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

Paul Carras - President
Brian Haley - Vice President
Ana Stevenson - Clerk
Terry Gage - Member
Paul Long - Member

DISTRICT ADMINISTRATION

Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent of Educational Services
Joyce Lopes, Assistant Superintendent of Business
Cathy Allen, Assistant Superintendent of Facilities and Maintenance Services

STUDENT ENROLLMENT

School	2009 CBEDS	10/05/10	11/03/10
Sheridan School (K-5)	88	84	85
First Street School (K-5)	411	449	449
Carlin C. Coppin Elementary (K-5)	446	420	418
Creekside Oaks Elementary (K-5)	624	622	624
Twelve Bridges Elementary (K-5)	708	717	712
Foskett Ranch Elementary (K-5)	542	543	539
Lincoln Crossing Elementary (K-5)	608	612	611
Glen Edwards Middle (6-8)	632	697	694
Twelve Bridges Middle School (6-8)	837	830	818
Lincoln High School (9-12)	1,471	1,496	1,488
Phoenix High School (10-12)	80	82	69
PCOE Home School	0	0	0
TOTAL:	**6,447**	**6,552**	**6,507**

Preschool/Head Start

First & J Street	24
Carlin Coppin	23 - A.M. /20 - P.M.
Sheridan	20

Pre-K/Special Ed

Foskett	14
FSS PPPIP	37
Carlin Coppin	8

Adult Education 212

First-5 Program
First Street 20-A.M. / 20-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
November 16, 2010, 7:00 P.M.
FOSKETT RANCH ELEMENTARY SCHOOL – Multi Purpose Room
1561 Joiner Parkway, Lincoln, CA 95648

AGENDA

2010-2011 Goals & Objectives (G & 0) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

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

5:55 P.M. START

1. **CALL TO ORDER** – Foskett Ranch Elementary School – Multi Purpose Room

6:00 P.M.

2. **CLOSED SESSION** – Foskett Ranch Elementary School - Office Conference Room

   2.1 **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**
   WPUSD, as intervener, v. Edge Development; NTD/Stichler; NTD
   Edge Design Builders; Mountain States Steel, Inc.; and DOES 1-100

   2.2 **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

   2.3 **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

   2.4 **INTERDISTRICT ATTENDANCE APPEAL**
   Interdistrict Request Appeal 10/11-43

7:00 P.M.

3. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE** – Foskett Ranch Elementary School – Multi Purpose Room

   3.1 **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**
   WPUSD, as intervener, v. Edge Development; NTD/Stichler; NTD
   Edge Design Builders; Mountain States Steel, Inc.; and DOES 1-100

   3.2 **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

3.3 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

3.4 INTERDISTRICT ATTENDANCE APPEAL
Interdistrict Request Appeal 10/11-43

4. SPECIAL ORDER OF BUSINESS
Featuring School: Foskett Ranch Elementary School.

5. CONSENT AGENDA

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

5.1 Classified Personnel Report
5.2 Approve Ratification of New Job Description of Transition Specialist.
5.3 Approve Williams Uniform Quarterly Complaint Report.
5.4 Approve contract between Bar Non Auction and Western Placer Unified School District for the Auction of Surplus Buses.
Roll call vote:

6. COMMUNICATION FROM THE PUBLIC

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

7. REPORTS & COMMUNICATION
7.1 Lincoln High School, Student Advisory – Carlos DeLa Fuente
7.2 Western Placer Teacher's Association – Mike Agrippino
7.3 Western Placer Classified Employee Association – Mike Kimbrough
7.4 Superintendent - Scott Leaman
7.5 Deputy Superintendent of Educational Services – Mary Boyle
- Early Assessment Program

8. ♦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.

8.1 Action **ADOPTION OF NEW AND REVISED POLICIES, REGULATIONS AND EXHIBITS – Leaman** *(10-11 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 1330 Use of School Facilities
- AR 1340 Access to District Records

- BP 3100 Budget
- BP/AR 3460 Financial Reports and Accountability
- AR 3543 Transportation Safety and Emergencies- ***New & Old***
- AR 5116.1 Intradistrict Open Enrollment
- BP/AR 5118 Open Enrollment Act Transfers

8.2 Information/ Discussion **SECOND AMENDMENT TO MEMORANDUM OF UNDERSTANDING WITH SUNCAL LINCOLN CROSSING LLC REGARDING RESERVATION OF PROBABLE SCHOOL SITE(S) WITHIN THE LINCOLN CROSSING PLAN AREA – Allen** *(10-11 G & O Component I, IV, V)*

• A Memorandum of Understanding (MOU) was entered into on June 2, 2003 for payment of school fees within CFD #2, and also for reservation of school sites within the Lincoln Crossing Plan Area and provisions on procurement of these sites. On November 17, 2004 an amendment to the original MOU was entered into specifying a timeline for purchase of the reserved sites.

8.3 Information Discussion/Action **BUDGET REDUCTIONS AND ASSUMPTIONS REVIEW – Lopes** *(10-11 G & O Component I, IV, V)*

•The district is currently deficit spending and faced with budget reductions. The Board of Trustees has given direction to staff to achieve a balanced budget by 2012-13. The budget committee will begin meeting in December, 2010 to identify reduction recommendations for the Board of Trustees. The Board of Trustees needs to give the budget committee a target amount of reductions for 2011-12, 2012-13, and future years if necessary. In preparation, the Board has reviewed budget assumptions, enrollment data, revenue assumptions and the multi-year projections

8.4 Information/ Discussion **SCHOOL FUNDRAISER INFORMATION – Leaman** *(10-11 G & O Component I, III, IV, V)*

•Based on a Board request, information concerning school-wide fundraiser was collected from each site. The information was collected on last year's fundraisers to ensure a full year of activities. Please note that these are school-wide fundraisers and there could be additional fundraising activities by a single group or athletic team.

8.5 Action **DISPOSAL OF SURPLUS BUS**

On March 18, 2008, a motor vehicle accident left the bus below totaled and non operational:

Yr.	Model	VIN #	Blue Book Value
2006	Thomas	1T7YU4C2961160279	$1000

Board Policy 3270 provides that the Board of Trustees may authorize the disposal of surplus equipment when the equipment becomes unusable, obsolete or no longer needed.

8.6 Action **ANNUAL ORGANIZATIONAL MEETING – Leaman** *(10-11 G & O Component I, IV, V)*

•The district received a request from PCOE to schedule an annual organizational meeting in December for the purpose of selecting board officers. This meeting is

in reference to Ed Code 35143 which govern the scheduling of this annual organizational meeting. Annual meeting date must be set and sent to PCOE.

8.7 Discussion **COMMON CORE STANDARDS AND ASSESSMENTS – Boyle** *(10-11 G & O Component I, IV, V)*

•Common Core Standards and national assessments are on the horizon. In 2009, the Council of Chief State School Officers (CCSSO) and the National Governors Association Center for Best Practices (NGA Center) committed to developing a set of standards that would help prepare students for success in college and career. In September, 2009, College and Career Readiness standards were released, setting the stage for national Common Core Standards (CCS). A voluntary state-led effort coordinated by the CCSSO and NGA, and including parents, educators, content experts, researchers, national organizations (such as AFT, NEA, NCTM, NCTE, etc.) and community groups from 48 states, 2 territories and the District of Columbia worked together to complete the Common Core State Standards (CCSS) Initiative.

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

9.2 RECOGNITION

9.3 BOARD MEMBER REPORTS/COMMENTS

10. ESTABLISHMENT OF NEXT MEETING(S)

- The President will establish the following meeting(s):
  - ➢December 7, 2010 7:00 P.M., Annual Organizational Meeting of the Board of Trustees -Lincoln High School, Performing Arts Theater
  - ➢December 21, 2010 7:00 P.M., Regular Meeting of the Board of Trustee – Lincoln High School

11. ADJOURNMENT

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

DISCLOSURE

OF ACTION

TAKEN IN

CLOSED SESSION,

IF ANY

Western Placer Unified School District
CLOSED SESSION AGENDA

Place: **Foskett Ranch Elementary School – Main Office Conference Room**
Date: **Tuesday, November 16, 2010**
Time: **6:00 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

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**
      ●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

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 – EXISTING LITIGATION

AGENDA ITEM AREA:
Disclosure of Action Taken in Closed Session

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
November 16, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will disclose any action taken in closed session in regard to the Existing Litigation of Western Placer Unified School District, as intervener, v. Edge Development; NTD/Stichler; NTD-Edge Design Builders; Mountain States Steel, Inc.; and DOES 1-100.

RECOMMENDATION:

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

wp/rk/factform

3.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Bargaining Groups:
WPTA & CSEA Negotiations
Agency Negotiators:
Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent
Ryan Davis, Director of Human Services

AGENDA ITEM AREA:
Disclosure of action taken in closed session

REQUESTED BY:
Ryan Davis
Director of Human Services

ENCLOSURES:
No

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
November 16, 2010

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

3.2

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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SUBJECT:
Public Employee Discipline/
Dismissal/Release

AGENDA ITEM AREA:
Closed Session

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
November 16, 2010

ROLL CALL REQUIRED:
Yes

BACKGROUND:

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

RECOMMENDATION:

Disclose any action taken.

wp/rk/factform

3.3

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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SUBJECT:
Interdistrict Appeal

AGENDA ITEM AREA:
Disclosure of Action Taken in Closed Session

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
November 16, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

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

a. Interdistrict Request Appeal 10/11-43

ADMINISTRATION RECOMMENDATION:

Disclose any action taken.

wp/rk/factform

3.4

SPECIAL

ORDER

OF

BUSINESS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Featured School:
Foskett Ranch Elementary School

AGENDA ITEM AREA:
Special Order of Business

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
November 16, 2010

ROLL CALL VOTE:
No

BACKGROUND:

Foskett Ranch Elementary School will share a short presentation to the Board of Trustees. They will focus on the following:

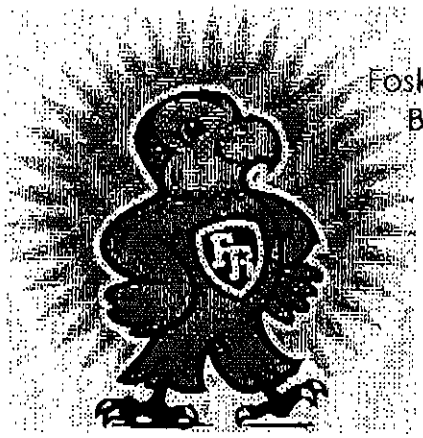
- Pupils
- Programs
- Parents

RECOMMENDATION:

Administration recommends the Board of Trustees enjoy the presentation.

wp/rk/PPPfactform

4.



Foskett Ranch Elementary School
Board Meeting Presentation
Agenda
November 16, 2010

- Welcome to Foskett Ranch
- Pupils - Preston Eklund, Miguel Zarco, and Kylie Titus, students of our school, will discuss various leadership opportunities at Foskett Ranch.
- Parents - Mr. Proctor will present our Watch Dog Program.
- Programs - Kelly Castillo will give an update on PLC grade level work.

4.1

CONSENT

AGENDA

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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SUBJECT:
Classified Personnel Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Ryan Davis
Director, Human Services

ENCLOSURES:

DEPARTMENT:
Educational

FINANCIAL INPUT/SOURCE:
General Fund/Categorical

MEETING DATE:
November 16, 2010

ROLL CALL REQUIRED:

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the classified personnel report.

5.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT

PERSONNEL REPORT

November 16, 2010

CLASSIFIED/MANAGEMENT

NEW HIRES

1. **Name:** Stephanie Chavez
   Position: Paraprofessional Aide
   Salary: CSEA, Range 17, Step B
   Hours: 5.66 Hours/Days
   Days: 10 Months/Year
   Effective: 11/1/10
   Site: Lincoln High School
   Funding: Categorical

RESIGNATIONS

1. **Name:** Dawn Dean
   Position: Instructional Aide, Sp Ed
   Site: Foskett Ranch
   Hours: 5.66 Hours/Days
   Effective: 11/19/10

5.1.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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SUBJECT:
Ratification of New Job Description of Transition Specialist

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Ryan Davis
Director, Human Services

ENCLOSURES:
Yes

DEPARTMENT:
INPUT/SOURCE:
Personnel

FINANCIAL

General

MEETING DATE:
November 16, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will take action to consider ratifying the new Transition Specialist job description. This position is grant funded and will be currently filled by the same two employees who are also working under, and will continue to work under, the job title of Workability 1 Program Coordinator and have also been providing the Transition Specialist requirements. The two current employees work part time administering each of the two grants (Workability and TPP). The new position title will be added to the Classified Management Salary Schedule.

RECOMMENDATION:

Administration recommends approval for the new job description for Transition Specialist.

5.2

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**TRANSITION SPECIALIST**
Department:	Special Education
Report To:	Director of Special Education

SUMMARY:

Administer and implement Transition Partnership Program (TPP) Grant Program. Communicates with state and regional officials. Liaison and/or mediator for various purposes. To keep annual budget on task. Operates an effective program, including TPP budget, marketing, establishing activities to develop employment opportunities for students with disabilities, interviews, selects and assists students with disabilities to secure full-time, part-time and temporary employment.

ESSENTIAL DUTIES:

* Administers all aspects of TPP Program, including budget preparation and completion of required grant proposals, reports, and documents.
* Initiates and maintains ongoing personnel contacts with a variety of business and industry representatives and job placement/training agencies to promote TPP programs for student placement.
* Generate introductory calls to potential employers to locate jobs for applicants.
* Matches job skills with applications, qualifications, and connects applicants with employers.
* Conducts bi-weekly (or as needed) student evaluations after students are placed in positions.
* Attends meetings and maintains contacts with various provisional and community organizations that are involved in job placement/training activities to keep current with trends in a local job market.
* Recruits TPP students and assists in assessing their job skills and interest for positions.
* Advises students in job seeking, interview preparation, job retention skills, and attitudes.
* Makes class presentations on job preparedness and skills.
* Monitors student performance on the job, counseling student when job performance is not satisfactory.
* Endeavor to work with students to obtain necessary job skills and/or review other employment options.
* Maintains contact with employers during the students' employment and reports results.
* Prepares all forms and reports related to placement activities.
* TPP has the ascendancy to allocate select services per student needs. Services may include motivation, performance on job, appearance, interview skills, job applications, labor market information, employer expectations, job opportunities, job seeking skills, job keeping skills, mock interviews, resume preparations, attendance, work history, attitude, work-related counseling, TPP expectations, introduction to work, assessments, employment preparation, career goals, career/communication and supportive services.
* Monitor grades and attendance of working students receiving credits for work.
* Perform other duties to the discretion as required.
* Communicates regularly with Director of Special Education and special education staff regarding essential duties, students in program and budget status.
* Works closely with the Department of Rehabilitation to administer and meet the requirements of the TPP grant.

EMPLOYMENT STANDARDS:

Knowledge of:

DRAFT

* Budget preparation and administration
* Current practices in transition student placement
* Local labor market and employment opportunities in both the private and public sectors of the Placer County area

* Effective procedures in identifying and securing training sites for students
* Workability grant processes
* Private, local, state, and federal agencies involved in employment development and job placement programs
* Basic career decision techniques
* Various types of filing systems
* English grammar, punctuation, spelling, and computer literacy

Ability to:
* Maintain a sound record-keeping system
* Prepare and administer a budget
* Assist in planning and make marketing presentations to small groups, including potential employers, business representatives, teachers, and students.
* Prepare reports
* Assess the interest and aptitudes of students
* Operate a variety of office equipment including computers
* Establish work priorities to meet timelines.
* Provide instruction on job seeking skills, resume preparation, and interview skills
* Read, interpret and apply appropriate rules and procedures.
* Understand and carry out directions in an independent and problem-solving manner
* Communicate effectively in both oral and written forms
* Establish and maintain effective work relationships with those contracted in performance of assigned duties.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and should have at least two (2) years experience in the provision of transition services or a related field. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Possession of an A.A. degree or higher is desirable. Prior experience with Special Education at the secondary level or college coursework is also desirable. Any combination of training and experience that demonstrates ability to perform the duties. Experience in job placement in either private or public agencies within the last four (4) years is desirable. Experience in public relations is desirable. Valid California drivers' license and evidence of insurance, access to an automobile, drug test, TB, and criminal justice fingerprint clearance.

PHYSICAL CHARACTERISTICS:
Physical, mental and emotional stamina to perform the duties and responsibilities of the position and ability to endure long hours under sometimes stressful conditions; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/ pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work

DRAFT

environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

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

DRAFT

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Classified Management Positions
2010-2011 Salary Schedule

DRAFT

Classified Management position designation excludes the employees serving in such positions from overtime provisions. The duties, flexibility of hours, salary and authority of such positions set them apart from those positions which are subject to overtime provisions. Said management positions shall not be unreasonably discriminated against as a result of the overtime provisions.

