.80	52,186,048.80		0.000	1
Undeposited Receipts										
SYS00000VAULT	00000VAULT	PLACER COUNTY CASH			208,643.22	208,643.22	208,643.22		0.000	1
		Average Balance	**0.00**							**1**
		Total Cash and Investments	**893,264,041.49**		**897,040,642.07**	**901,226,210.95**	**897,409,362.26**		**1.575**	**1,574**

General Fund
Purchases Report
Sorted by Fund - Fund
September 1, 2012 - September 30, 2012

CUSIP	Investment #	Fund	Sec. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM	Ending Book Value
General Fund													
313380HL4	12004	1010	FAC	FHLB	10,000,000.00	09/05/2012	03/05 - 09/05	10,000,000.00		1.250	09/05/2017	1.250	10,000,000.00
3136G0XQ9	12005	1010	FAC	FNMA	10,000,000.00	09/14/2012	02/22 - 08/22	10,000,000.00	3,819.44	0.625	08/22/2017	1.149	10,003,819.44
12006	12006	1010	MUN	CICF	3,000,000.00	09/19/2012	04/21 - At Maturity	3,000,000.00		0.400	04/21/2013	0.400	3,000,000.00
3136G0B59	12007	1010	FAC	FNMA	10,000,000.00	09/20/2012	03/20 - 09/20	10,000,000.00		0.700	09/20/2017	1.095	10,000,000.00
3136G0K34	12008	1010	FAC	FNMA	10,000,000.00	09/25/2012	03/25 - 09/25	10,000,000.00		0.625	09/25/2017	1.190	10,000,000.00
3136G0H46	12009	1010	FAC	FNMA	10,000,000.00	09/26/2012	03/26 - 09/26	10,000,000.00		0.600	09/26/2017	1.060	10,000,000.00
48126EAA5	12010	1010	MTN	JPM	10,000,000.00	09/26/2012	02/15 - 08/15	10,125,900.00	20,000.00	2.000	08/15/2017	1.730	10,145,542.13
90527M2D7	12011	1010	NCB	UBKCAL	20,000,000.00	09/28/2012	01/15 - At Maturity	20,000,000.00		0.240	01/15/2013	0.240	20,000,000.00
				Subtotal	**83,000,000.00**			**83,125,900.00**	**23,819.44**				**83,149,361.57**
				Total Purchases	**83,000,000.00**			**83,125,900.00**	**23,819.44**				**83,149,361.57**

4.10.12

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Approval of Bank Check Signers

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Audrey Kilpatrick
Assistant Superintendent of Business Services
and Operations

ENCLOSURES:

No

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

N/A

MEETING DATE:

December 4, 2012

ROLL CALL REQUIRED:

No

BACKGROUND:

With the hiring of a new Assistant Superintendent of Business Services and Operations, the District recommends that the Board of Trustees approve changes to the approved signatories. The following are the District's checking accounts and the authorized signers:

District Office:	General Fund	08825-80152
	Cafeteria Fund	08827-80151
	Petty Cash	08823-80153

Scott Leaman, Superintendent
Audrey Kilpatrick, Assistant Superintendent
Mary Boyle, Deputy Superintendent
Ryan Davis, Director of Human Resources
Carrie Carlson, Director of Business Services
Bonnie Pellow, Account Clerk II

4.7

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

Lincoln High School:	Student Body 08823-00293
	Jay Berns, Principal Victoria Eutsey, Assistant Principal Michael Maul, Assistant Principal Barbara Green, Secretary
Glen Edwards Middle School:	Student Body 08821-00096
	Shelly Hoover, Principal Rey Cubias, Assistant Principal Jenifer Freymond, Secretary
Twelve Bridges Middle School:	Student Body
	Stacey Brown, Principal Randy Woods, Assistant Principal Janene Malatesta, Secretary

RECOMMENDATION:

Administration recommends the Board of Trustees approve the District's bank check signers.

INFORMATION

DISCUSSION

ACTION

ITEMS

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:

Update on Project Development with Johnson Controls, Inc.

AGENDA ITEM AREA:

Information/Discussion

REQUESTED BY:

Heather Steer, Facilities Coordinator

ENCLOSURES:

No

DEPARTMENT:

Facilities

FINANCIAL INPUT/SOURCE:

Deferred Maintenance
Various Grants & Rebates
Facilities Funding

MEETING DATE:

December 4, 2012

ROLL CALL REQUIRED:

No

BACKGROUND:

Western Placer Unified School District has several sites with central plants requiring upgrades, modernization, calibration, and maintenance. A committee consisting of the Director of Maintenance, Facilities Coordinator, Assistant Superintendent, Superintendent, and a Board member interviewed several companies to identify a plan to access funding for equipment replacement and modernization while leveraging state funding programs. Specifically, we asked the vendors to provide an approach to deal with the following:

- Carlin C. Coppin Elementary School has a system that was designed for an open pod concept nearly 50 years ago. The pods have since been separated into smaller classrooms and the HVAC has been limping along trying to keep pace with the new demands. This system is past its useful life and needs to be replaced.
- The system at Lincoln High School has been updated over the years. However, the current equipment is 15 to 20 years old and reaching the end of its useful life. We either need to make some major overhauls of the system or replace it altogether.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

- We have not been able to optimize the central plant systems at Twelve Bridges Middle School, Twelve Bridges Elementary School, Foskett Ranch Elementary School and Lincoln Crossing Elementary School. We need some professional assistance with these systems.

The vendors were asked to provide a proposal outlining how to address our needs at these six sites. The proposals included an overview of their recommendation for replacing, overhauling, improving or optimizing the equipment at each site along with a financial plan outlining how to cover the costs through utility savings, credit programs, incentives, loans, and some minimal district facility capital funds.

We selected Johnson Controls, Inc., to work with us on the long-term solutions and as such signed a Project Development Agreement with Johnson Controls, Inc. to provide us with a holistic, cost-neutral project over a twenty year period.

Prior to presenting the completed business case, Johnson Controls, Inc. would like to update the Board of Trustees on information to date and answer any questions the Board may have.

RECOMMENDATION:

Staff requests the Board of Trustees review the information presented by Johnson Controls, Inc. and provides any input as desired.

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:
Reopener Negotiations Regarding the Collective Bargaining Agreement Between Western Placer Unified School District and the Western Placer Teachers Association

AGENDA ITEM AREA:
Discussion/Information

REQUESTED BY:
Ryan Davis
Director of Human Services

ENCLOSURES:
Reopener Sunshine Proposals for WPUSD.

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 4, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

Pursuant to Government Code section 3547, all proposals of the recognized employee groups and of the District must be presented at a public meeting of the District. This is commonly referred to as "Sunshining" the proposals. The Western Placer Unified School District is proposing reopener negotiations for the currently adopted Collective Bargaining Agreement. The District's proposals are presented in this agenda item (see attached) in order to allow the members of the public to become informed and have an opportunity to express themselves regarding the proposals.

RECOMMENDATION:

Administration recommends the Board of Trustees hear comments from the public regarding the proposal.

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

VIA Electronic Mail & District Mail

November 13, 2012

Jennifer Tarabochia, WPTA Bargaining Chair
Lincoln Crossing Elementary School
635 Groveland Lane
Lincoln, CA 95648

Re: WPUSD Sunshine Proposal for Reopener Negotiations

Dear Jennifer,

This letter serves as notice that the District desires to negotiate contract provisions that are fiscally responsible in order to provide students with instructional programs based on a sound, realistic budget. The District is especially interested in negotiating concepts that reduce employer costs and/or achieve a fiscal savings for the District as we continue to move toward a balanced District budget. The District is opening the following articles:

- *Article VII, Teaching Hours*
- *Article IX, Class Size*
- *Article XIII, Salaries, Including Appendix B (for the 2013-2014 School Year)*
- *Article XIV, Employee Benefits*

Please note that both *Article XIII, Salaries* and *Article XIV, Employee Benefits* do not count as one of the three (3) reopeners as expressed in *Article I (A)-(B)* of the Collective Bargaining Agreement between WPUSD and WPTA.

We look forward to working together with the WPTA Bargaining Team throughout the negotiations process.

Sincerely,

Ryan Davis
Director of Human Services

CC: Scott Leaman, Superintendent (Via Email PDF)
Mary Boyle, Deputy Superintendent (Via Email PDF)
Mike Agrippino, WPTA President (Via Email PDF)

Lincoln All-America City 2006

7.2.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World.

DISTRICT GLOBAL GOALS

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

SUBJECT:
Consider Approving Resolution No. 12/13.11, Authorizing the Elimination of a Classified Employee Position Due to Lack of Work/Lack of Funds.

AGENDA ITEM AREA:
Discussion/Action

REQUESTED BY:
Ryan Davis
Director of Human Services

ENCLOSURES:
Resolution No. 12/13.11

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
Categorical/General Fund Savings

MEETING DATE:
December 4, 2012

ROLL CALL REQUIRED:
Yes

BACKGROUND:

Pursuant to Education Code section 45117, the District administration is making a recommendation that would require the Governing Board of the Western Placer Unified School District to eliminate a Classified Employee position due to lack of work/lack of funds by adopting Resolution No. 12/13.11.

RECOMMENDATION:

Approve Resolution No. 12/13.11, Authorizing the Elimination of a Classified Employee Position due to Lack of Work/Lack of Funds.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 12/13.11

RESOLUTION FOR A REDUCTION IN CLASSIFIED STAFF DUE TO LACK OF WORK/LACK OF FUNDS

WHEREAS, Education Code §45117, District Policy and the collective bargaining agreement between the Western Placer Unified School District and the California School Employees Association permit the Governing Board to reduce the number of classified positions for lack of work or lack of funds;

WHEREAS, the Governing Board of the Western Placer Unified School District has determined that it shall be necessary to reduce the following position in the District not later than February 28, 2012, due to lack of work/lack of funds:

Eliminate One (1) 8 Hour Certified Occupational Therapy Assistant

NOW, THEREFORE BE IT RESOLVED, that as of the close of the business day on February 28, 2012, the above-referenced classified position shall be eliminated.

BE IT FURTHER RESOLVED, that the Superintendent, or Superintendent's designee, is authorized and directed to give notice to the affected classified employee pursuant to District rules and regulations and applicable provisions of Education Code not later than forty-five (45) days prior to the effective day of layoff as set forth above.

