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 Services
Cathy Allen, Assistant Superintendent of Facilities and Maintenance Services

STUDENT ENROLLMENT

School	2009 CBEDS	11/03/10	12/01/10
Sheridan School (K-5)	88	85	86
First Street School (K-5)	411	449	452
Carlin C. Coppin Elementary (K-5)	446	418	412
Creekside Oaks Elementary (K-5)	624	624	625
Twelve Bridges Elementary (K-5)	708	712	714
Foskett Ranch Elementary (K-5)	542	539	544
Lincoln Crossing Elementary (K-5)	608	611	614
Glen Edwards Middle (6-8)	632	694	688
Twelve Bridges Middle School (6-8)	837	818	816
Lincoln High School (9-12)	1,471	1,488	1,474
Phoenix High School (10-12)	80	69	76
PCOE Home School	0	0	0
TOTAL:	**6,447**	**6,507**	**6,501**

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 223

First-5 Program
First Street 20-A.M. / 17-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
Annual Organizational Meeting of the Board of Trustees
December 7, 2010, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS THEATER
790 J Street, Lincoln, CA 95648

AGENDA

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

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

6:25 P.M. START

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

6:30 P.M.

2. **CLOSED SESSION** – Lincoln High School - Office Conference Room
   - 2.1 **PERSONNEL**
     Public Employee Discipline/Dismissal/Release - CL 10/11.2
   - 2.2 **CONFERENCE WITH LABOR NEGOTIATOR**
     Update on Certificated & Classified Negotiations

7:00 P.M.

3. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE**–Lincoln High Theater
   The Board of Trustees will disclose any action taken in Closed Session regarding the following items:
   - 3.1 **PERSONNEL**
     Public Employee Discipline/Dismissal/Release - CL 10/11.2
     Roll call vote:
   - 3.2 **CONFERENCE WITH LABOR NEGOTIATOR**
     Update on Certificated & Classified Negotiations

4. **OATH OF OFFICE**
   The Superintendent will administer the Oath of Office to Kris Wyatt and Damian Armitage, as elected members and Brian Haley as an uncontested candidate of the Board of Trustees to serve until the end of their terms.

5. **REORGANIZATION OF THE BOARD OF TRUSTEES**
   As per Board Bylaw 9100 the Board shall hold an annual organization meeting within the time limits prescribed by law (Education Code 35143). At this meeting the Board shall:
   - 5.1 **Elect a President, Vice President, and Clerk from its Members**
     ~As per Education code 35143 and Board Bylaw 9100 the Board of Trustees shall hold an annual organizational meeting to elect a President, Vice President and Clerk from its members.

5.2 Appoint A Secretary to the Board

~According to Board Bylaw 9122, the Superintendent shall act as Secretary of the Governing Board.

5.3 Authorization of Signatures

~As per Board Bylaw 9100, the board of Trustees will authorize district officials as those who are authorized to sign district documents.

5.4 Develop a Schedule of Regular Meetings for the Year

~The Board of Trustees must annually develop a schedule of regular meetings for the upcoming year.

5.5 Appoint Committee Assignments

~The Board of Trustees will discuss committee assignments.

6. 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.

6.1 Approval of Meeting Minutes for:
- November 2, 2010, & November 16, 2010 Regular Board of Trustee Meeting

6.2 Approval of Warrants.
6.3 Approve Certificated Personnel Report.
6.4 State Preschool Contracts for 2010-2011 with Placer Community Action Council KidZKount.
6.5 Approve Notice of Completion for Lincoln High School Relocatable Classrooms and Campus Modernization Increment 2 of 2.
Roll call vote:

7. 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.