Such management employees working 12 months shall be eligible for vacation as follows: 0/4 Yrs. - 10 Days, 5/10 Yrs. - 15 Days, 11/14 Yrs. - 16 Days, 15 Yrs. Plus - 20 Days

Position Classification	**CONTRACT DAYS**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**
Director of Business Services	260	79,422	84,324	89,222	94,125	99,022
$100/Mo Car Allowance	Daily Rate	305.47	324.32	343.16	362.02	380.85
Coordinator of Education & Business Technology	260	63,406	67,486	71,567	75,647	79,724
	Daily Rate	243.87	259.56	275.26	290.95	306.63
Occupational Therapist	200	61,496	64,563	67,783	71,163	74,713
$200/Mo Car Allowance	Daily Rate	307.48	322.82	338.92	355.82	373.56
Behavior Analyst	200	68,259	71,663	75,237	78,989	82,928
$200/Mo Car Allowance	Daily Rate	341.30	358.32	376.18	394.94	414.64
Food Service Director	260	59,885	63,519	67,151	70,788	76,496
	Daily Rate	230.33	244.30	258.27	272.26	294.22
Transportation Director	260	59,885	63,519	67,151	70,789	76,496
	Daily Rate	230.33	244.30	258.27	272.26	294.22
*After School Coordinator	210	34,545	36,363	38,276	40,290	42,411
	Daily Rate	164.50	173.16	182.27	191.86	201.96
*Transition Specialist	200					34,656
(Based on TPP Grant Budget)	Daily Rate					173.28
*Workability Site Grant Coord.	210					32,879
(Based on Workability Grant Budget)	Daily Rate					156.57

Longevity increments are 5% salary increase for 10 yrs. and 5% for each additional 5 yrs. of completed service

All Salaries Based on 8 Hour Days
Retiree Benefits: $2,775 for 3 or 5 years
District paid life insurance ($8.33) and salary protection plan ($9.66)

Revised 7/1/07 - 4% added to 2006/2007 schedule for all positions except Trans. Dir & Food Serv. Dir. (5%)
0% added to 2007 - 2008
Revised 8/1/09 - 3% added to 2008- 2009 schedule effective 7/1/09 for Dir. Site Dev, Dir. of Technology, After School Coordinator, Workability, 6.9% for Dir. of Bus, 8% for Dir. of Maint & Operarations, Food Service Dir, OT, Transporation Director

*Contingent Upon Continuing Grant Funding

5.2.4

clmg

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:
Williams Uniform Quarterly Complaint Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Scott Leaman, Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
November 16, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

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

RECOMMENDATION:

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

wp/rk/factform

5.3

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

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

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

District: Western Placer Unified School

Person completing this form: Rosemary Knutson

Title: Secretary to the Superintendent

Quarterly Report Submission Date: *(Check one)*

- ☐ April - 2010
- ☐ July - 2010
- ☒ October - 2010
- ☐ January - 2010

Date for information to be reported publicly at governing board meeting: November 16, 2010

☒ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0	0	0

Scott Leaman
Print Name of District Superintendent

Signature of District Superintendent

November 10, 2010
Date

5.3.1

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:

Contract Between Bar None Auction and Western Placer Unified School District for the Auction of Surplus Buses

AGENDA ITEM AREA:

Consent

REQUESTED BY:

Joyce Lopes
Assistant Superintendent of Business Services

ENCLOSURES:

Yes

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

November 16, 2010

ROLL CALL REQUIRED:

No

BACKGROUND:

On October 5, 2010, the Board declared seven buses as surplus and authorized the disposal and removal of the items from the fixed assets inventory. The Board will be asked tonight to declare one more bus as surplus and authorize the disposal and removal of the item from the fixed assets inventory.

WPUSD has contracted with Bar None Auction to sell all eight surplus buses.

RECOMMENDATION:

Administration recommends the Board of Trustees ratify the agreement between Bar None Auction and the Western Placer Unified School District for the sale of the surplus buses.

5.4

BAR NONE AUCTION
www.barnoneauction.com

Sacramento CA
(916) 383-2000 phone
(916) 383-6865 fax

San Bernardino CA
(909) 383-5500 phone
(909) 383-5503 fax

866-372-1700

Consignment Agreement

CO #:	4873
Date:	9/15/2010
Page:	2 of 3

Inventory#		Description	Reserve
		Brakes, Single Access Door, Driver & Rear Side Emergency Exits, Driver Side S Sign, Dual 2 Compartment Storage Boxes, 270" Wheel Base, 11xR22.5" Tires Odometer Reading: EXE,MPT	
65448	5520	1987 Thomas Saf-T-Liner 35' S/A School Bus S/N-1T7B4H678H1998052 CAT 3208 Turbo Diesel, Automatic, 33,280 GVWR, 78 Passenger, Air Brakes, S Door, Driver & Rear Side Emergency Exits, Driver Side Safety Stop Sign, Dual 2 Compartment Storage Boxes, 240" Wheel Base, 11xR22.5" Tires Odometer Reading: EXE,MPT	0.00
65449	5521	1991 Thomas Saf-T-Liner 38' S/A School Bus S/N-1T7M4V943M1464783 Cummins 8.3L 6 Cyl Turbo Diesel, Automatic, 36,200 GVWR, 84 Passenger, Ai Single Access Door, Driver & Rear Side Emergency Exits, Driver Side Safety St Dual 2 Compartment Storage Boxes, 267" Wheel Base, 11xR22.5" Tires Odometer Reading: EXE,MPT	0.00
65450	5522	1991 Thomas Saf-T-Liner 38' S/A School Bus S/N-1T7M4V922M1322469 Cummins 8.3L 6 Cyl Turbo Diesel, Automatic, 36,200 GVWR, 84 Passenger, Ai Single Access Door, Driver & Rear Side Emergency Exits, Driver Side Safety St Dual 2 Compartment Storage Boxes, 271" Wheel Base, 11xR22.5" Tires Odometer Reading: EXE,MPT	0.00
64721	5523	2006 Thomas 40' S/A School Bus S/N-1T7YU4C2961160279 CAT C7 7.2L 6 Cyl. Turbo Diesel, Automatic, 37,600 GVWR, 84 Passenger, Ai Single Front Access Door, 3 Emergency Exit Doors, Dual 2 Compartment Stora Wheel Base, 12Rx22.5" Tires, *NON-OPERATIONAL* Odometer Reading: NON-OP DEALER ONLY	0.00
64722	5524	1991 Thomas Saf-T-Liner 38' S/A School Bus S/N-1T7M4V944M1455770 Cummins 8.3L 6 Cyl Turbo Diesel, Automatic, 36,200 GVWR, 11,718 Hours, 84 268" Wheel Base, Air Brakes, Single Access Door, Driver & Rear Side Emergen Driver Side Safety Stop Sign, Dual 2 Compartment Storage Boxes, 11Rx22.5" Ti *NON-OPERATIONAL* Odometer Reading: EXE,MPT DEALER ONLY	0.00
65504	6301	1989 Dodge Ram 350 Window Van S/N-2B5WB35Z2KK348759 5.9L V8, Automatic, 8,510 GVWR, A/C, Right Side Swing Out Doors, Rear Swin	0.00

Initials

Auctioneer	Seller

5.4.1

BAR NONE AUCTION
www.barnoneauction.com

Sacramento CA
(916) 383-2000 phone
(916) 383-6865 fax

San Bernardino CA
(909) 383-5500 phone
(909) 383-5503 fax

866-372-1700

Consignment Agreement

CO #:	4873
Date:	9/15/2010
Page:	3 of 3

Inventory#	Description	Reserve
	Odometer Reading: EXE,MPT	
	Total Items:	8.00

Seller agrees to pay Bar None Auction a sale commission as follows:
(a) 10% for any rolling inventory item realizing more than $2,500 and
(b) 15% for any rolling inventory item realizing less than $2,500 or less but with a minimum $125 fee per item.
(c) 20% for any stationary item, minimum $50 fee per lot.
(d) 25% for on-site business liquidations, plus advertising.

Seller's Signature _____

Transporter _____

Recieved By _____

Initials

Auctioneer	Seller

5.4.2

BAR NONE AUCTION
www.barnoneauction.com

Sacramento CA
(916) 383-2000 phone
(916) 383-6865 fax

San Bernardino CA
(909) 383-5500 phone
(909) 383-5503 fax

866-372-1700

Consignment Agreement

CO #:	4873
Date:	9/15/2010
Page:	1 of 3

Todays Date: 9/30/2010 Auction Date: 10/9/2010 Auction Location: Sacramento, CA

Sellers Name Western Placer Unified School District Consignor # C4224

Address 600 6th St Ste 400 City Lincoln State CA Zip 95648

Phone 916-645-6346 Fax 913-434-3758 E-mail

The Seller herein agrees to the following Terms and Conditions

1.) Seller herein covenants and agrees that he/she is the owner of record and Sell title and the legal right to sell the listed inventory.
2.) Seller must provide Bar None with clear title and transfer documents at least 2 the auction.
3.) Seller must provide inventory to the Auction site at least 3 days prior to the auc included in the auction preview/inspection.
4.) Bar None will pay seller less any commission or fees due within 20 days follow auction, but not prior to 10 days following the auction in case the buyer's funds ca certified or are not collectable.
5.) Should a bidders funds be uncertifiable the Seller agrees to take back that inv agrees Bar None will not be liable for payment to the Seller on that inventory. No commission will be charged to the Seller on any unpaid items.
6.) Seller agrees that all inventory listed herein will be sold at auction without rese inventory will be sold to the highest bidder and there will be no guarantee whatso as to the gross proceeds to be realized from the sale of the inventory.
7.) Seller will provide each vehicle with at least 3 gallons of fuel and a charged bat herein authorizes Bar None to deduct costs for fuel, tire, and/or battery replaceme from the seller's proceeds. A minimum $20.00 will be charged whenever any fuel None.
8.) Once an Item is consigned to Bar None the item shall not be removed from the without mutual consent from the Seller and Bar None. In the event that an item is cannot be sold the Seller agrees to pay Bar None commissions on that item.
9.) Seller herein authorizes Bar None to use Sellers name, trademark, or logo in advert inventory for auction.
10.) Seller further agrees to pay Bar None a minimum consignment fee of $500.00 on item pulled from the auction, and $250.00 on any non-advertised item pulled from the
11.) Seller assumes responsibility for any personal injury or property damage caused b his agents, and further agrees to hold Bar None Auction harmless for any personal inju or his agents, and any property damage incurred on the sale premises. Bar None Aucti responsible for any stolen or damaged property.
12.) Seller herein agrees to make Bar None aware of any mechanical problems, and s any drive train or other defects that a unit may have.
13.) Bar None reserves the right to cancel sale of any vehicle with nondisclosed defect the seller full sale commission and any buyers fees as if the unit had sold.
14.) Seller agrees to remove unsold items from auction site within 7 days after the sale Failure to remove the item will result in a $25.00 per day storage fee for each item not All items must be removed from the Auction site within 7 days after the auction.
15.) If Bar None transports your inventory, Seller agrees that Bar None is not responsi damages or mechanical failures on that item.
16.) Receipt by Bar None via facsimile of a signed copy of this agreement, shall upon Bar None, be considered binding.
17.) Any changes must be made in writing and signed by both Bar None Auction and S

Inventory#	Lot#	Description	Reserve
65446	5518	1991 Thomas Saf-T-Liner 38' S/A School Bus S/N-1T7M4V929M1340466 Cummins 8.3L 6 Cyl Turbo Diesel, Automatic, 36,200 GVWR, 84 Passenger, Ai Single Access Door, Driver & Rear Side Emergency Exits, Driver Side Safety St Dual 2 Compartment Storage Boxes, 267" Wheel Base, 11xR22.5" Tires Odometer Reading: EXE,MPT	0.00
65447	5519	1988 Thomas Saf-T-Liner 38' S/A School Bus S/N-1T7C4H781J1588758 CAT 8 Cyl Diesel, Automatic, 36,200 GVWR, 84 Passenger, Air	0.00

Initials

Auctioneer Seller

5.4.3

REPORTS

AND

COMMUNICATION

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Early Assessment Program

AGENDA ITEM AREA:
Report

REQUESTED BY:
Mary Boyle
Deputy Superintendent Educational Services

ENCLOSURES:
Yes

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
November 16, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

The Early Assessment Program (EAP) offers high school juniors the opportunity to participate in assessments during their regular STAR Testing period in order to demonstrate college readiness and to avoid further college course readiness testing by individual colleges. There has been a historic disconnect between higher education and California high schools in terms of California Department of Education State Standards and college expectations for expository reading and writing and higher math skills. Through the EAP Program, CalPass and other programs, representatives of our school district participate regularly in Professional Learning Communities with representatives of other Placer County school districts, Sierra College and California State University, Sacramento, in order to engage in practices and procedures to better prepare our students for college.

RECOMMENDATION:

Information only.

Early Assessment Program ~ EAP

Western Placer Unified School District
Fall 2010

Goals of the EAP

- Since 2004
- Give students an early signal of college readiness
  - ID students before senior year who need additional math/English for CSU readiness
- Collaborate with institutions of higher education
  - Partner with community colleges and CSU's to develop solutions for college readiness
- Provide 12 grade interventions

Why EAP?

- CSU's identifying incoming college freshmen not exhibiting math/English skill levels needed for success in college classes
- Testing "disconnect" between higher education and secondary schools
- Communication link between higher education and secondary schools

7.5.1

Testing Disconnect

- K/12 Testing to Meet State Standards
  - STAR
- "Bridge Tests" for College Eligibility
  - ACT, SAT, AP
- College Testing to Meet College Standards
  - CSU – ELM (Entry Level Math) & EPT (English Placement Test)
  - Community Colleges – Each uses unique placement test – Sierra College uses Acuplacer

Components of EAP Test

- 11th Grade Testing
- English
  - CST in English (STAR Testing – April)
  - Supplemental 15 EAP questions
  - EAP Essay (STAR – March)
- Math
  - CST in Math - Algebra II or Summative Math (STAR Testing – April)
  - Supplemental 15 EAP questions

Higher Education Participation

- College Participation in EAP Program
  - CSU's participated since 2004
  - SB 946 authorized participation of CA Community Colleges (CCC) in EAP (2008)
  - ONE test for students in junior year of high school to demonstrate college readiness
  - Accepted by 32 CCC's; 19 others under consideration

7.5.2

EAP Test Results

- Shared directly with CSU/CCC if marked on STAR testing
- English
  - Ready for CSU/CCC English courses
  - Not yet ready for CSU/CCC English courses
- Math
  - Ready for CSU/CCC Math courses
  - Ready for CSU/CCC Math – CONDITIONAL
  - Not yet ready for CSU/CCC Math courses

EAP Results – cont.

- Students showing readiness are EXEMPT from EPT/ELM testing at CSU and from CCC testing
- Students showing readiness may enroll directly into college credit classes without remediation
- Individual test results are part of the STAR Grade 11 Student Report
- Students showing Math Conditional Readiness must take senior math course – "C" or better

LHS Supports - English

- After-School EAP Class at LHS
  - SCC/PCOE Grant
  - Two days/weekly ~ currently meeting
  - Passing prepares for SCC assessment & enrollment in SCC Eng 1A if pass
  - Enrolled in senior English class
- Expository Reading/Writing Course (ERWC)
  - Developed by CSU's
  - Components included in Junior/Senior English
  - Emphasizes in-depth study of expository, analytical and argumentative writing

7.5.3

LHS Supports - Math

- After-School EAP Class at LHS
  - Developed by SCC/PCOE
  - Two days/weekly ~ in spring
  - Passing class equivalent to EAP pass
  - May be enrolled in senior math class
- Strengthening Mathematics Instruction (SMI)
  - Developed by CSU's
  - Staff Development for Math Teachers
  - WPUSD Series started August, 2010

EAP Information Websites

- **www.CollegeEAP.org**
  - **Links to CSU and CCC informational sites for Students, Parents, and Teachers**
- **www.CalState.edu/EAP**
  - **Provides a list of EAP Coordinators, EAP test blueprints, and informational materials**
- **www.CCCCO.edu/EAP**
  - **Provides a list of participating Community Colleges**

7.5.4

INFORMATION

DISCUSSION

ACTION

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
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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:
November 16, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- AR 1330 Use of School Facilities
- AR 1340 Access to District Records
- BP 3100 Budget
- BP/AR 3460 Financial Reports and Accountability
- AR 3543 Transportation Safety and Emergencies
- AR 5116.1 Intradistrict Open Enrollment
- BP/AR 5118 Open Enrollment Act Transfers

RECOMMENDATION:

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

wp/rk/factform

8.1

MANUAL MAINTENANCE GUIDESHEET

Note: Descriptions below identify major changes in revised materials. Editorial changes have also been made.

DELETE	ADD	DESCRIPTION
	AR 1330	Use of School Facilities Revised Changes within the district on the current policy, which includes changes to utilization of facilities; classification definitions and facility fees.
AR 1340	AR 1340	Access to District Records Replace AR. Regulation revised to add a note re: **NEW LAW** (SB 1732) which specifies that Board members are entitled to equal access to records. Section entitled "Public Records" revised to reflect **NEW LAW** (SB 1696) which requires that the district make public contracts between the district and a private entity to conduct an audit, see item #1, and to reflect **NEW COURT DECISION** and law concerning the release of employee names, salaries, social security numbers, and other personal information. In section entitled "Confidential Information," new items added re: identifiable health information (item #14) and the public interest exemption (item #16).
BP 3100	BP 3100	Budget Replace Updated policy reflects Governmental Accounting Standards Board (GASB) Statement 54, which makes changes in the way public agencies must report fund balances in the general fund and gives the Board sole authority to specify purposes of funds classified as "committed" and to express, or delegate the authority to express, intended purposes of resources that result in the "assigned" fund balance.
BP/AR 3460	BP/AR 3460	Financial Reports and Accountability Replace BP/AR. Updated policy contains list of Board responsibilities with respect to various financial reports and deletes section on Fiscal Policy Team. Updated regulation revises section on "Interim Reports" to add state criteria and standards, specify that the reports must be submitted using the state's standardized account code structure, and to delete paragraph re: allowing county office of education 10 days to review proposed collective bargaining agreements if district has a qualified or negative certification (previously moved to BP 4143/4243 - Negotiations). Section on "Audit Report" revised to add language encouraging the Board to review the report prior to the date specified in law. Regulation also adds new section on "Negative Balance Report" and revises section on "Non-Voter-Approved Debt Report" to reflect **NEW LAW** (AB 2197) which establishes a timeline for notice of the issuance of certificates of participation. Section on "Other Postemployment Benefits Report" expanded to clarify reporting obligations under GASB 45 and to delete material on prefunding the debt (moved to BP 3100 - Budget).

8.1.1

MANUAL MAINTENANCE GUIDESHEET

Note: Descriptions below identify major changes in revised materials. Editorial changes have also been made.