ADOPTED by the Governing Board of Western Placer Unified School District on December ___, 2012, by the following vote:

AYES:

NOES:

ABSENT:

7.3.1

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

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 12/13.12 Regarding Authorization to Teach Assigned Subjects

AGENDA ITEM AREA:
Discussion/ Action

REQUESTED BY:
Ryan Davis
Director, Human Services

ENCLOSURES:
Yes
Resolution No. 12/13.12 &
Consent form

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 4, 2012

ROLL CALL REQUIRED:
Yes

BACKGROUND:

Pursuant to Education Code 44258.2, 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 12/13.12 which will allow one certificated teacher (also currently teaching Science) to teach at least one section of Math for the entire 2012-2013 school year in an middle school departmentalized setting at grades 6-8 at Glen Edwards Middle School. The teacher has consented to this assignment.

RECOMMENDATION:

Administration recommends the Board of Trustees approve Resolution 12/13.12.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 12/13.12

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 may be assigned to classes that are outside their credential authorizations but still in compliance with the law;

WHEREAS, Education Code section 44258.2 authorizes the holder of a single subject teaching credential or standard secondary credential to teach classes in grade 5-8 in a middle school provided he/she has completed at least twelve (12) semester units or six (6) upper division or graduate units, of coursework at an accredited institution in the subject to be taught. The teacher's consent to the assignment is required;

WHEREAS, the District finds that Joseph Uptain Villa has satisfied the unit requirement of Education Code section 44258.2 in order to teach Math at Glen Edwards Middle School during the 2012-2013 school year; and

WHEREAS, Joseph Uptain Villa has consented to teaching Math at Glen Edwards Middle School during the 2012-2013 school year.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Western Placer Unified School District authorizes Joseph Uptain Villa to teach Math at Glen Edwards Middle School for the 2012-2013 school year.

PASSED AND ADOPTED this ___ day of December, 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

7.4.1

Western Placer Unified School District
Teacher Consent Form

PURPOSE: Pursuant with *Education Code section 44258.2* Western Placer Unified School District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

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

School Site: Glen Edwards Middle School Grade Level: 8

Teacher: Joseph Uptain Villa

Credential Held: Single Subject – Biological Sciences

Supplementary Authorization: Psychology

1. Assignment: Mathematics (Algebra) Legal Authorization per Ed Code §44258.2

I mutually agree and consent to this assignment.

Teachers Signature: Joe Uptain Villa

Printed/Typed Name: Joe Uptain-Villa

Date: 11/28/12

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:
ANNUAL ORGANIZATIONAL MEETING

AGENDA ITEM AREA:
ACTION

REQUESTED BY:
SCOTT LEAMAN
SUPERINTENDENT

ENCLOSURES:
YES

DEPARTMENT:
ADMINISTRATION

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 4, 2012

ROLL CALL REQUIRED:
NO

BACKGROUND:

Education Code 35143 and 5017 require the scheduling of an annual organizational meeting in December for selecting board officers. Placer County Office of Education request we take board action during the first week in December when your board is scheduled to set the date of its annual organizational meeting, and submit to PCOE.

RECOMMENDATION:

Administration recommends the Board of Trustees select an organizational meeting date for 2012.

wp/rk/factform

PCOE
GOLD IN EDUCATION

Placer County Office of Education
360 Nevada Street, Auburn, CA 95603
(530) 889-8020 ♦ Fax (530) 886-5841 ♦ www.placercoe.k12.ca.us

Gayle Garbolino-Mojica, County Superintendent of Schools

Important Board Agenda Item

Memorandum

Date: October 2, 2012

To: District Superintendents

From: Gayle Garbolino-Mojica, County Superintendent of Schools

RE: Annual Organizational Meeting

This memorandum is a reminder to conduct your annual organizational meeting in December for the purpose of selecting your board officers. I have attached for your reference Education Code Sections 35143 and 5017 which govern the scheduling of this annual organizational meeting. Please refer to any policy or bylaw for any procedures otherwise adopted by your board.

This year the 15-day window period established by statute to hold the annual organizational meeting begins on Friday, December 7, 2012 and runs through Saturday, December 22, 2012.

Please note that the date and time of the annual organizational meeting must be selected by your governing board at the regular board meeting held immediately prior to December 7, unless otherwise provided by a policy or bylaw of the governing board. In the event the board does not select a day and time for the annual organizational meeting at the regular meeting referenced above, state law requires that I must do so before the 15-day window period begins on December 7.

Please return this memorandum via facsimile (530-886-5841) or email (dedwards@placercoe.k12.ca.us) on or before November 30, 2012, with the information requested below. If you have a regular board meeting scheduled during the first week in December when your board is scheduled to set the date of its organizational meeting, please let my office know before November 30th.

Thank you and please contact me if you have any questions.

GGM/de

Attachments

cc: District Secretaries

2012 Annual Organizational Meeting

School District: _____

Date and Time of Annual Organizational Meeting: _____

Signed: _____

Title: _____

7.5.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
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:
December 4, 2012

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- AR/E(1)/E(2) 1312.4 Williams Uniform Complaint Procedures
- BP/AR 5113.1 Chronic Absence and Truancy
- E 5118 Open Enrollment Act Transfers
- BP/AR 5141.3 Health Examinations
- BP/AR 5141.31 Immunizations
- BP/AR 6164.4 Identification and Evaluation of Individuals for Special Education
- AR 6172 Gifted and Talented Student Program
- AR 6173.1 Education for Foster Youth

RECOMMENDATION:

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

wp/rk/factform

7.6

MANUAL MAINTENANCE GUIDESHEET
December 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/E(1)E(2) 1312.4 -Williams Uniform Complaint Procedures
(AR/E(2) revised, E(1)Delete)

MANDATED regulation revised for consistency with the California Department of Education's (CDE) Categorical Program Monitoring process, including (1) authorizing complaints when a student is provided photocopied sheets from a textbook, (2) amending the definition of "emergency or urgent threat" to include other conditions deemed appropriate, (3) amending the definition of "open restroom" to clarify that it does not include the temporary closing for repairs or safety reasons, and (4) adding a statement that a complaint form must be available at each school. Exhibit containing sample complaint form revised to amend the definition of "emergency or urgent threat" and "open restroom" consistent with the revisions to the AR.

BP/AR 5113.1 - Chronic Absence and Truancy
(BP/AR revised)

Policy and regulation retitled and revised to include concepts related to "chronic absence," defined by **NEW LAW (SB 1357)** for purposes of the California Longitudinal Pupil Achievement Data System as students missing 10 percent of the days in the school year due to excused and/or unexcused absences. Policy adds material regarding attendance tracking, prevention and intervention strategies, analysis and reporting of attendance data, and a new section on "School Attendance Review Board." **MANDATED** regulation includes definition of "chronic truant" as added by **NEW LAW (SB 1317)**, adds new sections on "Attendance Supervisors" and "Addressing Chronic Absence," and reflects **NEW LAW (AB 1610)** which addresses the method of notifying parents/guardians when their child is truant and defines what it means to make a "conscientious effort" to hold a conference with the parent/guardian.

E 5118 - Open Enrollment Act Transfers
(E added)

New exhibit developed to reflect **NEW LAW (SBX5 4)** which allows a parent of a student attending a school identified by the CDE as an open enrollment school to transfer to another school that has a higher Academic Performance Index score. Policy provides language waiving the January 1 deadline for all applications and creates an application window in order to allow the district to grant priorities as specified in statute. Policy also contains standards for rejection of transfer applications and creates a process for appealing a decision to reject an application. Regulation specifies terms of approval for applications and requirements regarding parent notification whenever the CDE identifies a district school as an open enrollment school. New exhibit provides a sample parent notification letter.

BP/AR 5141.3 - Health Examinations
(BP/AR revised)

MANDATED policy updated to (1) clarify examinations required at school entry, (2) reflect **NEW LAW (SB 1069)** which allows a physician assistant to conduct a medical examination for the purpose of providing medical clearance for a student's participation in an interscholastic athletic program, and (3) delete a report to the Board on the number of students with physical problems. Regulation revises section on "Hearing and Vision Tests" to more directly reflect law regarding the scheduling of vision tests and to reflect **NEW LAW (SB 1069)** which authorizes a physician assistant to sign a certificate showing that a student has already had a vision test conducted by medical professionals. Regulation also adds new section on "Type 2 Diabetes Information" reflecting legal requirement to send type 2 diabetes information developed by the CDE to parents/guardians of students in grade 7.

7.6.1

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

BP/AR 5141.31 - Immunizations
(BP/AR revised)

Policy updated to (1) clarify the circumstances under which students must submit immunization records, (2) clarify options for requiring immunization records at registration or allowing a grace period up to 30 days after enrollment, and (3) reflect **NEW LAW (AB 1937)** which expands the types of health professionals who may give immunizations, under specified conditions. Updated regulation reflects **NEW LAW (AB 354)** which modifies the ages/grades of some immunization requirements and requires a pertussis booster for students admitted or advancing to grades 7-12 in the 2011-12 school year and, in subsequent years, for students admitted or advancing to grade 7 only.

BP/AR 6164.4 - Identification and Evaluation of Individuals for Special Education
(BP/AR revised)

MANDATED policy revised to include notification to parents/guardians regarding their right to consent to the assessment of their child for purposes of determining the child's eligibility for special education or related services. Regulation revised to delete material related to parent/guardian revocation of consent for continued provision of services (now in AR 6159 - Individualized Education Program).

AR 6172 - Gifted and Talented Student Program
(AR revised)

Updated regulation adds language re: program coordinator, links program plan to the single plan for student achievement, and deletes section on Community College Enrollment (now addressed at BP/AR 6172.1 - Concurrent Enrollment in College Classes). Regulation also expands section on identification of students to describe the recommendation process, list the types of data that may be used, address appeals by parents/guardians when student is determined ineligible, allow re-examination of students for eligibility, and ensure identified students' continuing eligibility.