8. REPORTS & COMMUNICATION

8.1 Lincoln High School, Student Advisory – Carlos DeLa Fuente
8.2 Western Placer Teacher's Association – Mike Agrippino
8.3 Western Placer Classified Employee Association – Mike Kimbrough
8.4 Superintendent - Scott Leaman

9. ♦ACTION ♦DISCUSSION ♦INFORMATION

Members of the public wishing to comment on any items should complete a yellow REQUEST TO ADDRESS BOARD OF TRUSTEES form located on the table at the entrance to the Performing Arts Theater. Request forms are to be submitted to the Board Clerk before each item is discussed.

9.1 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.

- BP/AR 0520.3 Title I Program Improvement Districts
- AR 4112.23 Special Education Staff
- BP 5131 Conduct
- BP 5141.6 School Health Services
- AR/Exhibit 5144.1 Suspension and Expulsion/Due Process
- BP/AR 5145.12 Search and Seizure
- AR 6162.51 Standardized Testing and Reporting Program
- AR 6162.52 High School Exit Examination

9.2 Discussion/ Action **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, II, III, IV, V)*

•Pursuant to direction from the Board of Trustees given to staff on November 16, 2010 regarding renegotiating the Second Amendment to Memorandum of Understanding (MOU) between LB/L-SunCal Lincoln Crossing LLC and the WPUSD, staff met with the Developer and was able to secure additional extension options and a reduction in the reservation amount as was requested by the Board. The property owner has agreed to extend the timeline for purchase of the southern elementary school site ultimately until 2016 (upon annual requests for extensions by WPUSD) and has agreed to lower the annual reservation payment from $75,000 to $25,000; half of which will be applied to the purchase price of the property if the District is able to exercise its option during any or all renewal periods. The other half will be used by the Developer to maintain the site as required by various public agencies. Legal counsel has been consulted and opines that the agreement does not raise any concerns so long as it meets the District's expectations and needs.

9.3 Information/ Discussion/ Action **BUDGET REDUCTIONS - Lopes** *(10-11 G & O Component III, 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. 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 at the prior two months board meetings.

9.4 Action **DISTRICT VOTING REPRESENTATIVE - Leaman** *(10-11 G & O Component III, IV, V)*

•Placer County Office of Education requires a voting representative from each district to vote on the Placer County Committee. The district Board of Trustees is required to select one voting representative from the current Board of Trustees.

9.5 Discussion **BUDGET COMMITTEE PARAMETERS - Leaman** *(10-11 G & O Component III, IV, V)*

•The board has engaged in ongoing discussions concerning budget reductions since the beginning of the school year. Included in these discussions was the formation of a budget reduction committee. The process described in the attached document is similar to what the district has used in the past two reduction cycles. This committee would be formed under the leadership of the district office.

10. BOARD OF TRUSTEES

10.1 FUTURE AGENDA ITEMS

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

- Relationship with Sierra Community College
- Twelve Bridges High School

10.2 BOARD MEMBER REPORTS/COMMENTS

11. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➢December 21, 2010 7:00 P.M., Board of Trustee Meeting/Workshop, District Office

12. ADJOURNMENT

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

DISCLOSURE

OF ACTION

TAKEN IN

CLOSED SESSION,

IF ANY

Western Placer Unified School District
CLOSED SESSION AGENDA

Place: **Lincoln High School – Main Office Conference Room**
Date: **Tuesday, December 7, 2010**
Time: **6:30 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:
Public Employee Discipline/
Dismissal/Release
- CL 10/11.2

AGENDA ITEM AREA:
Closed Session

REQUESTED BY:
Ryan Davis
Director, Human Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General/Categorical

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:
Yes

BACKGROUND:

Board of Trustees will disclose any action taken in closed session in regard to Employee # CL 10/11.2 Discipline/Dismissal/Release.

RECOMMENDATION:

Administration recommends the Board of Trustees disclose action taken in closed session in regard to Employee # CL 10/11.2 Discipline/Dismissal/Release.

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:
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:
December 7, 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

SPECIAL

ORDER

OF

BUSINESS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Oath of Office

AGENDA ITEM AREA:
Special Order of Business

REQUESTED BY:
Scott Leaman,
District Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

The District Superintendent will administer the Oath of Office to the new Board of Trustees.