DELETE	ADD	DESCRIPTION
AR 3543	AR 3543	Transportation Safety and Emergencies Replace AR. **MANDATED**, updated regulation revises section on "Safe Bus Operations" to clarify law re: use of wireless telephone while driving a school bus or other motor vehicle and to reflect **NEW LAW** (SB 28) which prohibits any person from driving a motor vehicle while using an electronic wireless communications device for text-based communication.
AR 5116.1	AR 5116.1	Intradistrict Open Enrollment Replace AR. Regulation updated to create separate sections for transfers of victims of violent crimes and from persistently dangerous schools, as required by the No Child Left Behind Act, and to reflect CDE guidance as to how the determination of whether a student has been a victim of a violent crime. Unnecessary exhibits of sample letters to be sent to parents/guardians when a school has been declared persistently dangerous deleted.
	BP/AR 5118	Open Enrollment Act Transfers NEW SBX 4 (Senate Bill Fifth Extraordinary Session 2010) added Ed Code 48350-48361 with regard to the Open Enrollment Act, which allows a student attending a "low-achieving school" to transfer to another school that has a higher Academic Performance Index (API). Each year, the Superintendent of Public Instruction will identify 1,000 open enrollment schools ranked by increasing API scores. No more than 10% of the schools in a single district may be identified as Open Enrollment Schools, thereby resulting in the identification of schools that are not truly in the lowest 1,000 achieving schools. In order to be in compliance with these new statutes, BP 5118 and AR 5118 are presented for the Board's consideration.

8.1.2

USE OF SCHOOL FACILITIES

Application for Use of Facilities

Any persons applying for the use of any school facility or grounds on behalf of any society, group, or organization shall **complete the application as required by the District.** ~~present written authorization from the group or organization to make the application.~~

~~Persons or organizations applying for the use of school facilities or grounds shall submit a statement of information indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.~~

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings

2. The discussion of matters of general or public interest

3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization

4. Child care programs to provide supervision and activities for children of preschool and elementary school age

(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 6300 - Preschool/Early Childhood Education)

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies

6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination

7. A community youth center

(cf. 1020 - Youth Services)

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

USE OF SCHOOL FACILITIES (continued)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Personnel Responsibilities

1. The Superintendent or designee shall:

   a. Be responsible for the orderly administration of the public use of the facilities program.

   b. Develop, print, and distribute the Use of Facilities application forms.

   c. Make final approval or disapproval of Use of Facilities applications and inform requester of action taken.

   d. Send to applicants, when pertinent, a copy of Board policies and regulations.

   e. Maintain a file for at least 18 months of facilities request applications.

   f. Ensure that where appropriate, use fees are collected.

   g. ~~Provide to the Board a financial report of user fees collected along with the associated expenses of the program.~~

2. Individual/Organization Requester shall:

   a. Make request for use of school facilities on a form provided by the district.

   b. Obtain forms at any school or the district office.

   c. Submit a completed request form to the appropriate school principal at least two weeks in advance of the desired use date.

   d. Have an adult sponsor submit the Use of Facilities application form on behalf of non-adult groups using school facilities.

   e. Attach certificate of general liability and additional insured endorsement to the Use of Facilities form.

   f. Resolve scheduling conflicts with the school principal.

8.1.4

USE OF SCHOOL FACILITIES (continued)

3. School principal shall:

   a. Upon request, provide Use of Facility application to potential users.

   b. Be responsible for maintaining a master-scheduling calendar of building and grounds.

   c. Resolve scheduling conflicts on a first-come, first-served basis.

   d. Review Use of Facility application forms for completeness, then schedule the event on the master calendar, sign form, and forward to the district's Business Office.

   e. Assign school employees to ensure coverage of scheduled facility usage.

   f. Maintain a log of employee's work hours expended on use of facility activities and indicate such on district employee time sheets.

4. School employees on duty during community use of facilities shall:

   a. Serve as a representative of the district and as such be responsible for the proper use and safeguard of school property.

   b. Ensure that the facilities requested are open and ready for use.

   c. Not be responsible for the supervision of the participants. Supervision is the responsibility of the user organization.

   d. Report to the Superintendent or designee any violations of Board policies and these regulations.

   e. Be paid for services rendered on payroll warrants and shall be prohibited from accepting payment from individuals or organizations.

   f. At the close of the activity, be responsible for making the final check of the facilities used.

5. Director of Maintenance and Operations shall:

   a. During vacation periods of school principals perform their duties as related to the use of facilities program.

USE OF SCHOOL FACILITIES (continued)

b. Work with school principals to assist in providing employee coverage of facilities.

Use of Facilities Application Form Shall

Contain a hold harmless and damages clause, statement of information and list of fee charges.

Require that each applicant affix their signature under penalty of perjury to the substance of the conditions set forth on the form and in the policy.

Require certification of applicant's liability insurance coverage.

Require a copy of the endorsement naming the district as an additional insured.

User Fees

Fees charges shall be in accordance with the schedule of fees adopted by the Board.

Invoices will be rendered within ~~15~~**30** days of the activity and payment must follow with**in** 10 days of the billing date.

Bills not paid on time shall cause a user to be denied continued use of school facilities until delinquent payments are paid.

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law

2. Any use of school facilities or grounds which is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school work

3. Any use which is discriminatory in the legal sense

4. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances on school property

(cf. 3513.3 - Tobacco-Free Schools)

8.1.16

USE OF SCHOOL FACILITIES (continued)

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Cancellations

If a group or organization finds it necessary to cancel a scheduled meeting, the appropriate principal should be notified as soon as possible and at least 24 hours prior to the meeting time.

Should a group or organization fail to comply with the provisions of the application, it will be charged for any expenses incurred in opening the facility.

Revocations

Any permit may be revoked without previous notice for violation of Board policy or regulations.

For other causes, permits may be revoked at any time upon reasonable notice.

All permits are terminated automatically on June 30th of each year.

Safety Precautions

In cases involving the use of larger indoor areas, the number of people admitted or seated shall not exceed the regular capacity as established in 19 CCR 3130.

No large room or area shall be occupied by more persons that indicated on posted signs.

No classroom or single portable shall be occupied by more than 40 persons.

Grounds Utilization

~~Horseback riding or the operation of equipment~~, **Any activity** which constitutes a hazard or public nuisance, is prohibited. **A list of prohibited activities as defined by the district insurance carrier is available upon request.**

8.1.7

USE OF SCHOOL FACILITIES (continued)

No power driven vehicles of any nature shall be used on any play fields of the district except as necessary by school personnel in carrying out their assigned responsibilities.

The flying of motorized model airplanes shall not take place on any school play field.

Decorations

Arrangements for the decorating of school facilities must be made through the school principal.

Decorations shall be erected in a manner that will not be destructive of school property and such shall be approved by the custodian on duty.

All decorations shall be removed at the termination of the activity.

Use of Furniture and Equipment

1. Movement of Furniture and Equipment

    a. Furniture and equipment shall not be moved from room-to-room by user without the expressed permission of the school principal or the school employee on duty during a scheduled activity.

    b. Under no circumstances are pianos to be moved from room-to-room nor moved between a stage and cafeteria floor. If a piano relocation is essential, arrangements must be made prior to the event to provide sufficient time for school custodial or maintenance to move the piano.

2. Loan of School Furniture and Equipment

    a. All such requests shall be in writing from the user to the school principal or the Superintendent or designee.

    b. Such requests shall be made sufficiently in advance to allow enough time for necessary arrangements to be made.

    c. It shall be the responsibility of the requester to provide for pick-up and return of the borrowed equipment. This shall include, but not limited to adequate transportation and manpower to effect the movement of the items borrowed.

    d. School property must be protected from damage and mistreatment and ordinary precautions for cleanliness must be maintained.

8.1.9

USE OF SCHOOL FACILITIES (continued)

e. The group borrowing school furniture or equipment will be charged for any damage or loss to school equipment while in their use.

f. Loan of furniture and equipment shall be on a limited time basis which is considered to be normally one day.

g. Such loan of furniture and equipment shall in no way conflict or degrade the educational function of the district.

Facility Use Classifications Definitions

Class I (Free Facility use)

- Non-daily use by non-profit organizations, clubs or associations organized to promote youth or school activities (i.e., Girl/Boy Scouts, Parent-Teacher Clubs, school-community advisory councils, school clubs, booster clubs, etc.). ~~excluding use for fundraising activities which are not beneficial to the youth or public school activities of the district.~~

- Non-daily use by non-profit organizations which are not directly beneficial to youth or public school activities of the district (i.e., City/County non-youth activities, Red Cross, AA, etc.). ~~excluding use~~ **Such groups will be charged fair rental value (Class III)** for fundraising activities which are not beneficial to the youth or public school activities of the district.

Class II (Direct Cost Charges)

- Use by any group in Class I which uses facilities on a daily basis.

- Use by any church or religious organization unless activity is a Class III activity, in which case Class III charges shall be imposed.

- **Use by any group where admission is charged or contributions solicited and net receipts are to be expended for charitable purposes.**

- All groups for activities that do not come within the specifications for Class I or Class III.

Class III (Fair Rental Value Charges)

- Use of school facilities or grounds by any group for entertainment or meetings where admission is charged or contributions solicited and net receipts are not be to expended for charitable purposes or for the welfare of the district's students.

8.19

USE OF SCHOOL FACILITIES (continued)

- **Any group engaging in fundraising activities that are not to be expended for the welfare of the district's students.**

Insurance Requirements

1. Liability Insurance of $2,000,000 is required.

   During the entire term of use of the school facilities, the applicant is required to maintain in effect, at its own cost and expense, a policy or policies of comprehensive general liability insurance, including coverage of owned, non-owned and hired automobiles providing a minimum combined single limit coverage of $2,000,000 for defense of lawsuits and the payment of damages and the payment of damages arising from bodily injury, sickness or disease, and death to any person, and property loss, damage and destruction for each accident or occurrence. The insurance coverage shall provide that the insurance carrier or its representative shall process and respond to all claims from acts of applicant's employees and agents, and shall provide legal counsel for the defense of lawsuits.

2. **Current** Certificate of Insurance naming the district as additional insured must be on file with the office prior to the date of use.

   Applicant shall cause the district, its officers, employees, agents and Board to be named as additional insured in the above insurance policies, and provide a certificate of insurance as evidence of the above insurance coverage's. The certificate of insurance shall be delivered to the school office prior to the actual commencement of the facility use. The certificate shall contain a provision that the district shall be given written notice 30 calendar days in advance of cancellation or any material change in the insurance policies of the applicant.

3. The applicant will maintain Workers' Compensation coverage.

   Applicant, shall, at its own cost and expense, maintain Workers' Compensation insurance coverage for its employees including volunteer employees under the State Workers' Compensation Insurance Law.

Regulations For Use

- There shall be **NO** alcohol consumed on school property and anyone under the influence of alcohol shall be kept from the school property.

- There shall be **NO** smoking on school property.
- **Use of** kitchen facilities **requires prior written approval of Food Services Department** ~~may be used by permission only~~.

8.1.10

USE OF SCHOOL FACILITIES (continued)

- It shall be the responsibility of the group using the building to supervise all participants.

- Applicant shall leave the room used in the same condition in which it was found. ~~turn of all lights and lock all doors.~~

- Costs: All organizations and persons using the facility will assume responsibility for damages occurring during or as a result of the scheduled event.

Fees

~~Board policy states that the Governing Board may grant without charge the use of school facilities or grounds to non-profit organizations, clubs, or associations organized to promote youth and school activities when an alternative location is not available. Such groups include: Girl Scouts, Boy Scouts, Campfire Inc., Parent-Teacher Associations, and School-Community Advisory Councils.~~

~~The district will not charge a fee to the above groups for non-daily use when an employee is already on duty. If use by the group would require an employee to be hired on overtime basis, the district may charge based on the schedule below.~~ The district will charge **applicable** fees to any ~~other~~ group or organization. **Personnel fees to all groups are based on the schedule below.**

1. All rates are in addition to applicable personnel fees. ~~Minimum charge for personnel fees is two hours~~. Overtime will apply on weekends, holidays, and after 10:00 p.m. on weekdays.
2. ~~Add 25 percent to facility fee for use during non-school hours for heating and air conditioning.~~
3. A damage deposit equal to the total anticipated cost of the facility rental may be required.

Schedule of Facility Use Fees (see next page)

8.1.11

USE OF SCHOOL FACILITIES (continued)

Schedule of Facility Use Fees

Facility Description	*Class II* Direct Cost Per Hour	Direct Cost Weekly Rate	*Class III* Fair Rental Per Hour
Regular Classroom	$ 10.00	$ 100.00	$ **21.00**~~16.00~~
Computer Lab	**15.00** ~~22.00~~	**150.00** ~~220.00~~	**23.00**~~35.20~~
Library	**21.00**~~11.00~~	**210.00** ~~110.00~~	**44.00**~~17.60~~
Elem School Multi-Use~~Gymnasium~~	**50.00**~~35.00~~	**500.00** ~~350.00~~	**106.00**~~56.00~~
Elem School Kitchens	**15.00**~~15.00~~	**150.00** ~~150.00~~	**23.00**~~24.00~~
Middle School Multi-**use: TBMS**	**95.00**~~22.00~~	**950.00** ~~220.00~~	**203.00**~~35.20~~
Middle School Gym: TBMS	**115.00**	**1,150.00**	**246.00**
Middle School Kitchens: TBMS	**21.00**	**210.00**	**44.00**
Middle School Lockers: TBMS	**50.00**	**500.00**	**106.00**
Middle School Multi-use: GEMS	**60.00**	**600.00**	**128.00**
Middle School Kitchens: GEMS	**11.00**	**150.00**	24.00
Middle School Lockers: GEMS	**40.00**	**400.00**	**84.00**
High School Locker Rooms	**12.00**	**120.00**	**26.00**
High School Cafeteria	**61.00**	**610.00**	**132.00**
High School Kitchen	**56.00**	**560.00**	**119.00**
High School Theater	**55.00**	**550.00**	**118.00**
~~Theatre (Seating Only)~~	~~36.00~~	~~**360.00**~~	~~57.60~~
~~Theatre (Lights & Equipment)~~	~~45.00~~	~~**450.00**~~	~~72.00~~
High School Boy's Team Room	**45.00**	**450.00**	**96.00**
High School Girl's Team Room	**23.00**	**230.00**	**48.00**
High School Gym	**53.00**	**530.00**	**113.00**
High School Multi	**45.00**	**450.00**	**97.00**
~~Stage Only~~	~~11.00~~	~~**110.00**~~	~~17.60~~
~~Weight Room~~	~~15.00~~	~~**150.00**~~	~~24.00~~
~~Music Room~~	~~12.00~~	~~**120.00**~~	~~19.20~~
Outdoor Facilities			
Ball Field/Soccer/Softball	15.00	150.00	23.00
Football Stadium	90.00	900.00	**135.00** ~~144.00~~
Football Stadium with Lights	**130.00** ~~110.00~~	**1,300.00** ~~1,100.00~~	**195.00** ~~176.00~~
Track Field	**110.00**	**1,100.00**	**165.00**
~~Showers/Locker Room~~	~~15.00~~	~~150.00~~	~~24.00~~
~~Baseball/Softball/Soccer Field~~	~~15.00~~	~~**150.00**~~	~~24.00~~
~~Tennis Courts (2)~~	~~10.00~~	~~**100.00**~~	~~16.00~~
Playfields and Hardcourt Areas	6.00	60.00	9.00
Parking Lot	**10.00**	**100.00**	**15.00**

Equipment Rental

Chairs per 100	$25.00/day
Tables per 5	$15.00/day
PA System	$10.00/hour

8.1.12

USE OF SCHOOL FACILITIES (continued)

Fees

Personnel Fees	**Per Hour Regular Rate**	**Per Hour Overtime Rate**
Custodial	$ 24.00	$ 36.00
Food Services	18.75	28.00
Computer Lab Aide	18.75	28.00
Light/Sound Technicians	19.80	29.70
Teachers (Hourly Rate)	31.25	46.85

NO CHANGES

REQUEST FOR USE OF FACILITIES
MUST BE APPROVED 10 DAYS PRIOR TO EVENT

Name of Requesting Organization _____ Date of Application _____

Facilities Requested _____
Specify School and/or Facility

Requested Dates _____

Number of Chairs _____ Number of Tables _____ Equipment _____

Number of People Expected: ____ Adults ____Children under 16 Admission charged? _____

Special Arrangements _____

****

STATEMENT OF APPLICANT: The undersigned applicant is an authorized official of the group submitting this application. The applicant has read the district's rules and regulations.

It shall be distinctly understood, and agreed, that subject applicant and related organization making this application assume **ALL RISK FOR LOSS, DAMAGE, LIABILITY, INJURY, COST OR EXPENSE** that may arise during or be caused in any way by such use or occupancy of the facility.

The applicant further agrees that in consideration of being permitted to use said facilities, the applicant and or organization will save and hold the Western Placer Unified School District and their agents and employees free and harmless from any loss, liability, damages and or injuries to persons and property that in any way may be caused by the applicant's use or occupancy of said facilities.

I declare under penalty of perjury that the foregoing statement is true and current.

Signed _____ Address _____
Name/Title _____ Date _____ Phone _____
Liability Insurance Carrier & Policy Number _____
Additional insured endorsement attached Yes _____ No _____ if no, request.
****

APPLICATION STATUS

Permission for use of the facilities is: _____ APPROVED _____ DENIED

Reason for denial: _____

Principal or designee's signature _____

The following fees are payable in **ADVANCE** to the **Western Placer Unified School District**

Rental Fee $_____
Equipment Fee $_____
Personnel Fee $_____ (_____hours @ $_____/hour)

Total $_____

Distribution: WHITE-School YELLOW-M&O Supervisor PINK-DO GOLDENROD-Applicant

Exhibit **WESTERN PLACER UNIFIED SCHOOL DISTRICT**
version: September 4, 2007 Lincoln, California
revised: April 15, 2008

8.114

WESTERN PLACER UNIFIED SCHOOL DISTRICT
600 Sixth Street, Fourth Floor Lincoln, CA 95648

TO: Potential Users of School District Facilities

FROM: Western Placer Unified School District

SUBJECT: Insurance Requirements

The purpose of this memo is to explain the specific documents that are required to use the facilities owned by the Western Placer Unified School District.