AR 6173.1 - Education for Foster Youth
(AR revised)

Regulation updated to reflect **NEW LAW (AB 709)** which aligns Health and Safety Code with Education Code provisions requiring districts to immediately enroll foster youth even if immunization records normally required for enrollment are not available, and to subsequently work to obtain these records. Regulation also reflects **NEW LAW (SB 578)** which requires districts to accept coursework satisfactorily completed by a student in foster care while attending another school and to award full or partial credit for such coursework as specified.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682)

1. Textbooks and instructional materials

   a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

   b. A student does not have access to textbooks or instructional materials to use at home or after school. **This does not require two sets of textbooks or instructional materials for each student.**

   c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

   d. A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Teacher vacancy or misassignment

   a. A semester begins and a teacher vacancy exists.

   b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

   c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

   Vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4682)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)

3. Facilities

a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition**; or any other condition deemed appropriate.** (Education Code 17592.72)

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

***Clean or maintained school restroom* means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)**

***Open restroom* means the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary for pupil safety or to make repairs. (Education Code 35292.5)**

7.6.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

4. High school exit examination intensive instruction and services

A pupil, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the pupil has passed both parts of the exam, whichever comes first. (Education Code 35186)

(cf. 6162.52 - High School Exit Examination)
(cf. 6179 - Supplemental Instruction)

Filing of Complaint

A complaint alleging any condition(s) specified **in items #1-3 in the section entitled "Types of Complaints"** above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

~~The school shall have a complaint form available for such Williams identified complaints. (5 CCR4680, 5 CCR 4621) The complaint need not use the Williams complaint form to file a complaint (5 CCR4680)~~

A complaint alleging any deficiency specified in item #4 in the section entitled "Types of Complaints" above shall be filed with a district official designated by the Superintendent. Such complaints may be filed at the district office or school site and shall be immediately forwarded to the Superintendent or designee. (Education Code 35186)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, **4685**)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Board of Trustees at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facility condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3 above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction (SPI) within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

If Section 48985 of the Education Code is applicable, the response, if requested, and report shall be written in English and the primary language in which the complaint was filed. (Education code 35186)

(cf. 1340 - Access to District Records)

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

Legal Reference: (see next page)

7.6.6

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE
1240 County superintendent of schools, duties
17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account
33126 School Accountability Report Card
35186 Williams uniform complaint procedure
35292.5 Restrooms, maintenance and cleanliness
37254 Supplemental instruction based on failure to pass exit exam by end of grade 12
48985 Notice to parents in language other than English
60119 Hearing on sufficiency of instructional materials
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures, especially:
4680-4687 Williams complaints

Management Resources:

WEB SITES
CSBA: http://www.csba.org
California County Superintendents Educational Services Association: http://www.ccesa.org
California Department of Education, Williams case: http://www.cde.ca.gov/eo/ce/wc/index.asp
State Allocation Board, Office of Public School Construction: http://www.opsc.dgs.ca.gov

WILLIAMS UNIFORM COMPLAINT PROCEDURES

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Education Code 35186 requires that the following notice be posted in each classroom:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.

3. There should be no teacher vacancies or misassignments as defined in Education Code 35186(h)(2) and (3). There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

   Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

   Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12th grade are to be provided the opportunities to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12. [EC35186 (f)(4)]

5 A complaint form may be obtained at the school office, district office, or downloaded from the school district's website at www.wpusd.k12.ca.us. You may also download a copy of the California Department of Education complaint form from the following website: http://www.cde.ca.gov/re/cp/uc.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ❑ Yes ❑ No

Contact Information:
Name: _____
Address: _____
Phone Number: Day: _____ Evening: _____
E-mail address, if any: _____

Location of the problem that is the subject of this complaint:
School: _____
Course title/grade level and teacher name: _____
Room number/name of room/location of facility: _____
Date problem was observed: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply: A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)
   - ❑ A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
   - ❑ A student does not have access to instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
   - ❑ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- ❑ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)
   - ❑ A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
   - ❑ A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20% English learners in the class.
   - ❑ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions: **Education Code 17592.72,35186,35292.5:**
   - ❑ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate. (5 CCR4383)
   - ❑ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.
   - ❑ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs.

4. High school exit exam intensive instruction and services: (Education Code 35186)
   - ❑ Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

_____

_____

_____

_____

7.6.10

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

_____
_____
_____
_____

Please file this complaint with the person specified below at the following location:

_____
(principal or title of designee)

_____
(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

_____ _____
(signature) (date)

CHRONIC ABSENCE AND TRUANCY

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall establish a system to accurately track and monitor student attendance, including methods to identify students classified as chronic absentees and truants, as defined in law and administrative regulation.

~~To improve student attendance, the Superintendent or designee shall implement positive steps to identify the reasons for a student's unexcused absences and to help resolve the problems caused by truancy. Such strategies shall focus on early intervention and may include, but not be limited to, communication with parents/guardians and the use of student study teams.~~

To encourage school attendance, the Superintendent or designee shall develop strategies that focus on prevention and early intervention of attendance problems. Preventive strategies may include efforts to provide a safe and positive school environment, relevant and engaging learning experiences, and school activities that help develop students' feelings of connectedness with the schools. The Superintendent or designee also may provide incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5126 - Awards for Achievement)
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
~~*(cf. 5113 - Absences and Excuses)*~~
~~*(cf. 6176 - Weekend/Saturday Classes)*~~

~~In addition, the Superintendent or designee shall cooperate with other agencies within the community to meet the needs of students who have serious school attendance or behavior problems and to maintain a continuing inventory of community resources, including alternative programs.~~

The Superintendent or designee shall work with students and parents/guardians to identify factors contributing to chronic absence and truancy. Based on this needs assessment, he/she shall collaborate with community agencies, including, but not limited to, child welfare services, law enforcement, courts, and/or public health care agencies, to ensure that alternative educational programs and nutrition, health care, and other

7.6.12

CHRONIC ABSENCE AND **TRUANCY** (continued)

support services are available for students and families and to intervene as necessary when students have serious attendance problems.

(cf. 1020 - Youth Services)
(cf. 3550 – Food Service/Child Nutrition Program)
(cf. 5030 – Student Wellness)
(cf. 5145.6 – School Health Services)
(cf. 5146 – Married/Pregnant/Parenting Students)
~~*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*~~
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6158 – Independent Study)
(cf. 6164.2 – Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

As required by law, habitually truant students may be referred to a school attendance review board, a truancy mediation program operated by the county's district attorney or probation officer, and/or juvenile court in accordance with law.

~~For purposes of California's welfare system (CalWORKS), a student shall be determined to be regularly attending school unless he/she has been referred to the county district attorney or probation office pursuant to Education Code 48263.~~

The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement.

School Attendance Review Board

The Board shall submit nominations to the County Superintendent of Schools for a district representative on the county SARB. (Education Code 48321)

7.6.13

CHRONIC ABSENCE AND **TRUANCY** (continued)

The Board shall appoint members of the district's SARB, who may include, but are not be limited to, a parent/guardian as well as representatives of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, and school or county health care personnel. (Education Code 48321)

The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

Legal Reference:

EDUCATION CODE
1740 Employment of personnel to supervise attendance (county superintendent)
37223 Weekend classes
41601 Reports of average daily attendance
46000 Records (attendance)
46010-46014 Absences
46110-46119 Attendance in kindergarten and elementary schools
46140-46147 Attendance in junior high and high schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48240-48246 Supervisors of attendance
48260-48273 Truants
48290-48296 Failure to comply; complaints against parents
48320-48324 School attendance review boards
48340-48341 Improvement of student attendance
48400-48403 Compulsory continuation education
49067 Unexcused absences as cause of failing grade
60901 Chronic absence
GOVERNMENT CODE
54950-54963 The Ralph M. Brown Act
PENAL CODE
270.1 Chronic truancy; parent/guardian misdemeanor
272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy
830.1 Peace officers
VEHICLE CODE
13202.7 Driving privileges; minors; suspension or delay for habitual truancy
WELFARE AND INSTITUTIONS CODE
601-601.4 Habitually truant minors
11253.5 Compulsory school attendance
CODE OF REGULATIONS, TITLE 5
306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes
~~*ATTORNEY GENERAL OPINIONS*~~
~~*66 Ops.Cal.Atty.Gen. 245, 249 (1983)*~~

Management Resources: (see next page)

7.6.14

***CHRONIC ABSENCE AND* TRUANCY** (continued)

Management Resources:

~~*CDE MANAGEMENT ADVISORIES*~~
~~*0114.98 School Attendance and CalWORKS, Management Bulletin 98-01*~~
~~*CDE PUBLICATIONS*~~
~~*School Attendance Review Board Handbook, 1995*~~
~~*CSBA ADVISORIES*~~
~~*0520.97 Welfare Reform and Requirements for School Attendance*~~
CSBA PUBLICATIONS
Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
School Attendance Review Board Handbook, 2009
School Attendance Improvement Handbook, 2000
WEB SITES
~~*CDE: http://www.cde.ca.gov*~~
CSBA: http://www.csba.org
Attendance Counts: http://www.attendancecounts.org
California Association of Supervisors of Child Welfare and Attendance: http://www.cascwa.org
California Department of Education: http://www.cde.ca.gov

CHRONIC ABSENCE AND TRUANCY

Definitions

Chronic absentee **means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.**

Truant **means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)**

Habitual truant **means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian. (Education Code 48262, 48264.5)**

Chronic truant **means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260-48263 and 48291. (Education Code 48263.6)**

Attendance Supervisor(s)

The Superintendent or designee shall appoint or contract with a supervisor of attendance and assistant supervisors as necessary to supervise the attendance of district students. Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent. (Education Code 48240, 48243, 48244)

(cf. 5113 - Absences and Excuses)
(cf. 5113.2 - Work Permits)

Addressing Chronic Absence

When a student is identified as a chronic absentee, the attendance supervisor shall communicate with the student and his/her parent/guardian to determine the reason(s) for the excessive absences, ensure the student and parent/guardian are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

(cf. 6020 - Parent Involvement)

7.6.16

CHRONIC ABSENCE AND **TRUANCY** (continued)

The student may be referred to a student success team or school-site attendance review team to assist in evaluating the student's needs and identifying strategies and programs that may assist him/her.

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)

A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

(cf. 6158 - Independent Study)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6178.1 - Work Experience Education)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)

Whenever chronic absenteeism is linked to a nonschool condition, the attendance supervisor may recommend community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5145.6 - School Health Services)

Addressing Truancy

An attendance supervisor or designee, peace officer, or school administrator or designee may arrest or assume temporary custody, during school hours, of any minor student found away from his/her home who is absent from school without a valid excuse. Any person so arresting or assuming temporary custody shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264)

(cf. 3515.3 - District Police/Security Department)
(cf. 5113 - Absences and Excuses)

Upon receiving a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341, the Board of Trustees or district attendance supervisor shall make a full and impartial investigation of all charges. If

7.6.17

CHRONIC ABSENCE AND **TRUANCY** (continued)

it appears upon investigation that the parent/guardian has violated these laws, the Superintendent or designee shall refer such parent/guardian to the school attendance review board. (Education Code 48290, 48291, 48292)

~~**Strategies for Addressing Truancy**~~

When a student has been identified as a truant, as defined above, the following steps shall be implemented based on the number of truancies committed by the student:

~~1. Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Superintendent or designee. (Education Code 48260)~~

~~The parent/guardian of a student classified as a truant shall be notified of the following: (Education Code 48260.5)~~

1. Initial truancy

a. A student who is initially classified as truant shall be reported to the attendance supervisor. (Education Code 48260)

b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)

(1) The student is truant.

(2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.

(3) Alternative educational programs are available in the district.

(cf. 6181 - Alternative Schools)
(cf. 6184 - Continuation Education)

(4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.