Document One: A **current** certificate of general liability insurance showing minimum coverage limits of ~~one~~ **two** million dollars. The certificate should be for a policy active during the date of use of facilities and must name the Western Placer Unified School District as the certificate holder. If the document specifies the date of a certain event the certificate is good only for that date and event. Certificates without specific dates/events are valid for the term of the policy provided the certificate holder receives no notice of cancellation.

Document Two: An Additional Insured Endorsement naming the Western Placer Unified School District as additional insured. Often times an insurance company will add this language to the bottom of the certificate. This **IS NOT VALID FOR THE USE OF OUR FACILITIES**. A separate additional insured endorsement is a must.

These documents should be received at least 10 days prior the event.

ACCESS TO DISTRICT RECORDS

Records Open to the Public

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used or retained by the district regardless of physical form or characteristics. (Government Code 6252)

Writing means any handwriting, typewriting, printing, photostating, photographing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

A *member of the public* includes any person, except a member, agent, officer, or employee of the district acting within the scope of his/her office or employment. Board of Trustees members shall have the ability to access public records permitted by law in the administration of their duties. Notwithstanding, members of the Board are entitled to access to district public records on the same basis as any other person. (Government Code 6252, 6252.5)

Records to which the public shall have access include but are not limited to:

1. The proposed and approved budgets **and annual audit of the district** (Government Code 6252; Education Code **41020,** 42103)

(cf. 3100 - Budget)

2. Statistical compilations (Government Code 6252)

3. Reports and memoranda (Government Code 6252)

4. Notices and bulletins (Government Code 6252)

5. Minutes of public meetings (Government Code 6252)

(cf. 9324 - Minutes and Recordings)

6. Meeting agendas (Government Code 6252, 54957.5)

(cf. 9322 - Agenda/Meeting Materials)

7. Official communications between governmental branches (Government Code 6252)

8.1.16

ACCESS TO DISTRICT RECORDS (continued)

8. School-based program plans (Education Code 52850)

(cf. 0420.1 - School-Based Program Coordination)

9. Information and data relevant to the evaluation and modification of **district** ~~school improvement~~ plans

(cf. 0420 - School Plans/Site Councils)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)

10. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

11. Tort claims filed against the district and records pertaining to pending litigation which predate the filing of the litigation, unless protected by some other provision of law (Government Code 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))

(cf. 3320 - Claims and Actions Against the District)

12. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

(cf. 9270 - Conflict of Interest)

13. Contracts of employment and settlement agreements (Government Code 53262)

(cf. 2121 - Superintendent's Contract)
(cf. 4117.5/4217.5/4317.5 - Termination Agreements)
(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee shall ensure that any record containing personal information is redacted to ensure that such information, including, but not limited to, an employee's home address or social security number, is not disclosed to the public.

8.1.17

ACCESS TO DISTRICT RECORDS (continued)

Confidential Records

Records to which the general public shall **not** have access include but are not limited to:

1. Preliminary drafts, notes, interdistrict or intradistrict memoranda which are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

2. Records specifically prepared for litigation to which the district is a party or to **respond to claims made against the district pursuant to the Tort Claims Act are confidential,** ~~claims made pursuant to the Tort Claims Act~~, until the pending litigation or claim has been finally adjudicated or otherwise settled, unless the records are protected by some other provision of law (Government Code 6254, 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))

3. Personnel records, medical records, student records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

The home addresses and home telephone numbers of employees may be disclosed only as follows: (Government Code 6254.3)

a. To an agent or a family member of the individual to whom the information pertains

b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties

c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, unless the employee performs law enforcement-related functions or requests in writing that the information not be disclosed

8.1.18

ACCESS TO DISTRICT RECORDS (continued)

d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

4. Test questions, scoring keys and other examination data except as provided by law (Government Code 6254)

(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)

5. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)

6. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information (Government Code 6254)

7. Library circulation records kept for the purpose of identifying the borrower of items available in the library (Government Code 6254)

(cf. 6163.1 - Library Media Centers)

8. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)

(cf. 9124 – Attorney)

9. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

10. Recall petitions or petitions for the reorganization of school districts (Government Code 6253.5)

8.1.19

ACCESS TO DISTRICT RECORDS (continued)

11. Minutes of Board meetings held in closed session (Government Code 54957.2)

(cf. 9321 - Closed Session Purposes and Agendas)

12. Computer software developed by the district (Government Code 6254.9)

13. Written instructional textbooks or other materials ~~for~~ which, **when** providing a copy would infringe a copyright or would constitute an unreasonable burden on the operation of the district (65 Ops.Cal.Atty.Gen. 185 (1981))

(cf. 5020 - Parent Rights and Responsibilities)

14. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)

(cf. 5141.6 – School Health Services)

15. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes

16. Records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

Every person may request a copy of any district record **that is** open to the public and not exempt from disclosure. (Government Code 6253)

Within 10 days of receiving any request **to inspect or copy a district record,** ~~for a copy of records,~~ the Superintendent or designee shall determine whether the request seeks **release of a** ~~copies of~~ disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

8.1.20

ACCESS TO DISTRICT RECORDS (continued)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request

2. The need to search for, collect and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request

3. The need for consultation, which shall be conducted with all practicable speed, with another agency **(e.g., a state agency or city)** having a substantial interest in the determination of the request or among two or more components of the district **(e.g., two different school sites)** with **substantial** ~~subject matter~~ interest ~~therein~~ **in the request**

4. **In the case of electronic records,** the need to compile data, write programming language or a computer program, or to construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records are open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by every person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

If any person requests a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear

8.1.21

ACCESS TO DISTRICT RECORDS (continued)

the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals

2. The request would require data compilation, extraction, or programming to produce the record

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, he/she shall assist the requester in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

   If after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement **shall** will be deemed satisfied.

2. Describe the information technology and physical location in which the records exist

3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

BUDGET

The Board of Trustees **recognizes its critical** ~~accepts~~ responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, and priorities. ~~This includes federal and state oversight mandates.~~ The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)
(cf. 3000 - Concepts and Roles)
(cf. 3300 - Expenditures/Expending Authority)
(cf. 3460 - Financial Reports and Accountability)
(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations~~.~~ **Subject to limitation as determined pursuant to Government Code 7900-7914.** (Education Code 42122)

Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of 5 CCR 15443. In addition, during the period that the District has the unique status of a basic aid district, or a district that would be basic aid except for the transfer of in lieu property taxes to a charter school (Education Code 47663) and is receiving Basic Aid Supplement Charter School Adjustment funds, a separate Basic Aid Reserve Fund will be maintained.

8.1.23

BUDGET (continued)

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with law.

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

Budget Advisory Committee

The Board may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

~~The Board may appoint a budget advisory committee composed of members of the community and staff. The committee shall provide recommendations to the Board during the budget development process. Duties of the committee shall be clearly defined and communicated to all members.~~

The committee shall develop recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board or the Superintendent or designee.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 3350 - Travel Expenses)
(cf. 9130 - Board Committees)
(cf. 9140 - Board Representatives)

~~In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds. The Board also shall establish budget assumptions or parameters which may take into consideration the stability of funding sources, enrollment trends, legal requirements and constraints, anticipated increases and/or decreases in the cost of services and supplies, use of one-time resources, categorical program requirements, scheduled salary increases, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.~~

8.1.24

BUDGET (continued)

Budget Criteria and Standards

In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 3110 - Transfer of Funds)

~~Prior to adopting the budget, the Board shall conduct a first-tier review, and if necessary a second-tier review, to ensure that the budget meets standards and criteria adopted by the State Board of Education. (Education Code 33127, 33128, 33129; 5 CCR 15440-15452)~~

~~The Superintendent or designee shall ensure that the district budget is clearly presented and effectively communicated to the Board, staff, and public. He/she may adapt or supplement the state-required budget format as necessary for these purposes.~~

Fund Balance

The Board shall adopt a formal resolution that provides for classification of fund balances in the general fund and is compliant with Governmental Accounting Standards Board (GASB) Statement 54. The resolution also shall:

1. **Establish specific steps for committing funds that cannot be used for any other purpose unless the Board takes action to remove or change the constraint**

2. **Express the authority of the Board and/or delegate authority to other person(s) to identify intended uses of assigned funds**

8.1.25

BUDGET (continued)

3. **Establish the order in which fund balances will be spent when multiple fund balance types are available for an expenditure**

The Board reserves the authority to review and amend this resolution as needed to reflect changing circumstances and district needs.

Long-Term Financial Obligations

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 7210 - Facilities Financing)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

8.1.26

BUDGET (continued)

In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, and/or other significant changes occur that impact budget projections.

(cf. 3110 - Transfer of Funds)

Legal Reference:

EDUCATION CODE
1240 Duties of county superintendent of schools
*33127-**33131** ~~Development of~~ Standards and criteria for local budgets and expenditures*
~~33128 Standards and criteria~~
~~33129 Standards and criteria; use by local agencies~~
35035 Powers and duties of superintendent
35161 Powers and duties, generally, of governing boards
42103 Public hearing on proposed budget; requirements for content of proposed budget; ~~publication of notice of hearing~~
42120-42129 Budget requirements
42130-42134 Financial certifications
42140-42141 Disclosure of fiscal obligations
~~42132 Resolutions identifying estimated appropriations limit~~
42602 Use of unbudgeted fund
42605 Tier 3 categorical flexibility
42610 Appropriation of excess funds and limitation thereon
~~44518-44519.2 Chief business officer training program~~
45253 Annual budget of personnel commission
45254 First year budget of personnel commission
GOVERNMENT CODE
*7900-7914 **Appropriations limit** ~~Expenditure limitations~~*
CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15452 Criteria and standards for school district budgets

Management Resources: (see next page)

8.1.27

BUDGET (continued)

Management Resources:

CSBA PUBLICATIONS
Maximizing School Board Governance: Budget Planning and Adoption, 2065
Maximizing School Board Governance: Understanding District Budgets, 2006
School Finance DC-ROM, 2005
CDE PUBLICATIONS
California School Accounting Manual
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS
Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006
GOVERNMENT FINANCE OFFICERS ASSOCIATION
Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009
GOVERNMENTAL ACCOUNTING STANDARDS BOARD ***STATEMENTS***
Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004
Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009
WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Department of Education, Finance and Grants: http://www.cde.ca.gov/fg
California Department of Finance: http://www.dof.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
Government Finance Officers Association: http://www.gfoa.org
Governmental Accounting Standards Board: http://www.gasb.org
Legislative Analyst's Office: http://www.lao.ca.gov
School Services of California, Inc.: http://www.sscal.com

FINANCIAL REPORTS AND ACCOUNTABILITY

The Board of Trustees is committed to ensuring the fiscal health of the district and providing public accountability. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and **continually evaluate whether the district's budget and** ~~ensure that the~~ financial **operations** ~~systems~~ support the district's goals for student achievement.

(cf. 3100 - Budget)
(cf. 3110 - Transfer of Funds)
(cf. 3300 - Expenditures/Expending Authority)
(cf. 3430 - Investing)
(cf. 4143/4243 – Negotiations)Consultation)
(cf. 9000 - Role of the Board)

The Superintendent or designee shall provide the Board with financial reports throughout the year in accordance with law and as otherwise requested by the Board.

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education. **He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.**

(cf. 3400 - Management of District Assets/Accounts)
~~*(cf. 3440 - Inventories)*~~

Based on financial reports provided by the Superintendent or designee and in accordance with law and administrative regulation, the Board shall:

1. **Approve and file an annual statement of the district's receipts and expenditures for the preceding fiscal year (Education Code 42100)**

2. **Adopt a resolution identifying the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year (Education Code 42132; Government Code 7910)**

3. **Approve interim fiscal reports and certify whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and two subsequent fiscal years (Education Code 42130, 42131)**

4. **Provide for an annual audit, select an independent auditor, and review the audit report (Education Code 41020, 41020.3)**

The independent auditor shall present the audit report to the Board at a public meeting and the Board shall have an opportunity to ask questions of the auditor and request further information about the audit findings.

8.1.29

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.

Audit Committee

The Board may ~~establish~~ **appoint** an audit committee composed of staff knowledgeable in fiscal matters, other staff, and representatives of the community. The committee shall serve in an advisory capacity to the Board and may ~~shall~~:

(cf. 1220 - Citizen Advisory Committees)
(cf. 9130 - Board Committees)
(cf. 9140 - Board Representatives)

1. Make recommendations regarding the selection of the external independent auditor **in accordance with Education Code 41020 and 41020.5**

2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit

3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses

4. Participate with the independent auditor in presenting the audit report to the Board

5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting

6. Provide input on the effectiveness of the independent auditor

7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

8.1.30

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

~~**Fiscal Policy Team**~~

~~The Board may establish a fiscal policy team to periodically review the district's fiscal policies and procedures and advise the Board regarding long-range fiscal management plans. The fiscal policy team may be assigned to examine the fiscal and economic information needs of the district, the impact of budget allocations on district priorities, the financial health of the district, or other duties specified by the Board. The team shall work with the district's budget and audit committees and appropriate staff in carrying out its functions.~~

Legal Reference:

EDUCATION CODE
14500-14508 Financial and compliance audits
17150 Public disclosure of non-voter-approved debt
33127 Standards and criteria for local budgets and expenditures
33128 Standards and criteria; inclusions
33129 Standards and criteria; use by local agencies
35035 Powers and duties of superintendent
41010-41023 Accounting system
41326 Emergency apportionment
41344 Repayment of apportionment significant audit exceptions
41344.1 Appeals of audit findings
41455 Examination of financial problems of local districts
42100-42105 Requirement to prepare and file annual statement
42127.6 School district operations monitoring; financial obligation nonpayment
42130-42134 Financial reports and certifications
42140-42142 Public disclosure of fiscal obligations
GOVERNMENT CODE
3540.2 School district; qualified or negative certification; proposed agreement review and comment
16429.1 Local agency investment fund
53646 Reports of investment policy and compliance
CODE OF REGULATIONS, TITLE 5
15070 Submission of reports using standardized account code structure
15453-15463 Criteria and standards for school district interim reports

Management Resources: (see next page)

8.1.31

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Management Resources:

CSBA PUBLICATIONS
Maximizing School Board Governance: Fiscal Accountability, 2005
CDE COMMUNICATIONS
1208.0 Audit Resolution Process: Repayment Plans
GOVERNMENTAL ACCOUNTING STANDARDS BOARD
Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004
U.S. GENERAL ACCOUNTING OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS
Financial Audit Manual, revised 2003
STATE CONTROLLER PUBLICATIONS
Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)
WEB SITES
CSBA: http://www.csba.org
California Association of School Business Officials: http://www.casbo.org
California County Superintendents Educational Services Association: http://www.ccsesa.org
California Department of Education, Finance and Grants: http://www.cde.ca.gov/fg
Education Audit Appeals Panel: http://www.eaap.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
Governmental Accounting Standards Board: http://www.gasb.org
School Services of California: http://www.sscal.com
State Controller's Office: http://www.sco.ca.gov
U.S. Government Accounting Office: http://www.gao.gov

FINANCIAL REPORTS AND ACCOUNTABILITY

Unaudited Actual Receipts and Expenditures

The Superintendent or designee shall prepare a statement of all unaudited actual receipts and expenditures of the district for the preceding fiscal year, using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). On or before September 15, the Governing Board shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)

Gann Appropriations Limit Resolution

The Board shall adopt a resolution by September 15 of each year to identify the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding year, as determined pursuant to Government Code 7900-7914. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

Interim Reports

The Superintendent or designee shall submit two interim fiscal reports to the Board of Trustees, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall also be made available by the district for public review. (Education Code 42130)

(cf. 1340 - Access to District Records)

Each interim report shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding year. The review shall be based on criteria and standards adopted by the State Board of Education which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. The review shall also consider supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130, 42131; 5 CCR 15453-15464)

Within 45 days after the close of the period reported, the Board shall assess the interim report on the basis of criteria adopted by the State Board of Education pursuant to Education Code 33127 and on current information regarding the adopted state budget, district property tax revenues if any, and ending balances for the preceding year. The Board shall approve the

8.1.23

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

fiscal report and send it to the County Superintendent of Schools in a format or on forms prescribed by the Superintendent of Public Instruction. In addition, the Board shall submit its certification of the district's financial status based on current projections, in accordance with the following: (Education Code 42130, 42131; 5 CCR 15453-15463)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years

2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years

3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

~~If the second interim report of the fiscal year is accompanied by a qualified or negative certification as determined by the Board or subsequently by the County Superintendent, the Superintendent or designee shall, no later than June 1, provide to the County Superintendent, the Controller, and the Superintendent of Public Instruction a financial statement that reports data for the period ending April 30 and projects the district's fund and cash balances as of June 30. (Education Code 42131)~~

The Superintendent or designee shall submit a copy of the interim report and certification to the County Superintendent using the state's SACS, as prescribed by the SPI. (Education Code 42130, 42131)

If the district submits a positive certification that is subsequently changed by the County Superintendent to a qualified or negative certification, the district may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the district has a qualified or negative certification, **as determined by the Board or the County Superintendent, it shall cooperate in the implementation of any remedial actions taken by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.**

~~it shall allow the county office of education at least 10 working days to review and comment on any proposed agreement with exclusive representatives of employees. The district shall provide the County Superintendent with all information relevant to provide an understanding of the financial impact of any final collective bargaining agreement. (Government Code 3540.2)~~

~~*(cf. 4141/4241 - Collective Bargaining Agreement)*~~
~~*(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)*~~

8.1.34

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Whenever the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after determining that the district's budget does not comply with state standards and criteria for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendations. (Education Code 42637)

If the second interim report of the fiscal year is accompanied by a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement that reports data for the period ending April 30 and projects the district's fund and cash balances as of June 30. (Education Code 42131)

~~**Annual Statement of Receipts and Expenditures**~~

~~On a form prescribed by the Superintendent of Public Instruction, the Superintendent or designee shall prepare a statement of all receipts and expenditures of the district for the preceding fiscal year. On or before September 15, the Board shall approve this statement and file it with the County Superintendent. (Education Code 42100)~~

~~**Appropriations Limit Resolution**~~

~~The Board shall adopt a resolution by September 15 of each year to identify the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132)~~

Audit Report

By April 1 of each year, the Board shall either provide for an audit of the district's books and accounts or make arrangements with the County Superintendent to provide for that audit. (Education Code 41020)

The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.