7.6.18

CHRONIC ABSENCE AND TRUANCY (continued)

(5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse.

(6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.

(7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

(cf. 5145.6 - Parental Notifications)

c. ~~Upon a student's first truancy,~~ **The** student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)

d. ~~Upon his/her first truancy, a~~ **The** student may be given a written warning by a peace officer. A record of this warning may be kept at school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)

(cf. 5125 - Student Records)

e. The Superintendent or designee may notify the district attorney and/or probation officer of the name of each student who has been classified as a truant and the name and address of the student's parents/guardians. (Education Code 48260.6)

2. Second truancy

a. ~~Any~~ student who has once been reported as a truant shall again be reported to the Superintendent or designee as a truant if he/she is absent from school without valid excuse one or more days or is tardy on one or more days. (Education Code 48261)

b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)

c. ~~Upon his/her second truancy within the same school year, a~~ **The** student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code 48264.5)

7.6.19

***CHRONIC ABSENCE AND* TRUANCY** (continued)

d. ~~Upon a student's first or second truancy within the same school year~~, An appropriate district staff member shall make every effort to hold at least one conference with the student and parent/guardian ~~and may discuss resources available for achieving regular school attendance, which may include but not limited to:~~ **by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call.** (Education Code 48262)

e. The attendance supervisor may notify the district attorney and/or probation officer whether the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)

~~a. Program changes~~

~~b. Referral of family to community agency~~

~~*(cf. 1020 - Youth Services)*~~
~~*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*~~

~~c. Referral to school psychologist or student study team~~

~~*(cf. 6164.2 - Guidance/Counseling Services)*~~
~~*(cf. 6164.5 - Student Success Teams)*~~

~~d. Modified day~~

~~e. Independent Study~~

~~*(cf. 6158 - Independent Study)*~~

~~f. Alternative education~~

~~g. Referral for health checkup, medical examination~~

~~In addition, an appropriate district staff member shall make every effort to hold at least one conference with the student and parent/guardian and may discuss resources available for achieving regular school attendance.~~

~~The Superintendent or designee may notify the district attorney and/or probation officer whether the student continues to be classified as a truant after the parents have been notified in accordance with #1a-h above. (Education Code 48260.6)~~

3. Third truancy (habitual truancy)

7.6.20

CHRONIC ABSENCE AND **TRUANCY** (continued)

a. **A** students who ~~are~~ **is** habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board **(SARB) program**, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the district's attendance supervisor. (Education Code 48263, 48264.5)

b. Upon making a referral to **the SARB** ~~a school attendance review board~~ or the probation department, the attendance supervisor shall provide the student and parent/guardian, in writing, the name and address of the **SARB** ~~school attendance review board~~ or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the **SARB** ~~school attendance review board~~ or a probation officer to consider a proper disposition of the referral. (Education Code 48263)

c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below. (Education Code 48264.5)

d. If the Superintendent or designee determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or student's parents/guardians have failed to respond to the directives of the district or to services provided, the attendance supervisor may so notify the district attorney and/or the probation officer. ~~if the district attorney or probation officer has elected to participate in a truancy medication program.~~ (Education Code 48263)

~~4. Upon his/her third truancy within the same school year, a student shall be classified as a habitual truant. (Education Code 48262, 48264.5)~~

4. Fourth truancy

a. Upon his/her fourth truancy within the same school year, the student shall be within the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)

b. If a student has been judged by the county juvenile court to be a habitual truant, the attendance supervisor shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code 48267)

7.6.21

CHRONIC ABSENCE AND **TRUANCY** (continued)

5. Absence for 10 percent of school days (chronic truancy)

a. The attendance supervisor shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.

b. If a chronically truant student is at least age 6 years and is in any of grades K-8, the attendance supervisor shall notify the parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

~~**Reports**~~ ***Records***

The Superintendent or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. The Superintendent or designee also shall document all contacts with a student and his/her parent/guardian regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number of referrals and types of referrals made to the school attendance review board and the number of requests for petitions made to the juvenile court. (Education Code 48273)

OPEN ENROLLMENT ACT TRANSFERS

PARENTAL NOTIFICATION:
OPTION TO TRANSFER

[*Date*]

To the parents/guardians of students at _____ School:

The purpose of this letter is to inform you that our school has been identified by the California Department of Education (CDE) as an Open Enrollment school for the _____ school year.

Why is our school on the Open Enrollment List?

The Open Enrollment Act, which became law in the spring of 2010, requires the CDE to annually create a list of 1,000 schools ranked by their Academic Performance Index (API). A school's API is a number that ranges from 200 to 1,000 and is calculated using the results for each school's students on statewide tests. The state has set 800 as the API target for all schools to meet. Schools that fall short of 800 are required to meet annual growth targets until that goal is achieved. Annual API growth targets will vary for each school.

For more information about how the Open Enrollment List is created, please visit the CDE's web site: http://www.cde.ca.gov/sp/eo/op.

What right does a parent have to request a transfer?

All parents/guardians of students attending a school on the Open Enrollment List have the option to request a transfer of their child to another school in this district or in another California district. The school to which your child transfers must have a higher API than the school your child is leaving. Our school's API is _____.

The following district schools are available to accept transfers: [*List schools with space available and higher API scores.*]

_____

_____

_____

If you would like to transfer your child to one of the schools listed above, please contact that school for information about applying for intradistrict open enrollment. Information about the performance and academic achievement of each available school is enclosed.

If you would like to transfer your child to a school in another district, you must contact that school district for information regarding their application procedures and timelines. To find a school with a higher API, go to the CDE's website: http://api.cde.ca.gov/reports.

7.6.23

OPEN ENROLLMENT ACT TRANSFERS (continued)

Parents/guardians are responsible for providing transportation to and from the new school.

We will keep you updated and informed about opportunities to discuss plans for our school. If you have questions, need additional information on how you can get involved in our school improvement efforts, or would like to discuss the school's instructional program, please feel free to call me and/or visit the school.

Sincerely,

_____
[*Name of Principal*]

NEW

HEALTH EXAMINATIONS

The Board of Trustees recognizes that periodic health examinations of students may lead to the detection and treatment of conditions that impact learning. Health examinations also may help in determining whether special adaptations of the school program are necessary.

~~In addition to verifying that students have complied with legal requirements for health examinations and immunizations before enrolling in school, the district shall administer tests for vision, hearing and scoliosis as required by law.~~

The Superintendent or designee shall verify that students have complied with legal requirements for a comprehensive health screening, an oral health assessment, and immunizations at school entry. In addition, the district shall administer tests for vision, hearing, and scoliosis as required by law.

(cf. 5141.26 - Tuberculosis Testing)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Child Health and Disability Prevention Program)
(cf. 5141.6 - Student Health and Social Services)

All students who participate as cheerleaders, song leaders, or athletes in organized competitive sports shall first undergo ~~and file with the district~~ a ~~current~~ medical examination **and submit documentation of medical clearance to the district**. Upon sustaining an injury or serious illness, a student may be required to have another examination before participating further. This requirement does not apply to participants in occasional play day or field day activities.

(cf. 5143 - Insurance)
(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall ensure that staff employed to examine students exercise proper care of each student and that examination results are kept confidential. Records related to these examinations shall be available only in accordance with law.

(cf. 5125 - Student Records)

Reports to the Board regarding the number of students found to have physical problems and the effort made to correct them shall in no way reveal the identity of students.

Legal Reference: (see next page)

7.6.25

HEALTH EXAMINATIONS

Legal Reference:

EDUCATION CODE
44871-44879 Employment qualifications
48980 Parental notifications
49400-49414.5~~13~~ ~~General powers school boards (re pupil health)~~ ***Student health, general powers of school boards***
49422 Supervision of health and physical development
49450-494~~587~~ Physical examinations (of pupils)
49460-49466 Development of standardized health assessments
HEALTH AND SAFETY CODE
120325-120380 Immunization against communicable diseases
121475-121520 Tuberculosis tests for pupils
124025-124110 Child Health and Disability Prevention Program
CODE OF REGULATIONS, TITLE 5
590-596 Vision screening
3027 Hearing and vision screening for special education
3028 Audiological screening
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
1232h Protection of student rights

Management Resources:

CSBA PUBLICATIONS
Expanding Access to School Health Services: Policy Considerations for Governing Boards, November 2008
Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, November 2008
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Standards for Scoliosis Screening in California Public Schools, 2007
A Guide for Vision Testing in California Public Schools, 2005
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Joint Guidance on the Application of FERPA and HIPAA to Student Health Records, November 2008
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Health Services/School Nursing: http://www.cde.ca.gov/ls/he/hn
California Department of Education, Type 2 Diabetes Information: http://www.cde.ca.gov/ls/he/hn/type2diabetes.asp
U.S. Department of Education: http://www.ed.gov

HEALTH EXAMINATIONS

The principal at each school shall notify parents/guardians of the rights of students and parents/guardians related to health examinations. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

A parent/guardian may annually file a written statement with the principal withholding consent to the physical examination of his/her child. The child shall be exempt from any physical examination but shall be subject to exclusion from attendance when contagious or infectious disease is reasonably suspected. (Education Code 49451)

(cf. 5112.2 - Exclusions from Attendance)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.26 – Tuberculosis Testing)

Vision and Hearing Tests

Students shall have their vision and hearing tested by qualified personnel authorized by the district. (Education Code 49452, 49454)

All students shall be tested for visual acuity when they first enroll in elementary school and every three years thereafter until the student completes grade 8. External observations of the student's eyes, visual performance and perception shall be made by the school nurse and the classroom teacher. (Education Code 49455)

For male students, color vision shall be tested one time, after the student reaches grade 1. Results of the test shall be entered into the student's health record. (Education Code 49455)

Evaluation of a student's vision may be waived at the parent/guardian's request if the parent/guardian presents a certificate from ~~either a medical doctor or an optometrist~~ **an authorized health care provider** specifying the results of an examination of the student's vision including visual acuity, and, in male students, color vision. (Education Code 49455)

Visual defects or any other defects found as a result of the vision examination shall be reported to the parent/guardian with a request that remedial action be taken to correct or cure the defect. If made in writing, such reports shall not include a referral to any private practitioner, and the report of a visual defect shall be made on a form prescribed by the Superintendent of Public Instruction. (Education Code 49456)

The student may be referred to a public clinic or diagnostic and treatment center operated by a public hospital or by the state, county or city department of public health. (Education Code 49456)

7.6.27

HEALTH EXAMINATIONS (continued)

Scoliosis Screening

Each female student in grade 7 and each male student in grade 8 shall be screened for scoliosis. This screening shall comply with California Department of Education standards and shall be performed by qualified personnel as specified in law. (Education Code 49452.5)

Persons performing the screening shall not solicit, encourage or advise treatment of the student for scoliosis or any other condition discovered in the course of the screening. (Education Code 49452.5)

The parent/guardian of any student suspected of having scoliosis shall receive a notice which includes an explanation of scoliosis and describes the significance of treatment at an early age. This notice shall also describe the public services available for treatment and include a referral to appropriate community resources. (Education Code 49452.5)

Type 2 Diabetes Information

Because type 2 diabetes in children is a preventable and treatable disease, parents/guardians are encouraged to have their child screened by an authorized health care practitioner for risk factors of the disease, including excess weight, and to request tests of their child's blood glucose to determine if he/she has diabetes or pre-diabetes.