To conduct the audit, the Board shall select a certified public accountant, or public accountant licensed by the State Board of Accountancy, from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

8.1.35

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

The Board shall not select any public accounting firm to provide audit services if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

While a **public accounting** firm is performing the audit of the district, it shall not provide any nonauditing, management or other consulting services except as provided in Government Accounting Standards, Amendment #3, published by the U.S. Government Accounting Office. (Education Code 41020)

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. (Education Code 41020)

(cf. 3430 - Investing)
(cf. 3451 - Petty Cash Funds)
(cf. 3452 - Student Activity Funds)
(cf. 3551 - Food Service Operations/Cafeteria Fund)

~~The district's audited financial reports shall include:~~

~~1. Management's discussion and analysis, which shall introduce the basic financial statements and provide an analytical overview of the district's financial activities, including:~~

~~a. An objective and easily readable analysis of the district's financial activities based on currently known facts, decisions, and conditions~~

~~b. Comparisons of the current year to the prior year~~

~~c. An analysis of the district's overall financial position, enabling a determination as to whether that position has improved or deteriorated as a result of the year's activities~~

~~d. An analysis of significant changes that occur in funds and significant budget variances~~

~~e. A description of capital asset and long-term debt activity during the year~~

~~f. A description of currently known facts, decisions, and conditions that are expected to have a significant effect on the district's financial position~~

~~2. Basic financial statements, including:~~

8.1.36

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

a. Districtwide financial statements, consisting of a statement of net assets and a statement of activities which report all of the assets, liabilities, revenues, expenses, and gains and losses of the district

b. Fund financial statements, consisting of a series of statements that focus on information about the district's major governmental and enterprise funds, including its blended component units

c. Notes to the financial statements that are essential to a user's understanding of the basic financial statements

3. Supplementary information required by the Governmental Standards Accounting Board, including but not limited to budgetary comparison schedules

No later than December 15, the Superintendent or designee shall file the report of the audit for the preceding fiscal year with the County Superintendent, the California Department of Education, and the State Controller. (Education Code 41020)

By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

(cf. 9322 - Agenda/Meeting Materials)

Non-Voter-Approved Debt Report

Whenever the Board approves the issuance of certificates of participation bonds, revenue bonds, or any agreement for financing school construction, the Superintendent or designee shall notify the County Superintendent and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. Within 15 days, the County Superintendent and county auditor may comment publicly to the Board regarding the district's capability to repay the debt. (Education Code 17150)

Accrued Benefits and Claims Report

The Superintendent or designee shall plan for the implementation of the Governmental Accounting Standards Board Statement 45, including the procurement of a qualified actuary to determine the district's annual expense and liability for post-employment health and welfare benefits. In addition, the Superintendent or designee shall recommend actions to the Board to mitigate the financial impact to the district of any unfunded liabilities.

8.1.37

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

~~*(cf. 4154/4254/4354 - Health and Welfare Benefits)*~~
~~*(cf. 9250 - Remuneration, Reimbursement and Other Benefits)*~~

~~The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The Board shall disclose, as a separate agenda item, whether or not it will reserve in the budget sufficient amounts to fund the present value of these claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)~~

(cf. 5117 - Interdistrict Attendance)

The Superintendent or designee shall cooperate with the auditor to provide the necessary financial records and to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

(cf. 9322 - Agenda/Meeting Materials)

To the extent possible, the Board's review shall occur prior to December 15 to provide the Board and the community an opportunity to review the audit before it is submitted to local and state agencies.

No later than December 15, the Superintendent or designee shall file the report of the audit for the preceding fiscal year with the County Superintendent, the California Department of Education, and the State Controller. (Education Code 41020)

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal, summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

8.1.38

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

1. **Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact**

2. **Restricted fund balance, including amounts constrained to specific purposes by their providers or by law**

3. **Committed fund balance, including amounts constrained to specific purposes by the Board**

4. **Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose**

5. **Unassigned fund balance, including amounts that are available for any purpose**

Negative Balance Report

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report (GASB 45)

8.1.39

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

TRANSPORTATION SAFETY AND EMERGENCIES

Safety Equipment

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. (Education Code 39838; 13 CCR 1242)

The Superintendent or designee shall ensure that any school bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus designed for carrying more than 16 passengers and the driver and is manufactured on or after July 1, 2005

2. Is a Type 2 school bus or student activity bus designed for carrying 16 or fewer passengers and the driver, or designed for carrying 20 or fewer passengers and the driver and having a manufacturer's vehicle weight rating of 10,000 pounds or less, and is manufactured on or after July 1, 2004

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be informed of procedures to be followed to reasonably enforce proper use of the passenger restraint system.

Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

(cf. 3516.5 - Emergency Schedules)
(cf. 3540 - Transportation)

8.1.41

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 3542 - School Bus Drivers)

A person shall not drive a motor vehicle while using a wireless telephone, except under the following conditions: (Vehicle Code 23123, 23125)

1. When he/she uses a wireless telephone that is specifically designed and configured to allow hands-free listening and talking, provided it is used in that manner while driving

2. For emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity

(cf. 3513.1 - Cellular Phone Reimbursement)
(cf. 4040 - Employee Use of Technology)

A person shall not drive a motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call. (Vehicle Code 23123.5)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

(cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall include all of the following: (Education Code 39831.3)

1. Procedures for determining if students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112

8.1.42

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops

3. Procedures for boarding and exiting a school bus at a school or other trip destination

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

1. A list of school bus stops will be available

2. General rules of conduct at school bus loading zones

3. Red light crossing instructions

4. A description of the school bus danger zone

5. Instructions for safety while walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Student Instruction

All students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety. (Education Code 39831.5)

The Superintendent or designee shall ensure that instruction is provided to students as follows:

1. The Superintendent or designee shall annually provide appropriate instruction in safe riding practices and emergency evacuation drills to each student who receives home-to-school transportation in a school bus. (5 CCR 14102)

2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to: (Education Code 39831.5)

8.1.43

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

a. Proper loading and unloading procedures, including escorting by the driver

b. How to safely cross the street, highway, or private road

c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use

d. Proper passenger conduct

(cf. 5131.1 - Bus Conduct)

e. Bus evacuation procedures

f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

Each time the above instruction is given, the following information shall be documented: (Education Code 39831.5)

a. District name

b. School name and location

c. Date of instruction

d. Names of supervising adults

e. Number of students participating

f. Grade levels of students

g. Subjects covered in instruction

h. Amount of time taken for instruction

8.1.44

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

i. Bus driver's name

j. Bus number

k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the California Highway Patrol. (Education Code 39831.5)

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to: (Education Code 39831.5)

a. Location of emergency exits

b. Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

Legal Reference: (see next page)

DRAFT

8.1.45

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

Legal Reference:

EDUCATION CODE
39830-39842 Transportation, school buses
51202 Instruction in personal and public health and safety
PENAL CODE
241.3 Assault against school bus driver
243.3 Battery against school bus driver
VEHICLE CODE
415 Definition of motor vehicle
545-546 Definition of school bus and school pupil activity bus
22112 Loading and unloading passengers
23123 Use of wireless telephone prohibited while driving motor vehicle
23123.5 Text communications prohibited while driving motor vehicle
23125 Use of wireless telephone prohibited while driving school bus
27316 Passenger restraint systems
34500 California Highway Patrol responsibility to regulate safe operation of school buses
34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses
34501.6 School buses; reduced visibility
34508 California Highway Patrol responsibility to adopt rules re: equipment and operations of school buses
CODE OF REGULATIONS, TITLE 5
14100-14105 School buses and student activity buses
CODE OF REGULATIONS, TITLE 13
1200-1293 Motor carrier safety
CODE OF FEDERAL REGULATIONS, TITLE 49
571.1-571.500 Motor vehicle standards, including school buses

Management Resources:

WEB SITES
California Association of School Business Officials: http://www.casbo.org
California Association of School Transportation Officials: http://www.castoways.org
California Department of Education, Office of School Transportation: http://www.cde.ca.gov/ls/tn
California Highway Patrol: http://www.chp.ca.gov
National Coalition for School Bus Safety: http://www.ncsbs.org
National Transportation Safety Board: http://www.ntsb.gov
U.S. Department of Transportation, National Highway Traffic Safety Administration: http://www.nhtsa.dot.gov

TRANSPORTATION SAFETY AND EMERGENCIES

Transportation Safety Plan

The Superintendent or designee shall develop a transportation safety plan which includes all of the following: (Education Code 39831.3)

1. Procedures for determining if students in grades prekindergarten through 12 require escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112

(cf. 3542 - School Bus Drivers)

2. Procedures for all students in grades prekindergarten through 12 to follow as they board and exit the bus at their bus stops

3. Procedures for boarding and exiting a school bus at a school or other trip destination

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

Safe Bus Operations

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

(cf. 3516.5 - Emergency Schedules)
(cf. 3540 - Transportation)
(cf. 3541.1 - Transportation for School-Related Trips)

School buses and school student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that students be moved immediately to ensure their safety.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall be required to be properly restrained by that system while the bus is in motion.

Bus drivers shall be informed of procedures to be followed to reasonably ensure that all passengers are so restrained.

8.1.47

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization and has intent to commit a crime. (Education Code 39842; 13 CCR 1256)

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. (Education Code 39838; 13 CCR 1242)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

Student Instruction

All students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety. (Education Code 39831.5)

The instruction shall include the following:

1. Each school year, the Superintendent or designee shall provide appropriate instruction in safe riding practices and emergency evacuation drills. Each student who receives home-to-school transportation in a school bus shall be required to receive this instruction. (5 CCR 14102)

2. At least once each school year, all students in grades prekindergarten through 12 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to: (Education Code 39831.5)

   a. Proper loading and unloading procedures, including escorting by the driver

   b. How to safely cross the street, highway or private road

   c. When passenger restraint systems are installed in school buses, instruction in the use of such systems, including but not limited to the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use

   d. Proper passenger conduct

(cf. 5131.1 - Bus Conduct)

8.1.48

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

e. Bus evacuation

f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

Each time the above instruction is given, the following information shall be documented: (Education Code 39831.5)

a. District name

b. School name and location

c. Date of instruction

d. Names of supervising adults

e. Number of students participating

f. Grade levels of students

g. Subjects covered in instruction

h. Amount of time taken for instruction

i. Bus driver's name

j. Bus number

k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the California Highway Patrol. (Education Code 39831.5)

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to: (Education Code 39831.5)

a. Location of emergency exits

8.1.49

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

b. Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 12 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall include: (Education Code 39831.5)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. School bus danger zone
5. Walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Legal Reference: (see next page)

8.1.50

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

Legal Reference:

EDUCATION CODE
39830-39842 Transportation, school buses
51202 Instruction in personal and public health and safety
PENAL CODE
241.3 Assault against school bus driver
243.3 Battery against school bus driver
VEHICLE CODE
545-546 Definition of school bus and school pupil activity bus
22112 Loading and unloading passengers
27316 Passenger restraint systems
34500 California Highway Patrol responsibility to regulate safe operation of school buses
34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses
34501.6 School buses; reduced visibility
34508 California Highway Patrol responsibility to adopt rules re: equipment and operations of school buses
34508.5 Investigation of accidents
CODE OF REGULATIONS, TITLE 5
14102 Instruction in bus safety and evacuation
14103 Authority of the driver
CODE OF REGULATIONS, TITLE 13
1200-1293 Motor carrier safety

Management Resources:

WEB SITES
California Department of Education, Office of School Transportation: http://www.cde.ca.gov/ls/tn
California Highway Patrol: http://www.chp.ca.gov
National Coalition for School Bus Safety: http://www.ncsbs.org
National Transportation Safety Board: http://www.ntsb.gov

SAMPLE

INTRADISTRICT OPEN ENROLLMENT

Enrollment under the No Child Left Behind Act

Within a reasonable amount of time, not to exceed 10 school days, after a student becomes the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. **In determining whether a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident on a case-by-case basis and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.**

The Superintendent or designee shall consider the student's needs and parent/guardian preferences in making the school assignment. If the parents/guardians choose to transfer their child, the transfer shall be completed as soon as practicable.

Transfer from a "Persistently Dangerous" School

Within 10 school days after learning that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation. Within 20 school days after learning of the school's designation, the Superintendent or designee shall notify parents/guardians of their option to transfer.

(cf. 0450 - Comprehensive Safety Plan)

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notification to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed 10 school days, for the submission of parent/guardian requests. The Superintendent or designee shall notify parents/guardians of their school assignment within 10 school days of the date that submissions are due.

The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. Upon assignment, the transfer shall be completed as soon as practicable. If parents/guardians decline the assigned school, the student may remain in his/her current school.

8.1.52

INTRADISTRICT OPEN ENROLLMENT (continued)

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

(cf. 5117 - Interdistrict Agreements)

Other Intradistrict Enrollment

To implement intradistrict open enrollment pursuant to Education Code 35160.5:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of these schools and open enrollment applications shall be available at all school offices.

2. Students of parents/guardians who submit applications to the district by March 15 shall be eligible for admission to their school of choice the following school year under the district's open enrollment policy.

3. Enrollment in a school of choice shall be determined by lot from the eligible applicant pool, and a waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year.

4. The Superintendent or designee shall inform applicants by mail ~~prior to July 15~~ as to whether their applications have been approved, denied or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.

5. Approved applicants must confirm their enrollment within 10 school days.

6. Admission to a particular school shall not be influenced by a student's academic or athletic performance except insofar as academic standards are required for admission to specialized schools or programs such as programs for gifted and talented students. Such standards shall be uniformly applied to all students. (Education Code 35160.5)

~~*(cf. 6172 - Gifted and Talented Student Program)*~~

8.1.53

INTRADISTRICT OPEN ENROLLMENT (continued)

7. It is the responsibility of the parent/guardian to supply adequate information to the district to make a decision on the Intradistrict request. False information used as a basis for securing an Intradistrict Attendance Change Request, will resolve in immediate disenrollment (all categories will invalidate the approval and require the return of the student to his/her regular attendance area.)

Once enrolled, a student shall not be required to apply for readmission. However, the student may be subject to displacement due to excessive enrollment.

Any complaints regarding the selection process shall be submitted to the Superintendent or designee.

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 48980)

1. All options for meeting residency requirements for school attendance

(cf. 5111.1 - District Residency)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)
(cf. 5111.13 - Residency for Homeless Children)

2. Program options offered within local attendance areas

3. A description of any special program options available on both an interdistrict and intradistrict basis

4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied

5. A district application form for requesting a change of attendance

6. The explanation of attendance options under California law as provided by the California Department of Education

Regulation
approved: September 4, 2007
revised: March 18, 2009,
revised:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

8.1.54

OPEN ENROLLMENT ACT TRANSFERS

The Governing Board desires to offer enrollment options in order to provide children with opportunities for academic achievement and that their diverse needs. Such options shall also be provided to children who reside within another district's boundaries in accordance with law, Board policy, and administrative regulation.

Whenever a student is attending a district school on the Open Enrollment List as identified by the Superintendent of Public Instruction, he/she may transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. (Education Code 48354, 48356)

A parent/guardian whose child is attending a district school on the Open Enrollment List and who wishes to have his/her child attend another school within the district shall apply for enrollment using BP/AR 5116.1 - Intradistrict Open Enrollment.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, the Board hereby waives the January 1 deadline in Education Code 48354 for all applications for transfer from nonresident parents/guardians of children attending a school on the Open Enrollment List in another district. Transfer applications shall be submitted between **January 1st to February 1st** of the preceding school year for which the transfer is requested.

(cf. 5111.1 - District Residency)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

The Board may deny a transfer out of or into the district upon a determination by the Board that the transfer would negatively impact a court-ordered or voluntary desegregation plan in accordance with Education Code 48355.

Standards for Rejection of Transfer Applications

Pursuant to Education Code 48356, the Board has adopted the following standards for acceptance and rejection of transfer applications submitted by a parent/guardian of a student attending a school in another district on the Open Enrollment List. The Superintendent or designee shall apply these standards in accordance with Board policy and administrative regulation and shall ensure that the standards are applied uniformly and consistently.

As applicable, the Superintendent or designee may deny a transfer application under any of the following circumstances:

1. Upon a determination that approval of the transfer application would negatively impact the capacity of a program, class, grade level, or school building, including:

8.1.SS

OPEN ENROLLMENT ACT TRANSFERS (continued)

a. The class or grade level exceeding the district's limits pursuant to the state Class Size Reduction Program or the Morgan/Hart Class Size Reduction Program for Grades 9-12

b. The site, classroom, or program exceeding the maximum student-teacher ratio specified in the district's collective bargaining agreement

c. The site or classroom exceeding the physical capacity of the facility pursuant to the district's facilities master plan or other facility planning document

d. The class or grade level exceeding capacity pursuant items #a-#c above in subsequent years as the student advances to other grade levels at the school

(cf. 6151 - Class Size)
(cf. 7110 - Facilities Master Plan)

2. Upon a determination that approval of the transfer application would have an adverse financial impact on the district, including:

a. The hiring of additional certificated or classified staff

b. The operation of additional classrooms or instructional facilities

c. Expenses incurred by the district that would not be covered by the apportionment of funds received from the state resulting in a reduction of the resources available to resident students

Appeal Process for Denials of Transfer Applications

A parent/guardian may appeal the district's denial of a transfer application to the Board by filing a written request of appeal with the Superintendent or designee within 10 days of the receipt of the written notification of denial. In addition, a parent/guardian who believes he/she has been subject to discrimination may file an appeal using the district's Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

The Board shall schedule an appeal hearing as soon as practicable at a regular or special meeting of the Board. At the hearing, the parent/guardian shall have the right to present oral or written evidence, rebut district evidence, and question any district witnesses. Unless the parent/guardian requests that the hearing be held in open session, the hearing shall be held in closed session in order to protect the privacy of students in accordance with law.

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OPEN ENROLLMENT ACT TRANSFERS (continued)

The Board shall make its decision by the next regularly scheduled meeting and shall send its decision to all concerned parties. The Board's decision shall be final.

Program Evaluation

The Superintendent or designee shall collect data regarding the number of students who transfer out of the district pursuant to the Open Enrollment Act. He/she also shall collect data regarding the number of students who apply to transfer into the district, the number of requests granted, denied, or withdrawn, and the district schools and programs receiving applications.

When the Superintendent or designee anticipates that a particular school will receive a large number of transfer applications, he/she shall study the enrollment pattern at that school in order to anticipate future resident enrollment at the school and at the district schools into which those students would normally matriculate.

The Superintendent or designee shall regularly report to the Board regarding the implementation of this program.

NEW

Legal Reference: (see next page)

8.1.57

OPEN ENROLLMENT ACT TRANSFERS (continued)

Legal Reference:

EDUCATION CODE
200 Prohibition of discrimination
35160.5 District policies, rules, and regulations
46600-46611 Interdistrict attendance agreements
48200 Compulsory attendance
48204 Residency requirements for school attendance
48300-48316 Student attendance alternatives, school district of choice program
48350-48361 Open Enrollment Act
48915 Expulsion; particular circumstances
48915.1 Expelled individuals: enrollment in another district
52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance
FAMILY CODE
6500-6552 Caregivers
UNITED STATES CODE, TITLE 20
6316 Transfers from program improvement schools
CODE OF REGULATIONS, TITLE 5
4700-4703 Open Enrollment Act
CODE OF FEDERAL REGULATIONS, TITLE 34
200.36 Dissemination of information
200.37 Notice of program improvement status, option to transfer
200.39 Program improvement, transfer option
200.42 Corrective action, transfer option
200.43 Restructuring, transfer option
200.44 Public school choice, program improvement schools
ATTORNEY GENERAL OPINIONS
87 Ops.Cal.Atty.Gen. 132 (2004)
84 Ops.Cal.Atty.Gen. 198 (2001)
COURT DECISIONS
Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov

Policy approved:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

8.158

OPEN ENROLLMENT ACT TRANSFERS

Definitions

District of enrollment means the district, other than the district in which the student's parent/guardian resides, in which the parent/guardian intends to enroll his/her child. (Education Code 48352)

District of residence means the district in which the parent/guardian of a student resides and in which the student would otherwise be required to enroll pursuant to Education Code 48200. (Education Code 48352)

(cf. 5111.1 - District Residency)

Open enrollment school means a "low-achieving" school identified by the Superintendent of Public Instruction (SPI) pursuant to Education Code 48352 and 5 CCR 4701. (Education Code 48352; 5 CCR 4701)

Transfer Applications into a District School

Enrollment priority shall be available to students who reside within this district. No student who resides within a school's attendance area or who is currently enrolled in a school shall be displaced by a student who is transferring pursuant Education Code 48350-48361 or 5 CCR 4700-4703. (Education Code 48354, 48356)

Applications shall be submitted within the deadlines established by Board policy.

However, the application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48354)

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

The parent/guardian's application may request enrollment of his/her child in a specific school or program. Requests for admission to a magnet school or program designed to serve gifted and talented students shall be subject to the usual admission requirements established by the district for district students. Except for such specialized admission requirements, the Superintendent or designee shall not consider the student's previous academic achievement, athletic performance, physical condition, English language proficiency, family income, or any of the prohibited bases for discrimination listed in Education Code 200. (Education Code 48354, 48356)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 6172 - Gifted and Talented Student Program)

8.1.59

OPEN ENROLLMENT ACT TRANSFERS (continued)

Students applying for open enrollment transfers shall be assigned priority for approval as follows: (Education Code 48356):

1. First priority for the siblings of students who already attend the desired school

2. Second priority for students transferring from a program improvement school ranked in decile 1 on the Academic Performance Index (API)

If the number of students who request a particular school exceeds the number of spaces available at that school, the Superintendent or designee shall conduct a lottery, in the group priority order identified in items #1 and #2 above, to select students at random until all of the available spaces are filled. (Education Code 48356)

Within 60 days of receiving the application, the Superintendent or designee shall provide written notification to the parent/guardian and the student's district of residence as to whether the application has been accepted or rejected. If the application has been rejected, the notice shall state the reasons for the rejection. If the application has been approved, the notification shall specify the particular school site and the school's address to which the student has been admitted. (Education Code 48357; 5 CCR 4702)

Terms of Approval

The Superintendent or designee shall ensure that the school to which the student is transferring has a higher API than the school in which the student was previously enrolled. (Education Code 48356)

The parent/guardian shall enroll his/her child on or before the first day of instruction or within 14 calendar days of receipt of the district's notice of approval of the application, whichever is later. If the parent/guardian fails to enroll his/her child within this timeframe, the district may decline to enroll the student. (5 CCR 4703)

Upon enrollment, the district shall grant the student any credits towards graduation that he/she received from his/her district of residence. The student shall be eligible for graduation from district schools upon completion of state and district graduation requirements. (Education Code 48358)

(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)

8.1.60

OPEN ENROLLMENT ACT TRANSFERS (continued)

A student admitted to a district school through this process shall be deemed to have fulfilled district residency requirements pursuant to Education Code 48204 and shall not be required to reapply for enrollment in that school, regardless of whether his/her school of residence remains on the Open Enrollment List. (Education Code 48356; 5 CCR 4702)

Once admitted, a transfer student who wishes to matriculate into a district middle or high school or transfer to another district school shall reapply for admission to the new school pursuant to the requirements of Board policy and administrative regulation.

Parents/guardians are responsible for transporting their children to school.

Transfers out of District Schools on the Open Enrollment List

Upon identification by the California Department of Education (CDE) that a district school is on the Open Enrollment List, the Superintendent or designee shall notify the parents/guardians of each student enrolled in the school of the option to transfer. This notice shall be provided by the first day of instruction. However, if the CDE has not notified the district whether a school is on the list by the first day of instruction, the notification shall be provided no later than 14 calendar days after the Open Enrollment List is posted on the CDE's web site. (Education Code 48354; 5 CCR 4702)

(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 5145.6 - Parental Notifications)

NEW

Regulation approved:

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Lincoln, California

8.1.61

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:

Second Amendment to Memorandum of Understanding With SunCal Lincoln Crossing LLC regarding Reservation of probable school site(s) within the Lincoln Crossing Plan Area

AGENDA ITEM AREA:

Information/Discussion

REQUESTED BY:

Cathy Allen, Assistant Superintendent
Facilities & Maintenance Services

ENCLOSURES:

Yes

DEPARTMENT:
Facilities & Maintenance

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
November 16, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

A Memorandum of Understanding (MOU) was entered into on June 2, 2003 for payment of school fees within CFD #2, and also for reservation of school sites within the Lincoln Crossing Plan Area and provisions on procurement of these sites. On November 17, 2004 an amendment to the original MOU was entered into specifying a timeline for purchase of the reserved sites. The District purchased the first elementary site per the original MOU and has until January 3, 2011 to acquire one or both of the additional school sites in Lincoln Crossing (one elementary and one middle). The timeline is fast approaching and the District requested an extension of time from SunCal. In response to this request, a second amendment to the MOU is being proposed by SunCal Lincoln Crossing LLC to extend the timeline for purchase of the southern elementary school site and also requests a release of obligation on the middle school site. SunCal is requesting a payment of $75,000.00 to continue to hold the elementary school site. The second amendment can be further amended in one year with an additional payment of $75,000. Both payments would be applied toward the purchase price of the next site. If the District does not exercise its option to purchase the elementary site at the end of the proposed amendment, and any extensions, the District would lose all rights to the site and consideration paid herein.

RECOMMENDATION:

Staff would like Board discussion on the options being presented to the District.

9.2

WESTERN PLACER UNIFIED SCHOOL DISTRICT

FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING
(Formation of Community Facilities District No. 2)

This First Amendment to the Memorandum of Understanding ("First Amendment to the MOU"), entered into as of the latter of the two dates of execution set forth below, is by and between the Western Placer Unified School District, a political subdivision of the state of California (the "District") and LB/L Suncal Lincoln Crossing LLC, a Delaware limited liability company (the "Landowner").

RECITALS

This First Amendment to the MOU is made with reference to the following facts and intentions:

A. The District and Landowner entered into an MOU on June 2, 2003 to provide a method to finance adequate school facilities made necessary in whole or in part by the development of the real property belonging to the Landowner and described in the MOU.

B. Since execution of the MOU, the Landowner has initiated development of the Project contemplated in the MOU.

C. It is the intent of the parties to this First Amendment to the MOU to formalize amendments to the MOU agreed upon by the parties to ensure that the intent of the parties as set forth in the MOU is realized in light of current circumstances and expectations.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties hereto agree that the MOU is hereby amended as follows:

1. The first paragraph of MOU Subsection 7.b.ii is revised to read as follows:

ii. Reservation of Elementary School Parcels: Subject to the potential elimination of the school site south of the Bypass as provided herein, Landowner shall reserve within the Project two sites for the construction of Elementary School Facilities as shown on Exhibit "A" attached hereto. Each School Site shall include land sufficient to accommodate the School Facilities, provided the maximum amount of land to be reserved shall not exceed the amount shown therefore on the attached Exhibit "A." Contingent upon approval of each School Site by the State Department of Education and the California Department of Toxic Substances Control and subject to compliance with CEQA, the District shall acquire each School Site from the Landowner or subsequent landowner at the price described in Section 8, Acquisition Price for School Sites. Subject to the foregoing, the District shall complete its acquisition of the Northern Elementary School Site no later than _____, 2004. Landowner acknowledges and agrees that the District may defer payment of the portion of the Acquisition Price for the Northern Elementary School Site in excess of Three Million Four Hundred Fourteen Thousand Nine Hundred Dollars ($3,414,900.00) (the "Deferred Amount"). The Deferred Amount shall be

8.2.1

paid at the time the District acquires the Middle School Site or the Southern Elementary School Site, whichever occurs first.

2. MOU Subsection 7.c is revised to read as follows:

c. Reservation Time Limitation: Except as otherwise provided herein, parcels for the above-listed School Facilities shall be reserved for a period not to exceed ten (10) years from the execution date of the School Mitigation Agreement (e.g. until January 3, 2011). In the event the District has not acquired said parcels within the applicable time for such reservations, Landowner's obligations with respect to reservation of the applicable site(s) will cease. The parties agree that, in the event the District acquires any elementary or middle school site outside the Project prior to January 3, 2011 that would serve students from the Project, Landowner shall be released from the obligation to reserve such an elementary or middle school site. The parties acknowledge and hereby agree that the District may acquire a high school site that would serve students from the Project prior to acquiring the Middle School Site or the Southern Elementary School Site.

3. MOU Section 8 is revised to read as follows:

8. Acquisition Price for School Sites: The District shall acquire the Northern Elementary School Site for a price of Three Hundred Forty Four Thousand Dollars ($344,000.00) per acre. The Middle School Site and Southern Elementary School Site shall be acquired for a price of Three Hundred Forty Four Thousand Dollars ($344,000.00) per acre if acquired prior to June 30, 2007. If either School Site is acquired after that date, the acquisition price shall be equal to the fair market value ("Fair Market Value") of the School Site, as determined below.

[Subsections 8 a, 8b and 8c remain as set forth in the MOU].

NOW, THEREFORE, the parties hereto have executed this First Amendment to the MOU on the date(s) set forth below.

Date: 11/17, 2004

WESTERN PLACER UNIFIED SCHOOL DISTRICT

By: _____

Superintendent

[additional signatures required on next page]

8.2.2

NOTE: This First Amendment to the MOU will not become effective until the Landowner also executes the Memorandum of Agreement (Exhibit 2, attached hereto) in the presence of a notary and returns the Memorandum of Agreement to the District.

Date: _____, 2004

LB/L-SUNCAL LINCOLN CROSSING LLC, a Delaware limited liability company

By: SCC Master, LLC, a Delaware limited liability company, Its Member

By: _____
Name: Bruce Elieff
Title: Managing Member

By: LBREP Lakeside Lincoln Crossing LLC, a Delaware limited liability company, Its Member

By: _____
Name: _____
Title: _____

8.2.3

NOTE: This First Amendment to the MOU will not become effective until the Landowner also executes the Memorandum of Agreement (Exhibit 2, attached hereto) in the presence of a notary and returns the Memorandum of Agreement to the District.

Date: _____, 2004

LB/L-SUNCAL LINCOLN CROSSING LLC, a Delaware limited liability company

By: SCC Master, LLC, a Delaware limited liability company, Its Member

By: _____
Name: Bruce Elieff
Title: Managing Member

By: LBREP Lakeside Lincoln Crossing LLC, a Delaware limited liability company, Its Member

By: _____
Name: Melvin T. Andrews
Title: Authorized Signatory

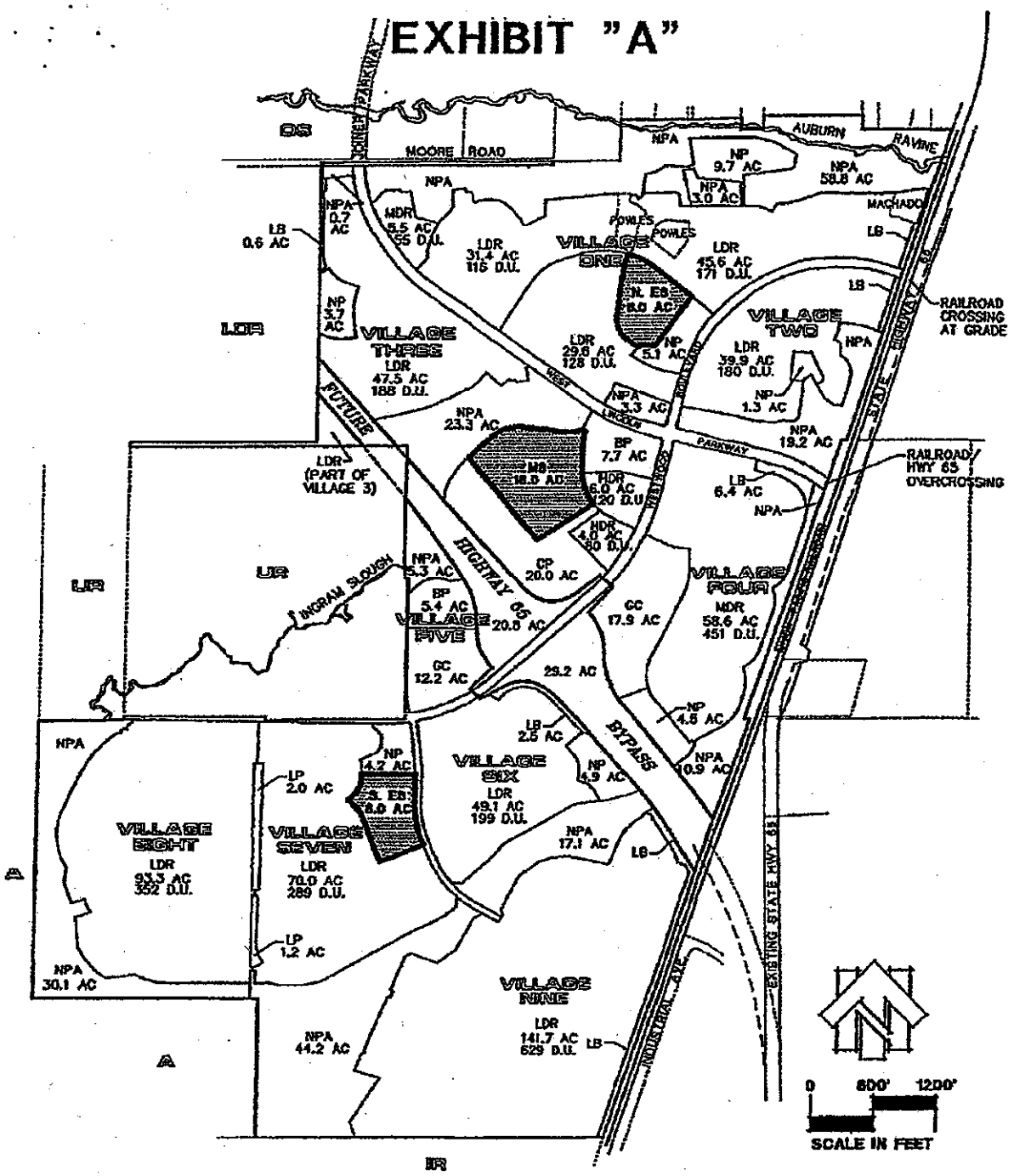
8.2.4

EXHIBIT A

Lincoln Crossing School Facilities

8.25

EXHIBIT "A"



Legend

LDR 1225a ac 45 du	LAND USE DESIGNATION, AREA IN ACRES AND NUMBER OF DWELLING UNITS	BP	BUSINESS/PROFESSIONAL	LB	LANDSCAPE BUFFER
LDR	LOW DENSITY RESIDENTIAL (0-5.9 DU/AC)	CP	COMMUNITY PARK	ES	ELEMENTARY SCHOOL
MDR	MEDIUM DENSITY RESIDENTIAL (0-12.9 DU/AC)	NP	NEIGHBORHOOD PARK	MS	MIDDLE SCHOOL
HDR	HIGH DENSITY RESIDENTIAL (0-20 DU/AC)	LP	LINEAR PARK		
GC	GENERAL COMMERCIAL	NPA	NATURE PRESERVE AREA		

Description: Placer,CA Document-Year.DocID 2001.2427 Page: 16 of 24
Order: 6035 Comment:

8.2.6

EXHIBIT B

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:
Western Placer Unified School District
810 J Street
Lincoln, CA 95648
Attention: Superintendent

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is made and entered into on the date shown below by and between the Western Placer Unified School District (the "District") and LB/L-Suncal Lincoln Crossing LLC (the "Landowner"). The District and the Landowner have entered into an unrecorded First Amendment to Memorandum of Understanding (the "First Amendment to the MOU") dated as of _____, 2004, relating to the property described below for the purposes described in the Recitals of the First Amendment to the MOU.