(cf. 5030 - Student Wellness)

The Superintendent or designee shall provide parents/guardians of incoming students in grade 7 with an information sheet developed by the CDE regarding type 2 diabetes, which includes a description of the disease and its risk factors and warning signs, a recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes be screened for the disease, a description of the different types of diabetes screening tests available, and a description of treatments and prevention methods. The information sheet may be provided with the parental notifications required pursuant to Education Code 48980. (Education Code 49452.7)

The Superintendent or designee may provide information to parents/guardians regarding public or private sources from which they may receive diabetes screening and education services for free or at reduced costs.

IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Board of Trustees desires to cooperate with state and local health agencies to encourage immunization of all district students against preventable diseases.

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)
(cf. 5141.22 - Infectious Diseases)

Each student enrolling for the first time in a district elementary or secondary school, preschool, or child care and development program shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

~~Students entering a district school or child care and development program, or transferring between school campuses, shall present an immunization record which shows at least the month and year of each immunization in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.~~

(cf. 5112.1 - Exemptions from Attendance)
(cf. 5112.2 - Exclusions from Attendance)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

~~Each transfer student shall present his/her immunization record certifying that he/she has received all required immunizations currently due before he/she is admitted to school.~~

Except to the extent otherwise authorized by law, each transfer student shall present evidence of immunization before he/she is admitted to school. Such evidence may include the child's personal immunization record from his/her authorized health care provider or his/her cumulative file from his/her previous school.

~~The Superintendent or designee may arrange for qualified medical personnel to administer immunizations at school to any student whose parent/guardian has consented in writing. (Education Code 49403)~~

However, when necessary, a transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school. If these records do not arrive within 30 school days, the student shall present written documentation by an authorized health care provider showing that the required immunizations were received. If such documentation is not presented, the student shall be excluded from school until the required immunizations have been administered. (17 CCR 6070)

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

7.6.29

IMMUNIZATIONS

(cf. 6173.2 - Education of Children of Military Families)

The Superintendent or designee may arrange for an authorized health care provider to administer immunizations at school to any student whose parent/guardian has consented in writing. At the beginning of the school year, parents/guardians shall be notified of their right to provide consent for the administration of an immunization to their child at school. (Education Code 49403)

(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - Student Health and Social Services)
(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE
44870 Qualifications of supervisor of health
46010 Total days of attendance
48216 Immunization
48853.5 Immediate enrollment of foster youth
48980 Required notification of rights
49403 Cooperation in control of communicable disease and immunizations
49426 Duties of school nurses
49701 Flexibility in enrollment of children of military families
HEALTH AND SAFETY CODE
120325-120380 Immunization against communicable disease especially:
120335 Immunization requirement for admission
120395 Information about meningococcal disease, including recommendation for vaccination
120440 Disclosure of immunization information
CODE OF REGULATIONS, TITLE 5
430 Student records
CODE OF REGULATIONS, TITLE 17
6000-6075 School attendance immunization requirements
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
UNITED STATES CODE, TITLE 42
11432 Immediate enrollment of homeless children
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy

Legal Reference: (see next page)

7.6.30

IMMUNIZATIONS (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
California Immunization Handbook for Schools and Child Care Programs, July 2003
Guide to Immunizations Required for School Entry
Guide to the Requirements of the California School Immunization Law for Parents of Children in or Entering School or Child Care
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Family Educational Rights and Privacy Act (FERPA) and H1N1, October 2009
~~*DEPARTMENT OF HEALTH SERVICES*~~
~~*Commonly Asked Questions About the New School Immunization Requirements, March 1999*~~
WEB SITES
~~*CDE: http://www.cde.ca.gov*~~
California Department of Education: http://www.cde.ca.gov
~~*California Department of Health Services: http://www.dhs.ca.gov*~~
California Department of Public Health, Immunization Branch: http://www.cdph.ca.gov/programs/immunize
Centers for Disease Control and Prevention: http://www.cdc.gov
U.S. Department of Education: http://www.ed.gov

IMMUNIZATIONS

The Superintendent or designee shall provide parents/guardians, upon school registration, a written notice summarizing the state's immunization requirements.

The Superintendent or designee shall not unconditionally admit any student to a district school or child care and development program **nor advance a student to specified grade levels** unless that student has presented documentation of full immunization, **in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases:** (Health and Safety Code 120335**; 17 CCR 6020**)

(cf. 5141.22 - Infectious Diseases)
(cf. 5148 - Child Care and Development)

~~At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of the rights of students and parents/guardians relating to immunizations under Education Code 49403. (Education Code 48980)~~

(cf. 5145.6 - Parental Notifications)

~~**Immunizations for Grades K-12**~~

~~Students entering the district in grades kindergarten through 12 shall have received the following immunizations: (Health and Safety Code 120335; 17 CCR 6020)~~

1. Measles, mumps and rubella (MMR) ~~vaccine~~

   ~~a. Students entering at the kindergarten level shall have received two doses on or after the first birthday, except one dose may be a measles-only vaccine.~~

   ~~b. Mumps vaccine shall not be required for students age seven or older.~~

   ~~c. Students entering or advancing to seventh grade shall be required to have a second dose of measles-containing vaccine if they have not previously obtained a second dose.~~

2. Diphtheria, tetanus and pertussis (whooping cough) ~~vaccine~~ (DTP ~~or~~ DTaP **or Tdap**)

   ~~a. Five doses shall be required for students ages four through six. However, four doses shall meet the requirement if at least one dose was given on or after the fourth birthday.~~

   ~~b. Four doses shall be required for students age seven or older. However, three doses shall meet the requirement if at least one dose was given on or after the second birthday.~~

   ~~c. Pertussis immunization shall not be required for students age seven or older.~~

7.6.32

IMMUNIZATIONS (continued)

~~d. A tetanus and diphtheria (Td) shot is recommended but not required for seventh-grade students who have not had a booster within the past five years.~~

3. Poliomyelitis (polio) ~~vaccine~~

~~Four doses shall be required at any age. However, three doses shall meet the requirement for ages four though six if at least one dose was given on or after the fourth birthday, and three doses shall meet the requirement for ages seven to seventeen if at least one dose was given on or after the second birthday.~~

4. Hepatitis B ~~vaccine~~

~~a. Three doses shall be required for entry into kindergarten.~~

~~Students admitted at the kindergarten level or below before August 1, 1997, shall be exempt from this requirement.~~

~~b. Students shall not be unconditionally admitted or advanced to seventh grade unless they have been fully immunized against hepatitis B. A student who has previously had three doses of hepatitis B vaccine at any age before seventh grade shall not be required to receive any additional shots.~~

5. Varicella (chickenpox) ~~vaccine~~

6. Haemophilus influenza type b (Hib meningitis)

7. Any other disease designated by the CDPH

(cf. 5141.22 - Infectious Diseases)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

~~Any student admitted at the kindergarten level or above before July 1, 2001, shall be exempt from this requirement for school entry.~~

~~Students who skipped kindergarten shall meet immunization requirements for hepatitis B and a second measles dose prior to entering first grade.~~

~~Students transferring into the district at a grade other than kindergarten or seventh grade shall be exempt from the requirement for a second measles dose or hepatitis B immunization.~~

~~**Immunizations Below Kindergarten Level**~~

~~Children younger than age four years, six months shall have received haemophilus influenza type b (Hib meningitis) vaccine. (Health and Safety Code 120335)~~

7.6.33

IMMUNIZATIONS (continued)

~~Other immunization requirements for children below kindergarten level depend on the child's age as specified in 17 CCR 6020.~~

Exemptions

Exemption from immunization requirements is allowed when: (Health and Safety Code 120365, 120370, 120375; 17 CCR 6051)

1. The student's parent/guardian states in writing that immunization is contrary to his/her beliefs.

   However, if there is good cause to believe that the student has been exposed to one of the communicable diseases listed above, the student may be temporarily excluded from school until the local health officer is satisfied that the student is no longer at risk of developing the disease. (Health and Safety Code 120365)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

2. The student's parent/guardian provides a written statement by a licensed physician that the physical condition or medical circumstances of the student are such that immunization is unsafe or is permanently not indicated, **in which case the student shall be exempted to the extent indicated by the physician's statement**

Exclusions Due to Lack of Immunizations

Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or until the student presents a letter or affidavit of exemption from his/her parent/guardian or physician.

(cf. 5112.2 - Exclusions from Attendance)
(cf. 6183 - Home and Hospital Instruction)

Before ~~a~~ **an already admitted** student is excluded from school attendance because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has 10 school days in which to supply evidence of proper immunization or an appropriate letter of exemption. This notice shall refer the parent/guardian to the child's usual source of medical care. (Education Code 48216; 17 CCR 6040)

If no usual source of medical care exists, the parent/guardian shall be referred to the county health department **or immunization program, if any**. (Education Code 48216)

The Superintendent or designee shall exclude from further attendance any student who fails to obtain the required immunization within 10 school days following receipt of the parent/guardian notice specified above, unless the student is exempt from immunization for medical reasons or personal beliefs. The student shall remain excluded from school until

7.6.34

IMMUNIZATIONS (continued)

he/she has received another dose of each required vaccine due at that time. The student shall also be reported to the attendance supervisor or principal. (17 CCR 6055)

Conditional Enrollment

The Superintendent or designee may conditionally admit a student with documentation from ~~a physician~~ **an authorized health care provider** that: (Health and Safety Code 120340; 17 CCR 6000, 6035)

1. He/she has received some but not all required immunizations and is not due for any vaccine dose at the time of admission

2. He/she has a temporary exemption from immunization for medical reasons

The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses when they become due as specified in 17 CCR 6035.

The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)

Records

The Superintendent or designee shall record each new entrant's immunizations in the ~~mandatory permanent student~~ **California School Immunization Record and retain it as part of the student's mandatory permanent student** record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

(cf. 5125 - Student Records)

IDENTIFICATION OF INDIVIDUALS FOR SPECIAL EDUCATION

Referrals for Special Education Services

A student shall be referred for special educational instruction and services only after the resources of the regular education program have been considered and used where appropriate. (Education Code 56303)

All referrals for special education and related services from school staff shall include a brief reason for the referral and description of the regular program resources that were considered and/or modified for use with the student, and their effect. (5 CCR 3021)

Initial Evaluation for Special Education Services

Before the initial provision of special education and related services to a student with a disability, the district shall conduct a full and individual initial evaluation of the student. (34 CFR 300.301; Education Code 56320)

~~Within 15 days of a referral of any student for special education and related services, the district shall develop a proposed evaluation plan, unless the parent/guardian agrees in writing to an extension. The 15-day period does not include days between the student's regular school session or term, or days of school vacation in excess of five school days from the date of receipt of the referral. If the referral is made within 10 days or less prior to the end of the student's regular school year, the proposed evaluation plan shall be developed within 10 days after the beginning of the next regular school year, or the student's regular school term. In the case of the student's school vacation in excess of five school days, the 15-day deadline shall recommence on the date the student's regular school days reconvene. (Education Code 56043, 56321)~~

Upon receipt of a referral of any student for special education and related services, a proposed evaluation plan shall be developed within 15 days, not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days, unless the parent/guardian agrees, in writing, to an extension. If the referral is made within 10 days or less prior to the end of the student's regular school year or term, the proposed evaluation plan shall be developed within 10 days after the beginning of the next regular school year or term. (Education Code 56043, 56321)

The proposed assessment plan shall meet all of the following requirements: (Education Code 56321)

1. Be in a language easily understood by the general public

2. Be provided in the native language of the parent/guardian or other mode of communication used by the parent/guardian unless it is clearly not feasible

3. Explain the types of assessment to be conducted

IDENTIFICATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

4. State that no individualized education program (IEP) will result from the assessment without parent/guardian consent

(cf. 6159 - Individualized Education Program)

Prior to conducting an initial evaluation, the district shall provide the parent/guardian with prior written notice in accordance with 34 CFR 300.503. In addition, as part of the evaluation plan, the parent/guardian shall receive written notice that includes all of the following information: (34 CFR 300.304, 300.504; Education Code 56329)

1. Upon completion of the administration of tests and other evaluation materials, an IEP team meeting that includes the parent/guardian or his/her representative shall be scheduled pursuant to Education Code 56341. At this meeting, the team shall determine whether or not the student is a student with disabilities, as defined in Education Code 56026, and shall discuss the evaluation, the educational recommendations, and the reasons for the recommendations.

2. When making a determination of eligibility for special education, the district shall not be determine that a student is disabled if the primary factor for such determination is lack of appropriate instruction in reading, including the essential components of reading instruction as defined in 20 USC 6368 of the No Child Left Behind Act, lack of appropriate instruction in mathematics, or limited English proficiency.

3. A copy of the evaluation report and the documentation of determination of eligibility shall be given to the parent/guardian.

4. If a parent/guardian disagrees with an evaluation obtained by the district, the parent/guardian has the right to obtain, at public expense, an independent educational evaluation of the student from qualified specialists, in accordance with 34 CFR 300.502. A parent/guardian is entitled to only one such evaluation at public expense each time the district conducts an assessment with which the parent/guardian disagrees.

   If the district observed the student in conducting its evaluation, or if its evaluation procedures make it permissible to have in-class observation of a student, an equivalent opportunity shall apply to the independent educational evaluation. This equivalent opportunity shall apply to the student's current placement and setting as well as observation of the district's proposed placement and setting, if any, regardless of whether the independent educational evaluation is initiated before or after the filing of a due process hearing proceeding.

IDENTIFICATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

5. The district may initiate a due process hearing pursuant to Education Code 56500-56508 to show that its evaluation is appropriate. If the final decision resulting from the due process hearing is that the evaluation is appropriate, the parent/guardian maintains the right for an IEE, but not at public expense.

   If the parent/guardian obtains an independent educational evaluation at private expense, the results of the evaluation shall be considered by the district with respect to the provision of a free appropriate public education (FAPE) to the student, and may be presented as evidence at a due process hearing regarding the student. If the district observed the student in conducting its evaluation, or if its evaluation procedures make it permissible to have in-class observation of a student, an equivalent opportunity shall apply to an independent educational evaluation of the student in the student's current educational placement and setting, if any, proposed by the district, regardless of whether the independent educational evaluation is initiated before or after the filing of a due process hearing.

6. If a parent/guardian proposes a publicly financed placement of the student in a nonpublic school, the district shall have an opportunity to observe the proposed placement and the student in the proposed placement, if the student has already been unilaterally placed in the nonpublic school by the parent/guardian. Any such observation shall only be of the student who is the subject of the observation and shall not include the observation or evaluation of any other student in the proposed placement unless that other student's parent/guardian consents to the observation or evaluation. The results of any observation or evaluation of another student in violation of Education Code 56329(d) shall be inadmissible in any due process or judicial proceeding regarding FAPE of that other student.

(cf. 5145.6 – Parental Notifications)
(cf. 6159.1 – Procedural Safeguards and Complaints for Special Education)
(cf. 6164.41 – Children with Disabilities Enrolled by their Parents in Private School)

Parent/Guardian Consent for Evaluations

Upon receiving the proposed evaluation plan, the parent/guardian shall have at least 15 days to decide whether or not to consent to the initial evaluation. The district shall not interpret parent/guardian consent for initial evaluation as consent for initial placement or initial provision of special education services. (34 CFR 300.300, 34 CFR 300.301; Education Code 56320,56321)

Informed parental consent means that the parent/guardian: (34 CFR 300.9)

1. Has been fully informed of all information relevant to the activity for which consent is sought, in his/her native language or other mode of communication

IDENTIFICATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

2. Understands and agrees, in writing, to the carrying out of the activity for which his/her consent is sought and the consent describes that activity and lists the records (if any) that will be released and to whom

3. Understands that the granting of consent is voluntary on his/her part and may be revoked at any time

4. Understands that if he/she revokes consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked)

The district shall make reasonable efforts to obtain the informed consent of the parent/guardian for an initial evaluation or reevaluation of a student. The district shall maintain a record of its attempts to obtain consent, including: (34 CFR 300.300, 300.322;

1. Detailed records of telephone calls made or attempted and the results of those calls

2. Copies of correspondence sent to the parent/guardian and any responses received

3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits

If a parent/guardian refuses to consent to the initial evaluation or fails to respond to a request to provide consent, the district may, but is not required to, pursue an evaluation by utilizing the procedural safeguards, including the mediation and due process procedures pursuant to 20 USC 1415 and 34 CFR 300.506-300.516. (34 CFR 300.300; Education Code 56321)

For a student who is a ward of the state and not residing with his/her parent/guardian, the district may conduct an initial evaluation without obtaining informed consent if any of the following situations exists: (20 USC 1414; 34 CFR 300.300; Education Code 56321.1)

1. Despite reasonable efforts to do so, the district cannot discover the whereabouts of the parent/guardian of the student.

2. The rights of the parent/guardian of the student have been terminated in accordance with California law.

3. The rights of the parent/guardian to make educational decisions have been subrogated by a judge in accordance with California law and consent for an initial evaluation has been given by an individual appointed by the judge to represent the student.

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

IDENTIFICATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

The district need not obtain parent/guardian consent before reviewing existing data as part of an evaluation or administering a test or other evaluation that is administered to all students, unless consent is required from the parents/guardians of all students. (34 CFR 300.300)

Conduct of the Evaluation

The district shall complete the determination as to whether the student is a student with a disability, conduct the initial evaluation to determine his/her educational needs, and develop an IEP within 60 days of receiving informed parent/guardian consent for the evaluation. (34 CFR 300.300, 34 CFR 300.301; Education Code 56344)

The evaluation shall be conducted by qualified personnel who are competent to perform the assessment as determined by the district. ~~county office of education, or special education local plan area (SELPA).~~ (Education Code 56320, 56322)

The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services. (34 CFR 300.302)

In conducting the evaluation, the district shall use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the student. The district shall also use any information provided by the parent/guardian that may assist the district in making the determination as to whether the student is a student with a disability and, if so, the necessary components of his/her IEP when the IEP is developed, including information related to enabling the student to be involved in and to progress in the general education curriculum. (34 CFR 300.304)

The district's evaluation shall not use any single measure or assessment as the sole criterion for determining whether a student is a student with a disability and for determining the appropriate educational program for the student. The assessment shall use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors in addition to physical or developmental factors. (34 CFR 300.304)

The district shall also ensure that assessments and other evaluation materials provide relevant information that directly assists persons in determining the student's educational needs and are: (34 CFR 300.304; Education Code 56320)

1. Selected and administered so as not to be discriminatory on a racial, cultural, or sexual basis

2. Provided and administered in the language and form most likely to yield accurate information on what the student knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer

IDENTIFICATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

3. Used for the purposes for which the assessments or measures are valid and reliable

4. Administered by trained and knowledgeable personnel

5. Administered in accordance with any instructions provided by the producer of the assessments

6. Tailored to assess specific areas of educational need and not merely designed to provide a single general intelligence quotient

7. If administered to a student with impaired sensory, manual, or speaking skills, selected and administered to best ensure that the results accurately reflect the student's aptitude or achievement level or whatever other factors the test purports to measure

Students shall be assessed in all areas related to the suspected disability, including, if appropriate, health and development, vision (including low vision), hearing, social and emotional status, general intelligence, language function, academic performance, communicative status, self-help, orientation and mobility skills, career and vocational ability and interests and motor abilities. When appropriate, a developmental history shall be obtained. The district shall ensure that the evaluation is sufficiently comprehensive to identify all of the student's special education and related service needs, whether or not commonly linked to the disability category in which the student has been classified. (34 CFR 300.301)

As part of the initial evaluation and any reevaluation, the IEP team and other qualified professionals shall, if appropriate, review existing evaluation data on the student, including evaluations and information provided by the parents/guardians; current classroom-based local or state assessments and classroom-based observations; and observations by teachers and related services providers. On the basis of that review and input from the student's parent/guardian, the team shall identify what additional data, if any, are needed to determine: (34 CFR 300.305; Education Code 56381)

1. Whether the student is a student with a disability, or in the case of a reevaluation, whether the student continues to have a disability, and the educational needs of the student

2. The present levels of academic achievement and related developmental needs of the student

3. Whether the student needs, or continues to need, special education and related services

IDENTIFICATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

4. Whether any additions or modifications to the special education and related services are needed to enable the student to meet the measurable annual goals set out in his/her IEP and to participate, as appropriate, in the general education curriculum