This Memorandum of Agreement has been prepared for the purpose of recordation and in no way modifies the rights and obligations of the parties, which are fully set forth in the First Amendment to the MOU.

Copies of the MOU are in the possession of the District at its offices at 810 J Street, Lincoln, CA 95648.

IN WITNESS WHEREOF this Memorandum of Agreement has been executed by the parties as of the date and year shown below.

Date: 11/17, 2004 **WESTERN PLACER UNIFIED SCHOOL DISTRICT**

By: _____

Roger R. Yohe, Superintendent

8.27

Date: 11-17, 2004

LB/L-SUNCAL LINCOLN CROSSING LLC.

a Delaware limited liability company

By: SCC MASTER, LLC, a Delaware limited liability company, Its Member

By: _____

Name: Bruce Elieff
Title: Managing Member

By: LBREP Lakeside Lincoln Crossing LLC, a Delaware limited liability company, Its Member

By: _____

Name: Melvin T. Andrews
Title: Authorized Signator

8.2.8

WESTERN PLACER UNIFIED SCHOOL DISTRICT
SECOND AMENDMENT TO MEMORANDUM OF UNDERSTANDING
(Formation of Community Facilities District No.2)

This Second Amendment to Memorandum of Understanding ("Second Amendment") is entered into as of _____, 2010, by and between the Western Placer Unified School District, a political subdivision of the state of California (the "District") and LB/L-Suncal Lincoln Crossing LLC, a Delaware limited liability company (the "Landowner"), with reference to the following facts:

RECITALS

A. The District and Landowner entered into an MOU on June 2, 2003, as amended by that certain First Amendment to Memorandum of Understanding (the "First Amendment"), dated November 17, 2004 (collectively, the "MOU") to provide a method to finance adequate school facilities made necessary in whole or in part by the development of the real property belonging to the Landowner, which real property is described in the MOU.

B. The District has adopted a new Facilities Master Plan, and as a result, has determined (i) not to purchase the real property defined in the MOU as the "Middle School Site," (Lot 301) and (ii) that it desires an extension of time for the reservation of the elementary school site defined in the MOU as the "Southern Elementary School Site," (Lot 302) subject to the terms of the MOU as amended by this Second Amendment.

C. The parties now desire to amend and modify the MOU according to the terms and provisions of this Second Amendment to ensure that the intent of the parties as set forth in the MOU is realized in light of current circumstances and expectations.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereto agree that the MOU is hereby amended as follows:

1. Middle School Site (Lot 301). The District has determined that it will not purchase the Middle School Site from Landowner, and as such, District hereby releases and relinquishes all rights it may have to the Middle School Site, and, as of the date of this Second Amendment, Landowner is hereby relieved of its obligation to reserve the Middle School Site for the District notwithstanding anything to the contrary in Section 7 of the MOU, as amended by Section 2 of the First Amendment.

2. Southern Elementary School Site (Lot 302). Notwithstanding anything to the contrary in the MOU, Landowner shall continue to reserve the Southern Elementary School Site until January 3, 2012. The District may extend the reservation time period to January 3, 2013, by (i) providing written notice to Landowner on or prior to October 3,

8.2.9

2011 that the District desires to extend the reservation time period, and (ii) paying to Landowner the amount of $75,000.00 (the "Extension Fee") in immediately available funds on or before January 3, 2012. The Extension Fee shall be consideration for the additional extension of time and shall be non-refundable when paid, but shall be applicable to the purchase price in the event the District purchases the Southern Elementary School Site. In the event the District has not acquired the Southern Elementary School site on or prior to January 3, 2012 (or, if the District complies with subsections (i) and (ii) above, January 3, 2013), Landowner's obligations with respect to the reservation of the Southern Elementary School Site will cease. In the event the reservation period, as set forth above, expires without the District having either extended the reservation period or exercised its right to acquire the Southern Elementary School Site in accordance with the term of the MOU, the District will have no further rights with respect to the Southern Elementary School Site and, at the request of Landowner, will execute and, if necessary, record or cause to be recorded such documents to remove any cloud on title to the Southern Elementary School Site.

3. Binding. This Second Amendment is binding upon and shall inure to the benefit of the parties and their respective successors and assigns.

4. Counterparts. This Second Amendment may be executed and delivered in one or more counterparts. Transmission of this Second Amendment by facsimile or email shall be deemed transmission of the original Second Amendment for all purposes.

5. Full Force and Effect. The MOU shall continue in full force and effect, unmodified except to the extent provided herein, and Landowner and the District hereby RATIFY and AFFIRM the same.

6. Conflict. If there is any conflict or inconsistency between the MOU and this Second Amendment, the terms of this Second Amendment shall control.

IN WITNESS WHEREOF, Landowner and the District have entered into this Second Amendment as of the date first above stated.

Date: _____, 2010 **WESTERN PLACER UNIFIED SCHOOL DISTRICT**

By: _____
Superintendant

(additional signatures required on next page)

8.2.10

Date: _____, 2010

LB/L-SUNCAL LINCOLN CROSSING LLC,
a Delaware limited liability company

By: SCC Master, LLC,
a Delaware limited liability company
Its: Member

By: _____
Name: _____
Its: _____

By: LBREP Lakeside Lincoln Crossing LLC,
a Delaware limited liability company
Its: Member

By: _____
Name: _____
Title: _____

8.2.11

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Budget Reductions and Assumptions Review

AGENDA ITEM AREA:
Information/Discussion/Action

REQUESTED BY:
Joyce Lopes
Assistant Superintendent, Business Services

ENCLOSURES:
Yes

DEPARTMENT:
Business Services

FINANCIAL INPUT/SOURCE:

MEETING DATE:
November 16, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

The district is currently deficit spending and faced with budget reductions. The Board of Trustees has given direction to staff to achieve a balanced budget by 2012-13. The budget committee will begin meeting in December, 2010 to identify reduction recommendations for the Board of Trustees. The Board of Trustees needs to give the budget committee a target amount of reductions for 2011-12, 2012-13, and future years if necessary. In preparation, the Board has reviewed budget assumptions, enrollment data, revenue assumptions and the multi-year projections.

The multi-year projections have been updated to reflect the approved state budget for 2010-11, current enrollment data, current property tax information, and 2013-14 projections. The multi-year projections are presented in the attached information along with budget reduction scenarios for consideration.

RECOMMENDATION:

The Board of Trustees accept the enclosed report on multi-year projections. The Board will be asked to provide a final recommendation on budget reductions for 2011-12, 2012-13, and 2013-14 by December 2010.

8.3

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

MULTI-YEAR PROJECTIONS

Multi-year projections (MYP) are used to estimate the financial picture for the district for the next two years. MYPs should be updated regularly to reflect the current financial status of the district, the state and the economy. MYPs were shared with the Board in June 2010 when we adopted our preliminary budget and again during the last two Board meetings in preparation for determining the targeted budget reductions for 2011/12.

The MYPs presented at the last Board meetings were updated to reflect the approved state budget parameters of a -0.39% COLA, a 0.39% decrease in the deficit factor, and federal stimulus funding. The enrollment to ADA yield was reduced from 95.5% in 10/11 to 94.5% in 11/12 and 94.0% in 12/13 and enrollment was decreased in 12/13 by 1%. For this presentation, another projection year was added to the assumptions to determine the fund balance projections.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BUDGET ASSUMPTIONS
2010-2011
updated November 16, 2010

	10/11 State Budget	11/12 Projection	12/13 Projection	13/14 Projection
REVENUE				
Enrollment	6,551	6,682	6,816	6,952
ADA Yield	95.5%	94.5%	94.0%	94.0%
ADA	6,256	6,315	6,407	6,535
% Increase Enrollment	1.1%	2.0%	2.0%	2.0%
# Increase Enrollment	71	131	134	136
Prior Year RL	6,373.07	6,348.07	6,457.07	6,580.07
COLA %	-0.39%	1.70%	1.90%	1.90%
COLA	(25.00)	109.00	123.00	125.00
Deficit %	-17.963%	-17.963%	-17.963%	-17.963%
Deficit Applied	(1,140.30)	(1,159.88)	(1,181.98)	(1,204.43)
Funded RL per ADA	5,207.77	5,297.19	5,398.09	5,500.64
Est. Revenue Limit	32,580,877	33,449,153	34,584,055	35,945,886
Basic Aid/Charter School (Prop. Taxes from -2% to -3%)	1,689,349	2,123,204	1,554,509	1,554,509
Federal Revenue	1,187,363	-	-	-
Categorical COLA	0.00%	0.00%	0.00%	0.00%
Lottery Unrestricted/ADA	112.50	112.50	112.50	112.50
Lottery Restricted/ADA	17.50	17.50	17.50	17.50

8.3.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

The multi-year projections were built using the assumptions in the table above.

	State Budget 2010-11 Combined	Projection 2011-12 Combined	Projection 2012-13 Combined	Projection 2013-14 Combined
Revenue				
Revenue Limit Sources	35,612,855	36,146,214	36,959,090	36,989,915
Federal Revenue	3,570,632	2,383,269	2,383,269	2,383,269
State Revenue	5,638,657	5,660,436	4,685,191	3,760,416
Local Revenue	2,781,080	2,781,080	2,781,080	2,781,080
Total Revenue	**47,603,223**	**46,970,998**	**46,808,629**	**45,914,680**
Expenditures				
Certificated Salaries	25,418,227	25,812,407	26,210,000	26,620,000
Classified Salaries	7,267,520	7,394,883	7,520,000	7,650,000
Benefits	10,706,230	11,241,542	11,710,000	12,200,000
Books and Supplies	2,540,700	2,540,700	2,540,000	2,540,000
Other Services & Oper. Exper	4,195,329	4,195,329	4,190,000	4,190,000
Capital Outlay	100,000	100,000	110,000	110,000
Other Outgo 7xxx	1,105,316	1,105,316	1,110,000	1,110,000
Transfer of Indirect 73xx	(109,727)	(109,727)	(110,000)	(110,000)
Unidentified Budget Cuts	-	(812,637)	(4,000,000)	(8,500,000)
Total Expenditures	**51,223,595**	**51,467,812**	**49,280,000**	**45,810,000**
Deficit/Surplus	(3,620,372)	(4,496,814)	(2,471,371)	104,680
Transfers In				
Transfers out	(113,218)	(113,218)	(110,000)	(110,000)
Contributions to Restricted	-	-	-	-
Net increase (decrease) in Fund Balance	(3,733,590)	(4,610,032)	(2,581,371)	(5,320)
Beginning Balance	14,235,528	10,501,938	5,891,907	3,310,536
Ending Balance	**10,501,938**	**5,891,907**	**3,310,536**	**3,305,215**
	20.50%	**11.45%**	**6.72%**	**7.22%**
Revolving Fund	2,000	2,000	2,000	2,000
Prepaid Expenditures				
Uncertainty	2,566,841	2,567,730	2,458,500	2,285,000
Restricted Designations	1,241,991	20	405	6,841
Basic Aid Reserve	2,055,653	1,537,672	1,104,451	451,194
Undesignated Fund Balance	**4,635,454**	**1,784,486**	**(254,821)**	**560,180**

NOTE: The $812,637 budget cut in 2011-12 is a targeted cut of $2,000,000 less $1,187,363 backfilled from the one-time Federal Jobs Act funding received in 2010-11. The full target amount of $2,000,000 will be cut in 2012-13 along with an additional $2,000,000 cut.

8.3.2

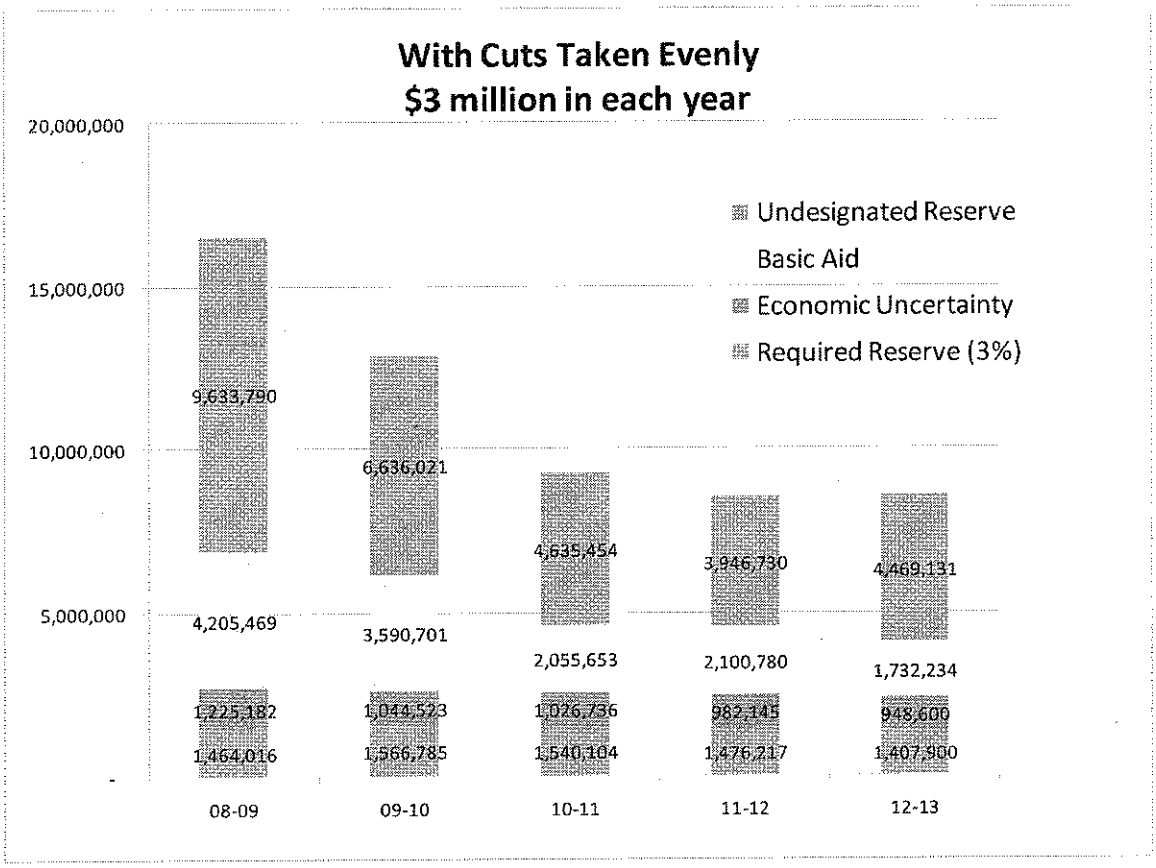
he MYP presented above assumes no budget cuts in 11/12, 12/13, or 13/14. Budget reductions of $1.8 million were incorporated in the 10/11 budget per Board direction and $2,000,000 in 11/12, $4,000,000 in 12/13 and $8,500,000 in 13/14. The increase in the deficit spending is primarily due to increase in salaries for step and column and increases in benefits. The one-time funding from the Federal Jobs Bill received in 10/11 will be spent in 11/12. The 12/13 revenue assumptions reflect the end of the reduced penalties for Class Size Reduction per legislation and 13/14 reflects the end of Tier III flexibility.

BUDGET REDUCTION SCENARIOS

The district needs to identify budget reductions for 11/12. The Board has previously directed staff to achieve a balanced budget by 12/13. The district is currently deficit spending $3.7 million a year and has a 20% fund balance. If no cuts are taken, the fund balance will soon be exhausted. However, if a balanced budget is achieved immediately, cuts would be very deep. While it is clear that budget cuts are necessary in the coming years; taking a balanced approach to cuts versus spending down fund balance is important.

It is important to keep in mind there may be additional budget cuts from the state in 11/12 and 12/13. It is also good to remember that historically the district has only attained about 80% of the budget reductions targeted. That ratio is holding true for the 10/11 budget reductions as well.

Even Cuts and Balanced by 12/13: If the cuts are taken evenly with a balanced budget by 12/13, it still leaves a $4.5 undesignated fund balance; which may be a bit high.

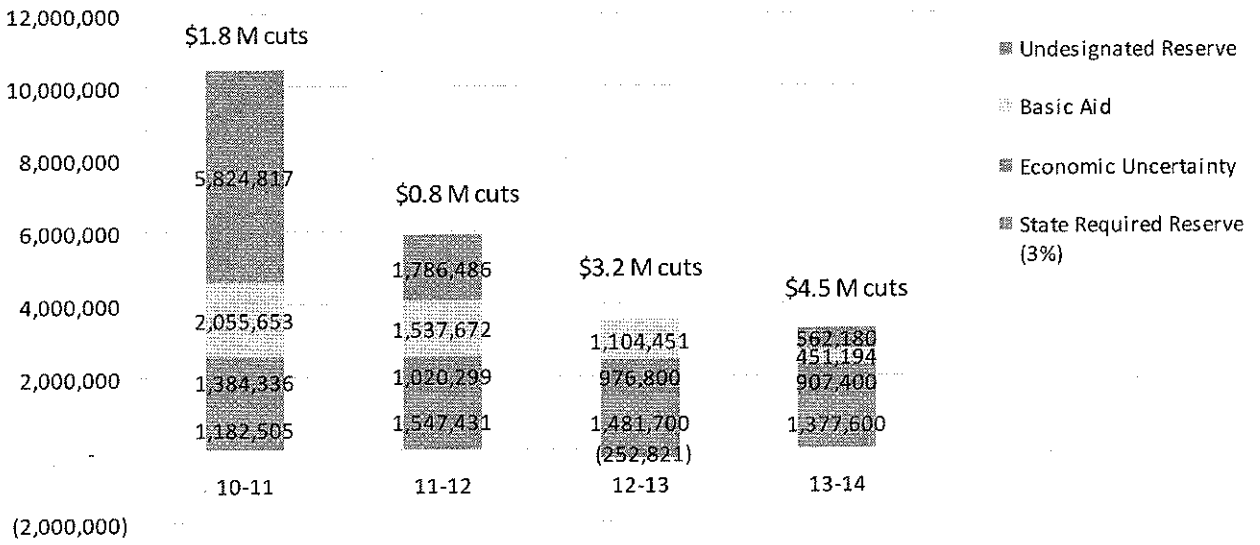


8.3.3

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

District constituents have a strong interest in keeping a balanced approach to the necessary cuts. In order to attain balance, staff projected the cuts over a four year timeline. In this scenario, budget cuts are taken gradually in year two (11/12) and three (12/13). This scenario proposes cuts of $2 million in each of the first two years. During that same time frame, the undesignated reserves are spent down. In the final year (13/14) all necessary cuts are made to achieve a balanced budget. Due to increases for benefits ($500k), step and column ($500k), reversal of Tier III flexibility ($500k), CSR reductions ($1.5m) and minimal revenue increases, total cuts needed to balance the 13/14 budget are $8.5 million.