If a student has transferred from another district in the same school year or leaves this district, the district shall coordinate with the student's prior or subsequent district as necessary and as expeditiously as possible to ensure prompt completion of full evaluations. (34 CFR 300.304)

Eligibility Determination

Upon completion of the administration of assessments and other evaluation measures, a group of qualified professionals and the parent/guardian shall determine whether the student is a student with a disability and, if so, the student's educational needs. In interpreting the data, the group shall draw information from a variety of sources, including aptitude and achievement tests, parent/guardian input, and teacher recommendations, as well as information about the student's physical condition, social or cultural background, and adaptive behavior. The group shall ensure that the information obtained from these sources is documented and carefully considered. (34 CFR 300.306)

The personnel who evaluate the student shall prepare a written report of the results of each evaluation. The report shall include, but not be limited to, the following: (Education Code 56327)

1. Whether the student may need special education and related services

2. The basis for making the determination

3. The relevant behavior noted during the observation of the student in an appropriate setting

4. The relationship of that behavior to the student's academic and social functioning

5. The educationally relevant health, developmental, and medical findings, if any

6. For students with learning disabilities, whether there is such a discrepancy between achievement and ability that it cannot be corrected without special education and related services

7. A determination concerning the effects of environmental, cultural, or economic disadvantage, where appropriate

8. The need for specialized services, materials, and equipment for students with low incidence disabilities, consistent with Education Code 56136

IDENTIFICATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

When making a determination of eligibility for special education and related services, the district shall not determine that a student is disabled if the primary factor for such determination is a lack of appropriate instruction in reading, including the essential components of reading instruction pursuant to 20 USC 6368 of the No Child Left Behind Act, lack of instruction in mathematics, limited English proficiency, or that the student does not otherwise meet the eligibility criteria. (34 CFR 300.306; Education Code 56329)

If a determination is made that a student has a disability and needs special education and related services, an IEP shall be developed within a total time not to exceed 60 days, not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days, from the date of the receipt of the parent/guardian's consent for evaluation, unless the parent/guardian agrees, in writing, to an extension. (34 CFR 300.306; Education Code 56043)

Independent Educational Evaluation

The parents/guardians of a student with a disability have the right to obtain an independent educational evaluation at public expense under the same criteria that the district uses for a district-initiated evaluation. An *independent educational evaluation* is an evaluation conducted by a qualified examiner who is not employed by the district. *Public expense* means the district either pays for the full cost of the independent educational evaluation or ensures that the evaluation is otherwise provided at no cost to the parent/guardian. (34 CFR 300.502; Education Code 56329)

The parent/guardian is entitled to only one independent educational evaluation at public expense each time the district conducts an evaluation with which the parent/guardian disagrees. (34 CFR 300.502; Education Code 56329)

If a parent/guardian has requested an independent educational evaluation, the district may ask for a reason that he/she objects to the district's evaluation. However, the parent/guardian is not required to provide the reason to the district. (34 CFR 300.502)

Upon receiving the request for an independent educational evaluation, the district shall, without unnecessary delay, either: (34 CFR 300.502)

1. File a due process complaint to request a hearing to show that its evaluation is appropriate

2. Ensure that an independent evaluation is provided at public expense, unless the district can later demonstrate at a hearing that the evaluation obtained by the parent/guardian did not satisfy the district's criteria

If a due process hearing decision determines that the district's evaluation is appropriate, then the parent/guardian may obtain an independent evaluation but not at public expense. (34 CFR 300.502)

7.6.43

IDENTIFICATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

The results of an independent evaluation obtained by the parent/guardian, whether at public or private expense, shall be considered by the district if it meets district criteria in any decision made with respect to FAPE and may be presented as evidence at a hearing on a due process complaint. (34 CFR 300.502)

Reevaluation

A reevaluation shall be conducted when the district determines that the educational or related service needs of the student, including improved academic achievement and functional performance, warrant a reevaluation or if the student's parent/guardian or teacher requests reevaluation. Such reevaluations shall occur every three years, unless the parent/guardian and district agree in writing that a reevaluation is unnecessary. A reevaluation may not occur more than once a year, unless the parent/guardian and the district agree otherwise. (34 CFR 300.303; Education Code 56043, 56381)

The district shall ensure that any reevaluations of the student are conducted in accordance with the evaluation procedures pursuant to 34 CFR 300.304-300.311. (34 CFR 300.303)

Before entering kindergarten or first grade, children with disabilities who are in a preschool program shall be reevaluated to determine if they still need special education and services. IEP teams shall identify a means of monitoring the continued success of children who are determined to be eligible for less intensive special education programs to ensure that gains made are not lost by a rapid removal of individualized programs and supports for these children. (Education Code 56445)

Parent/Guardian Revocation of Consent for Continued Provision of Services

If at any time subsequent to the initial provision of services, the student's parent/guardian revokes consent, in writing, for the continued provision of special education services, the Superintendent or designee shall provide prior written notice within a reasonable time before ceasing to provide services to the student. The district shall not request a due process hearing or pursue mediation in order to require an agreement or ruling that services be provided to the student. (34 CFR 300.300, 300.503)

Once the district has ceased providing special education services in response to the parent/guardian's revocation of consent, the student shall be classified as a general education student.

IDENTIFICATION OF INDIVIDUALS FOR SPECIAL EDUCATION

The Board of Trustees recognizes the need to actively seek out and evaluate district residents from birth through age 21 who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal law.

(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 6164.41 – Children with Disabilities Enrolled by Their Parents in Private School)
(cf. 6164.6 - Identification and Education under Section 504)

~~The Superintendent or designee shall develop processes to determine when an individual is eligible for special education services and shall establish systematic procedures for special education program identification, screening, referral, assessment, planning, implementation, review, and triennial assessment. (Education Code 56301)~~

The Superintendent or designee shall establish a comprehensive system that includes procedures for the identification, screening, referral, and regular and triennial assessment of individuals eligible for special education, as well as procedures for the planning, implementation, and review of the education and related services provided to such individuals. (Education Code 56301)

~~The Superintendent or designee shall develop a practical method to ensure that all eligible individuals residing within the district are currently receiving needed special education and related services. The district's process shall ensure that private school children with disabilities residing within the district are accurately counted and are able to participate equitably in the district's program. The Superintendent or designee shall consult with appropriate representatives of private school students with disabilities on how to identify, locate, and evaluate these students. (Education Code 56301; 20 USC 1412(a)(3))~~

The district's identification procedures shall include methods for utilizing referrals from parents/guardians, teachers, appropriate professionals, and others, and shall be coordinated with school site procedures for referral of students whose needs cannot be met with modifications to the regular instructional program. (Education Code 56302)

The Superintendent or designee shall notify parents/guardians in writing of their rights related to identification, referral, assessment, instructional planning, implementation, and review, including **the right to consent to any assessment concerning their child. In addition, the Superintendent or designee shall notify parents/guardians of** the district's procedures for initiating a referral for assessment to identify individuals who need special education services. (Education Code 56302)

For assessment purposes, staff shall use appropriate tests to identify specific information about the individual's abilities in accordance with Education Code 56320.

Legal Reference: (see next page)

IDENTIFICATION OF INDIVIDUALS FOR SPECIAL EDUCATION (continued)

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3541.2 - Transportation for Students with Disabilities)
(cf. 4112.23 - Special Education Staff)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.6 - Parental Notifications)
(cf. 6159 - Individualized Education Program)
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)

Legal Reference:

EDUCATION CODE
44265.5 Professional preparation for teachers of impaired students
56000-56885 Special education programs, especially:
56195.8 Adoption of policies
56300-56304 Identification of individuals with disabilities
56320-56331 Assessment
56333-56338 Eligibility criteria for specific learning disabilities
56340-56347 Instructional planning and individualized education program
56381 Reassessment of students
56425-56432 Early education for individuals with disabilities
56441.11 Eligibility criteria, children 3 to 5 years old
56445 Transition to grade school; reassessment
56500-56509 Procedural safeguards
GOVERNMENT CODE
95000-95029.5 California Early Intervention Services Act
CODE OF REGULATIONS, TITLE 5
3021-3029 Identification, referral and assessment
3030-3031 Eligibility criteria
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act of 1974
1412 State eligibility
1415 Procedural safeguards
CODE OF FEDERAL REGULATIONS, TITLE 34
104.35 Evaluation and placement
104.36 Procedural safeguards
300.1-300.756 Assistance to states for the education of students with disabilities
300.301-300.306 Evaluations and reevaluations
300.301-300.306 Evaluations and reevaluations
COURT DECISIONS
Hood v. Encinitas Union School District, (2007) 486 F.3d 1099

Management Resources:

FEDERAL REGISTER
Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845
WEB SITES
California Department of Education, Special Education: http://www.cde.ca.gov
U.S. Department of Education, Office of Special Education Programs: http://www.ed.gov/about/offices/list/osers/osep

Policy adopted: October 21, 2008
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.6.46

GIFTED AND TALENTED STUDENT PROGRAM

Definitions

A *gifted and talented student* is a student enrolled in a public school who is identified as possessing demonstrated or potential abilities that give evidence of high performance capability in categories selected by the Board of Trustees. (Education Code 52201)

A *highly gifted student* is one who has achieved a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by qualified personnel or has demonstrated extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the student's teacher and principal. Highly gifted students shall generally constitute not more than one percent of the student population. (Education Code 52201)

A *special day* class for gifted and talented students consists of one or more classes totaling a minimum school day where each class: (5 CCR 3840)

1. Is composed of students identified as gifted and talented

2. Is designed to meet the specific academic needs of gifted and talented students for enriched or advanced instruction and is appropriately differentiated from other classes in the same subjects at the school

3. Is taught by a teacher who has specific preparation, experience, personal attributes, and competencies in the teaching of gifted children

A *part-time grouping* is one in which students attend classes or seminars that are organized to provided advanced or enriched subject matter for a part of the school day and those classes are composed of identified gifted and talented students. (5 CCR 3840)

A *cluster grouping* is one in which students are grouped within a regular classroom setting and receive appropriately differentiated activities from the regular classroom teacher. (5 CCR 3840)

Independent study provides additional instructional opportunities supervised by a certificated district employee through special tutors or mentors or through enrollment in correspondence courses specified in Education Code 51740 and 5 CCR 1633. (5 CCR 3840)

(cf. 6158 - Independent Study)

Acceleration means that students are placed in grades or classes more advanced than those of their chronological age group and are provided special counseling and/or instruction outside the regular classroom in order to facilitate their advanced work. (5 CCR 3840)

(cf. 5123 - Promotion/Acceleration/Retention)

GIFTED AND TALENTED STUDENT PROGRAM (continued)