Cuts Spread over Four Years



Staff requests the board consider targeting $2 million in cuts for 11/12 and 12/13 with a goal to achieve a balanced budget by 13/14. The board can review the necessary reductions again in 11/12 for the 12/13 budget year as additional budget information becomes available. By taking a balanced approach to the necessary budget reductions, we will achieve a balanced budget while being prudent regarding necessary reductions each year.

8.3.4

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
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:
School Fundraiser Information

AGENDA ITEM AREA:
Information/Discussion

REQUESTED BY:
Scott Leaman

ENCLOSURES:
Yes

DEPARTMENT:
Superintendent

FINANCIAL INPUT/SOURCE:
All

MEETING DATE:
November 16, 2010

ROLL CALL REQUIRED:
N/A

BACKGROUND:

Based on a Board request, information concerning school-wide fundraisers was collected from each site. The information was collected on last year's fundraisers to ensure a full year of activities. Please note that these are school-wide fundraisers and there could be additional fundraising activities by a single group or athletic team.

RECOMMENDATION:

This is an information/discussion item.

	C	D	E	F	G
1			**2009/2010 FUNDRAISERS**		
2					
3					
4	**SCHOOL**	**GROUP**	**PRODUCT**	**FUNDS RAISED**	**PURPOSE**
5					
6	**CARLIN COPPIN**	*PTC*	Yankee Candles	$5,500.00	Document Cameras
7		*Art Docents*	Art Auction	$3,500.00	Art Supplies/Library
8			**TOTAL FUNDS**	**$9,000.00**	
9					
10	**CREEKSIDE OAKS**	*PTO*	Box Tops	$1,473.00	Play Equipment/Student Folders
11			Escript	$3,444.00	Assemblies/Award Ribbons
12			Game Night	$493.00	Tumble Book Subscription
13			Book Fair	$8,026.00	KidzArt Afterschool/Art Docent
14			Sally Foster	$9,446.00	Spirit Gear
15			Otis Spunkmeyer	$15,645.00	PTO Operational Expenses/Ladybug Document/Cameras
16			Jog-A-Thon	$2,776.00	Riso Supplies/Laminate/Supplies
17			**TOTAL FUNDS**	**$41,303.00**	
18					
19	**FIRST STREET**	*PTC*	Fall Sale	$2,337.00	Gift Items/Holiday Wrap
20			Spring Sale	$742.60	Turn off TV/PIPP Class, Activities
21			**TOTAL FUNDS**	**$3,079.60**	
22					
23	**FOSKETT RANCH**	*PTO*	Believe-Variety	$10,000.00	School Enrichment
24			Jog-A-Thon	$2,000.00	Technology/Classroom Supplies
25			Carnival	$1,200.00	School Supplies
26			Buy Out	$700.00	School Enrichment
27		*Leadership*	Stencils	$500.00	Student Prizes
28		*5th Grade*	Popcorn	$500.00	End of Year
29		*School*	Popcorn	$500.00	Student Prizes
30		*Fort Bragg*	Ice Pops	$500.00	Help with Fort Bragg Transportation
31			**TOTAL FUNDS**	**$15,900.00**	
32					
33					
34					
35					
36					

11-4-08

	C	D	E	F	G
37	**LINCOLN CROSSING**	*5th Grade*	Fireworks Booth	$4,000.00	Fort Bragg Trip
38			Bake Sales	$300.00	Fort Bragg Trip
39			Recycling	$200.00	Fort Bragg Trip
40		*PTC*	Gift Products	$9,000.00	PTC Budget
41			Jog-A-Thon	$4,000.00	PTC Budget
42			Cookie Dough	$4,000.00	PTC Budget
43			**TOTAL FUNDS**	**$21,500.00**	
44					
45	**SHERIDAN**	*PTC*	Cookie Dough	$1,000.00	Field Trips
46			Spring Festival	$3,000.00	Assemblies
47			**TOTAL FUNDS**	**$4,000.00**	
48					
49	**TWELVE BRIDGES ELEM**	*PTC*	Golf Tournament	$10,000.00	School-wide
50			See's Candy	$3,500	Books for Library
51			Fun Run	$20,000.00	School-wide
52			Auction	$4,000.00	Art Supplies
53			Fireworks	$7,000.00	Classroom Technology
54			Box Tops	$2,000.00	Printers/Ink Cartridges
55		*Relay For Life*	Fun Run	$750.00	Cancer Research
56			**TOTAL FUNDS**	**$47,250.00**	
57					
58					
60	**GLEN EDWARDS**	*School Wide*	Buy-Out	$6,000.00	One time donation (except athletics clubs)
61		*Athletics*	Magazine	$1,500.00	Fees
62			See's Candy	$1,500.00	Uniforms
63		*APTS*	Student Store	$5,000.00	School/Students/Teachers
64			Dance Activities	$500.00	School/Students/Teachers
65			Halloween, Holidays	$1,000.00	School/Students/Teachers
66		*ELAC*	2 X Events/Cinco de Mayo	$2,000.00	School/Students/Teachers
67		*AVID*	Bake Sale	$500.00	Field Trips
68			Cookie Dough	$500.00	Field Trips
69		*Better To Best*	Bake Sale	$500.00	Field Trips
70		*Band*	Cold Stone Pies	$1,500.00	Competition
71		*6th Grade*	Candy	$1,600.00	Science Camp
72			**TOTAL FUNDS**	**$22,100.00**	
73					

2.47.8

	C	D	E	F	G
74	**TWELVE BRIDGES MIDDLE**	*ASB*	Magazine Sales	$6,020.51	Honors/Perfect Attendance/Student Agendas
75		*ASB-SB*	Lolligrams	$618.90	Pep Rally/SB Exp.
76		*ASB-Ath*	Jog-A-Thon	$6,511.00	Ath. Officials/FISALL League Fees/Uniforms/Safety Equip.
77		*PTC*	Cookie Dough Sale	$4,210.00	Teacher request classroom material/Tech. Equip.
78			**TOTAL FUNDS**	**$17,360.41**	
79					
80	**LINCOLN HIGH**	*Choir*	American Idol	$900.00	Disneyland Trip
81		*Band*	Battle Of The Bands	$1,000.00	Uniforms/Instruments
82		*Boosters*	Garage Sale	$626.00	Sports
83			**TOTAL FUNDS**	**$2,526.00**	
84					
85	**ALL SCHOOLS**		**TOTAL FUNDS**	**$184,019.01**	

8.4.3

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

SUBJECT:

Disposal of Surplus Bus

AGENDA ITEM AREA:

Action

REQUESTED BY:

Joyce Lopes
Assistant Superintendent of Business Services

ENCLOSURES:

No

DEPARTMENT:

Business Services

FINANCIAL INPUT/SOURCE:

General Fund

MEETING DATE:

November 16, 2010

ROLL CALL REQUIRED:

No

BACKGROUND:

On March 18, 2008, a motor vehicle accident left the bus below totaled and non operational:

Yr.	Model	VIN #	Blue Book Value
2006	Thomas	1T7YU4C2961160279	$1000

Board Policy 3270 provides that the Board of Trustees may authorize the disposal of surplus equipment when the equipment becomes unusable, obsolete or no longer needed.

RECOMMENDATION:

Administration recommends the Board of Trustees declare the above detailed bus as surplus, authorize the disposal of the bus and authorize the removal of this item from the fixed assets inventory list.

8.5

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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SUBJECT:
Annual Organizational Meeting

AGENDA ITEM AREA:
Action

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
General Fund

MEETING DATE:
November 16, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

Placer County Office of Education requested the Board of Trustees to schedule an annual organizational meeting. The purpose of the annual organizational meeting in December is to select your board officers as per Education Code Sections 35143.

RECOMMENDATION:

Administration recommends Board of Trustees schedule annual organizational meeting.

wp/rk/factform

8.6

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 15, 2010

To: District Superintendents

From: Gayle Garbolino-Mojica

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 3, 2010 and runs through Saturday, December 18, 2010.

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 3, 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 3.

Please return this memorandum via facsimile (530-886-5841) or email (nsmith@placercoe.k12.ca.us) on or before December 1, 2010, 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 December 1.

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

GGM/ns
Attachment
Cc: District Secretaries

2010 Annual Organizational Meeting

School District: Western Placer Unified

Date and Time of Annual Organizational Meeting: December 7, 2010, @ 7:00 p.m.

Signed: _____

Title: Scott Leaman, Superintendent

8.6.1

Education Code

35143. The governing board of each school district shall hold an annual organizational meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office.

Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar. Unless otherwise provided by rule of the governing board, the day and time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected. The clerk of the board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time selected for the meeting.

If the board fails to select a day and time for the meeting, the county superintendent of schools having jurisdiction over the district shall, prior to the first day of such 15-day period and after the regular meeting of the board held immediately prior to the first day of such 15-day period, designate the day and time of the annual meeting. The day designated shall be within the 15-day period. He shall notify in writing all members and members-elect of the date and time.

At the annual meeting the governing board of each high school district, union high school district, and joint union high school district shall organize by electing a president from its members and a clerk.

At the annual meeting each city board of education shall organize by electing a president from its members.

At the annual meeting the governing board of each other type of school district, except a community college district, shall elect one of its members clerk of the district.

As an alternative to the procedures set forth in this section, a city board of education whose members are elected in accordance with a city charter for terms of office commencing in December, may hold its annual organizational meeting required in this section between December 15 and January 14, inclusive, as provided in rules and regulations which shall be adopted by such board. At the annual meeting the city board of education shall organize by electing a president and vice president from its members who shall serve in such office during the period January 15 next to the following January 14, unless removed from such office by majority vote of all members of the city board of education.

Education Code

5017. (a) Except as provided by Section 5000.5, each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the first Friday in December next succeeding his or her election. Any member of the governing board of any school district or community college district whose term has expired shall continue to discharge the duties of the office until his or her successor has qualified. The term of the successor shall begin upon the expiration of the term of his or her predecessor.

8.6.2

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Common Core Standards and Assessments

AGENDA ITEM AREA:
Discussion

REQUESTED BY:
Mary Boyle
Deputy Superintendent Educational Services

ENCLOSURES:
Yes

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
November 16, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

Common Core Standards and national assessments are on the horizon. In 2009, the Council of Chief State School Officers (CCSSO) and the National Governors Association Center for Best Practices (NGA Center) committed to developing a set of standards that would help prepare students for success in college and career. In September, 2009, College and Career Readiness standards were released, setting the stage for national Common Core Standards (CCS). A voluntary state-led effort coordinated by the CCSSO and NGA, and including parents, educators, content experts, researchers, national organizations (such as AFT, NEA, NCTM, NCTE, etc.) and community groups from 48 states, 2 territories and the District of Columbia worked together to complete the Common Core State Standards (CCSS) Initiative. California SBX5-1 established an Academic Content Standards Commission (ACSC) to develop standards in Mathematics and English/Language Arts – stating that 85% of the CA standards were to consist of the CCSS, with up to 15% of additional material. The ACSC convened during the summer of 2010 to evaluate the CCSS material for rigor and alignment to current CA standards. On July 15, 2010, the ACSC recommended that the State Board of Education (SBE) adopt the CCSS as amended, which the SBE did on August 2, 2010, referring to the newly adopted standards as the Common Core California Standards (CCCS). Information on the CCCS and anticipated national assessments will be presented for discussion.

RECOMMENDATION:

Information and discussion only.

8.7

Common Core Standards and California Standards
~ An Overview

Western Placer Unified School District
November 16, 2010

State Content Standards

- CA Standards 1997
- 50 States – 50 sets of standards
- Geared toward college readiness
- CA Standards – rigorous!
  - Algebra I in Grade 8
- NCLB 2001 – Proficiency requirements
  - Content varies state to state
  - Proficiency requirements vary state to state
  - Not internationally benchmarked

Common Core Standards

- Collaborative, rigorous, research-based standards for ELA and Math K/12
- Designed to prepare nation's students with knowledge/skills for college/workforce
- Internationally benchmarked to be globally competitive
- Clear, consistent educational framework
- Collaborative effort building on best of current state standards

8.7.1

Common Core Standards

- Alternative to National Standards – "voluntary participation"
  - 48 states participated (not Alaska/Texas)
- Collaborative – stair-stepped between grade levels
- CA State Board Adopted August 2, 2010
- CCS – Common Core Standards
- CCCS – CA Common Core Standards
  - CCS + 15% extra!

New CCCS - ELA

- CA Standards already rigorous!
- ELA Major changes:
  - ELA – Reading
    - Emphasis on how to USE and ANALYZE expository text (factual) rather than on literature
    - Emphasis on grammar & vocabulary
  - ELA – Writing
    - Emphasis on expository writing – evidence based writing (proofs) rather than narrative writing (feelings)

New CCCS - Math

- Math Major changes:
  - Mastery of Skills in 5 Domains
    - Emphasis on mastery over spiral presentation – no more starting algebra/probability in K!
  - K/2
    - Emphasis on number sense – working with & understanding numbers and arithmetic functions
  - 3/5
    - Conceptual/thorough understanding of fractions

8.7.2

New CCCS - Math

- Math Major changes:
  - 6/8
    - Specific Pre-Algebra standards
    - No more 8th Grade Algebra I requirement
  - 9/12
    - Sequence math any way choose
    - Not necessarily traditional sequence of Algebra I, Geometry, Algebra II, Pre-Calc, Calculus

CCS/CCCS Assessments

- STAR Testing through 2012
- New Assessment Requirements in 2015
- Based on Reauthorization of ESEA
- Question –
  - What assessments will be required for 2013 & 2014?
  - Extend STAR/California Standards Tests (CST's) for 2013 & 2014?

CCS/CCCS Assessments

- New CCCS Assessments Requirements
  - Reading/Language Arts
    - Grades 3 – 8
    - At least ONCE in 10 – 12; Grade 9??
  - Math
    - Grades 3 – 8
    - At lease ONCE in 10 – 12; Grade 9??
  - Science
    - At least ONCE in 3 – 5
    - At least ONCE in 6 – 9
    - At least ONCE in 10 - 12

8.7.3

CCS/CCCS Assessments

- Purpose – To develop new COMMON assessment based on CCS
- Two Assessment Consortia Nationally so Two CCS Assessments!
  - Funded through Federal Grants
- **Smarter Balance**
  - Managing Partner - "West Ed"
  - Procurement state – Washington
  - Emphasis on Progress Monitoring/Benchmark Testing?

CCS/CCCS Assessments

- Second Common CCS Assessment
- **PARRC – Partnership for Assessment of Readiness for College & Careers**
  - Managing Partner – Achieve
  - Procurement State – Florida
  - Some surprise that CA joined PARRC over Smarter Balance
  - Strategic move due to successful RTTT/PARCC states in east?

PARCC Details

- Measure and document students' college and career readiness at end of high school and progress toward this target
- Assessments/results:
  - Are comparable ACROSS states & student levels
  - Meet internationally rigorous benchmarks
  - Measure individual student LONGITUDINAL growth
  - Serve as a signal for good instructional practice

8.7.4

PARCC Details

- Includes "through-course" components – quarterly assessments after 25%, 50%, 75% of instruction
- Allows for adjustment of instruction; progress monitoring
- Requires end-of-year component – after 90% of instruction
- Requires common assessment dates
- Result in common calendar? (Most states start day after Labor Day!)

PARCC Details

- Assessment Item Types
  - Multiple Choice
  - Constructed Response (Open Ended)
  - Performance Tasks
  - Computer Enhanced

PARCC Details

- Assesses ALL students, including EL/SWD
- Includes
  - Promotion/Retention/Graduation Requirements
  - Teacher/Administrator Evaluation Details
  - School Accountability Determinations
  - Determinations of Teacher/Principal Professional Development/Support Needs
- PARCC States abide by common:
  - EL Definitions/Participation
  - Test administration/Item release

8.7.5

CCS/PARCC Timelines

- December 31, 2011 – New CCS Completed
- 2011 – 2012 – Pilot Test PARCC
- 2012 – 2013 – Field Test PARCC
- 2013 – 2014 – Field Test PARCC
- 2014 - 2015 – Implement PARCC
  - (STAR Testing/CST's eliminated)
- 2014 - 2015 – PARCC Standard Setting/Achievement Levels/Cut Scores

QUESTIONS RAISED

- Common academic calendar across states?
- How to align curricular materials with new CCS's completed in Dec 2011 with CA Budget Moratorium on curriculum frameworks/textbook adoptions until July 1, 2013?
- How to complete textbook adoptions with requirement of one year between major core adoptions?

QUESTIONS RAISED

- Adopt Math or ELA textbooks first?
- Will API/AYP continue? (Doubtful)
- Will new AYP system emerge? (Probably – growth model)
- What about CAHSEE? (PARRC is for accountability but COULD BE for graduation – would require CA legislative action)
- What about 3rd party release of PARCC Test scores? (Can't release STAR test scores to post-secondary or put on transcripts w/o parent permission – would require legislative action)

8.7.6