Postsecondary education opportunities offer students the opportunity to attend classes conducted by college or community college or to participate in Advanced Placement programs. (5 CCR 3840)

(cf. 6141.5 - Advanced Placement)

Enrichment activities are supplemental educational activities that augment students' regular educational programs in their regular classrooms. Students use advanced materials and/or receive special opportunities from persons other than the regular classroom teacher. (5 CCR 3840)

Program Plan

The Superintendent or designee shall develop a written plan **which describes the differentiated curricula for the program and the methods used to examine the appropriateness of participating students' total educational experience.** ~~for the district's program which~~ **The plan** shall include the components specified in 5 CCR 3831 ~~and be designed in accordance with state program standards.~~

Whenever a school's GATE program is incorporated into School-Based Program Coordination, its school site council shall address the needs of GATE students within the school's single plan for student achievement. (Education Code 52853, 64001)

(cf. 0420 – School Plans/Site Councils)
(cf. 0420.1 – School-Based Program Coordination)

Identification of Gifted and Talented Students

Students shall be selected for the program based on their demonstrated or potential ability for high performance in ~~accordance with the~~ categories **identified by the Board, as evidenced by the following indicators and as described in the Districts GATE Plan: (5 CCR 3823)** ~~specified in Education Code 52202 and 5 CCR 3822.~~

1. **School, class, and individual student records**

2. **Individual test, which may include summary and evaluation by a credentialed school psychologist**

3. **Group tests**

4. **Interviews and questionnaires of teachers, parents/guardians, and others**

5. **Student products**

6. **Opinions of professional persons**

7.6.48

GIFTED AND TALENTED STUDENT PROGRAM (continued)

(cf. 5121 – Grades/Evaluation of Student Achievement)
(cf. 6162.5 – Student Assessment)
(cf. 6164.2 – Guidance/Counseling Services)

Final determination of a student's eligibility shall be made by the Superintendent or designee. (5 CCR 3824)

~~Evidence of a student's capability shall include any of the data specified in 5 CCR 3823 and shall consider the economic, linguistic, and cultural characteristics of students' background. (5 CCR 3823)~~

The Superintendent or designee shall design methods to seek out and identify gifted and talented students from varying linguistic, economic, and cultural backgrounds and whose extraordinary capacities require special services and programs. (5 CCR 3820)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6174 - Education for English Language Learners)

The Superintendent or designee shall base his/her decision upon the evaluation of ~~Prior to making a final determination of a student's eligibility, the~~ pertinent evidence ~~shall be evaluated~~ by the student's principal or designee, a classroom teacher familiar with the student's work, and, when appropriate, a credentialed school psychologist. A person recognized as an expert in the gifted and talented category under consideration, and/or a person who has in-depth understanding of the student's linguistic or cultural group, shall participate in the evaluation of the evidence unless there is no doubt as to the student's eligibility. These persons ~~shall meet~~ **may review screening, identification, and placement data in serial order and shall be required to meet only** as necessary to resolve any differences in assessment and recommendations. (5 CCR 3824)

In reviewing evidence of a student's abilities, the Superintendent or designee also shall consider the economic, linguistic, and cultural characteristics of the student's background and, when appropriate, studies of the factors contributing to the student's underachievement, including handicapping or disadvantaged conditions. (5 CCR 3823)

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 6174 – Education for English Language Learners)

In reviewing evidence of a student's abilities, the Superintendent or designee also shall consider the economic, linguistic, and cultural characteristics of the student's background and, when appropriate, studies of the factors contributing to the student's underachievement, including handicapping or disadvantaged conditions. (5 CCR 3823)

~~The district's advisory committee on gifted and talented education shall make the final determination of a student's eligibility.~~

GIFTED AND TALENTED STUDENT PROGRAM (continued)

The Superintendent or designee ~~shall~~ **may** identify as gifted and talented any student who has transferred from a district in which he/she was identified as a gifted and talented student.

Because students who do not initially meet district criteria for the GATE program may become eligible at a later grade level, the district may re-examine student eligibility whenever the district receives a referral through its identification process noted or the Superintendent or designee determines it to be in the student's best interest.

Once identified as a GATE student, a student shall remain eligible even though services provided to the student may change.

Written consent shall be secured from a student's parent/guardian before he/she participates in the program. (5 CCR 3831)

Concurrent Enrollment In College Classes ~~**Community College Enrollment**~~

With parent/guardian consent, a principal may recommend students of any age or grade level for part-time enrollment in community college courses. For any particular grade level, a principal may not recommend for community college summer session attendance more than five percent of the total number of students who completed that grade immediately prior to the time of recommendation unless all of the criteria specified in Education Code 48800 are satisfied. (Education Code 48800)

The principal may only recommend a student for community college summer session if that student satisfies both of the following conditions: (Education Code 48800)

1. Demonstrates adequate preparation in the discipline to be studied

2. Exhausts all opportunities to enroll in an equivalent course, if any, at his/her school of attendance

If a community college course is to be held at a district high school campus, the Board shall define, at a regularly scheduled meeting, the times that the campus will be closed to the general public. (Education Code 76002)

Special part-time students may enroll in up to 11 units per semester, or the equivalent, in a community college. Such students shall receive credit for community college courses that they complete at a level jointly determined appropriate by the Board and the community college governing board. (Education Code 48800, 76001)

GIFTED AND TALENTED STUDENT PROGRAM (continued)

Any student's parent/guardian may petition the Board to authorize the student to attend a community college as a special full-time student if he/she believes the student would benefit from advanced scholastic or vocational work that would thereby be available. (Education Code 48800.5)

If the Board denies a request for special part-time or full-time enrollment at a community college for a student who is identified as highly gifted and talented as defined above, the Board shall issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that falls at least 30 days after the request has been submitted. (Education Code 48800, 48800.5)

EDUCATION FOR FOSTER YOUTH

Definitions

Foster youth means a child who has been subject to one of the following: (Education Code 48853.5)

1. Has been removed from his/her home pursuant to Welfare and Institutions Code 309 (~~investigation and release of child~~ **temporary custody)**

2. Is the subject of a petition filed under Welfare and Institutions Code 300 **or 602** (jurisdiction of juvenile court) ~~or 602 (minors ward of court, violating law)~~

3. Has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 727.

School of origin means the school that the foster youth attended when permanently housed or the school in which the student was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison shall, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, determine, in the best interest of the foster youth, which school is the school of origin. (Education Code 48853.5)

Best interests means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853)

District Liaison

The Superintendent or designee designates the following position as the district liaison for foster youth: (Education Code 48853.5)

~~CHKS (California Healthy Kids Survey) Coordinator~~ **District Homeless Liaison**
Western Placer Unified School District
600 Sixth Street, Suite 400
Lincoln, CA 95648
916-645-6350

7.6.52

EDUCATION FOR FOSTER YOUTH (continued)

(cf. 6173 - Education for Homeless Children)

The district's liaison for foster youth shall: (Education Code 48645.5, 48853.5)

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)
(cf. 5141.6 - Student Health and Social Services)

2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48853.5, 48645.5)

   When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain all academic and other records, within two business days of receiving the request. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

(cf. 5117 - Interdistrict Attendance)
(cf. 5125 - Student Records)
(cf. 6146.3 - Reciprocity of Academic Credit)

3. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

4. Ensure that students in foster care receive appropriate school-based services, such as supplemental instruction, counseling, or after-school services

(cf. 5141.6 - School Health Services)
(cf. 5148.2 - Before/After School Programs)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)

7.6.53

EDUCATION FOR FOSTER YOUTH (continued)

5. Develop protocols and procedures so that district staff, including principals, school registrars, and attendance clerks, are aware of the requirements for the proper enrollment, placement, and transfer of foster youth **and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in Board policy**

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

6. Collaborate with the county placing agency, social services, probation officers, juvenile court officers, nonprofit organizations, and advocates to help coordinate services for the district's foster youth

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5149 - At-Risk Students)

7. Monitor the educational progress of foster youth **and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in Board policy.**

The Superintendent or designee shall regularly monitor the caseload of the district liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

(cf. 4115 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)

Enrollment

A foster youth placed in a licensed children's institution or foster family home shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

(cf. 6159 - Individualized Education Program)
(cf. 6159.2 - Nonpublic Nonsectarian School and Agency Services for Special Education)

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program.

EDUCATION FOR FOSTER YOUTH (continued)

(cf. 6159.3 – Appointment of Surrogate Parent for Special Education Students)

3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above

   a. The student may continue in the school of origin for the duration of the court's jurisdiction or, if the court's jurisdiction is terminated prior to the end of a school year, then for remainder of the school year.

   b. To provide the student the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts, a student who is transitioning between school grade levels shall be allowed to continue in the district of origin in the same attendance area. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interest. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how this recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agree that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The youth shall be immediately enrolled even if he/she has outstanding fees, fines, textbooks, or other items or monies due to the school last attended or is unable to produce records, such as academic, medical, or proof of residency, or clothing normally required for enrollment. (Education Code 48853.5)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5132 - Dress and Grooming)
(cf. 5141.26 – Tuberculosis Testing)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 – Health Screening for School Entry)

EDUCATION FOR FOSTER YOUTH (continued)

Within two business days of a request for enrollment, the liaison shall contact the school last attended by the student to obtain all academic and other records. Upon receiving a request from a new school, the liaison for the school last attended shall provide all records within two business days of receiving the request. (Education Code 48853.5)

If a person with the right to make educational decisions for a foster youth or the foster youth disagrees with the liaison's enrollment recommendation he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within 30 days of receipt of the appeal. Within 30 days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board of Trustees. The Board shall consider the issue at its next regularly-scheduled meeting. The Board's decision shall be final.

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Upon request, the district may provide transportation for a foster youth to and from his/her school of origin when the student is residing within the district and the school of origin is within district boundaries.

~~**Applicability of Graduation Requirements**~~
Transfer of Coursework and Applicability of Graduation Requirements

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)

If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

7.6.56

EDUCATION FOR FOSTER YOUTH (continued)

When a foster youth in grade 11 or 12 transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all coursework and other graduation requirements adopted by the Board that are in addition to the statewide coursework requirements specified in Education Code 51225.3 and the high school exit examination, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school while he/she remains in foster care. (Education Code 51225.3, 60851)

The Superintendent or designee shall notify any student who is granted an exemption and, as appropriate, the person holding the right to make educational decisions for the student if any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.3)

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)

Grades/Credits

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date he/she left school

2. A verified court appearance or related court-ordered activity

(cf. 5121 - Grades/Evaluation of Student Achievement)

Eligibility for Extracurricular Activities

A foster youth who changes residences pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Regulation
approved: September 4, 2007
revised: March 6, 2012
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

7.6.57