- Brian Haley – Uncontested
- Kris Wyatt - Elected
- Damian Armitage - Elected

ADMINISTRATION RECOMMENDATION:

Administration recommends the Board of Trustees accept the Oath of Office.

wp/rk/factformoathofoffice

4.

Certificate of Appointment and Oath of Office

STATE OF CALIFORNIA,
County of Placer } *ss.*

I, Jim McCauley, County Clerk-Recorder-Registrar of Voters in and for the County of Placer in the State of California, do hereby certify that upon the conclusion of the candidate filing period for the November 2, 2010 Consolidated General Election, **JAMES BRIAN HALEY** *was appointed to the office of* **Governing Board Member** *for the* **Western Placer Unified School District, Trustee Area 2** *for a term of* 4 *years in accordance with Section 5328 of the California Education Code.*

IN WITNESS WHEREOF, I have hereunto affixed my hand and seal this 17TH *day of* NOVEMBER, *20*10.

Jim McCauley, *County Clerk/Registrar of Voters*

STATE OF CALIFORNIA
County of Placer } *ss.*

I ***JAMES BRIAN HALEY****, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

1-7-11

_____
Signature of person receiving Oath

_____ _____
Signature of person administering Oath *Title*

Subscribed and sworn to before me, this _____ *day of* _____, *20*___.

Certificate of Election and Oath of Office

STATE OF CALIFORNIA }
County of Placer } *ss.*

I, Jim McCauley, County Clerk-Recorder-Registrar of Voters in and for the County of Placer in the State of California, do hereby certify that at the ***2010 Consolidated General Election*** *held in and for said County on* ***November 2, 2010,*** ***KRIS WYATT*** *was elected to the office of* ***Governing Board Member*** *for the* ***Western Placer Unified School District, Trustee Area 3*** *for a term of 4 years as appears in the official returns of said election and the statement of votes cast now on file in my office.*

IN WITNESS WHEREOF, I have hereunto affixed my hand and seal this 18TH *day of* NOVEMBER, 2010.

Jim McCauley, *County Clerk/Registrar of Voters*

STATE OF CALIFORNIA }
County of Placer } *ss.*

I ***KRIS WYATT****, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

C.H.

_____
Signature of person receiving Oath

_____ _____
Signature of person administering Oath *Title*

Subscribed and sworn to before me, this _____ *day of* _____, 20___.

Certificate of Election and Oath of Office

STATE OF CALIFORNIA }
County of Placer } *ss.*

I, Jim McCauley, County Clerk-Recorder-Registrar of Voters in and for the County of Placer in the State of California, do hereby certify that at the ***2010 Consolidated General Election*** *held in and for said County on* ***November 2, 2010,*** ***DAMIAN ARMITAGE*** *was elected to the office of* ***Governing Board Member*** *for the* ***Western Placer Unified School District, Trustee Area 3*** *for a term of 4 years as appears in the official returns of said election and the statement of votes cast now on file in my office.*

IN WITNESS WHEREOF, I have hereunto affixed my hand and seal this 18th *day of* November, 2010.

Jim McCauley, *County Clerk/Registrar of Voters*

STATE OF CALIFORNIA }
County of Placer } *ss.*

I ***DAMIAN ARMITAGE****, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

E-3

_____
Signature of person receiving Oath

_____ _____
Signature of person administering Oath *Title*

Subscribed and sworn to before me, this _____ *day of* _____, 20___.

REORGANIZATION

OF

THE

BOARD OF TRUSTEES

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:
Elect a:
- President
- Vice President
- Clerk

AGENDA ITEM AREA:
Reorganization of the Board of Trustees

REQUESTED BY:
Scott Leaman
District Superintendent

ENCLOSURES:
Board Bylaws 9100, 9121, 9123

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

Board Bylaw 9100 states the Board of Trustees shall hold an annual organization meeting within the time limits prescribed bylaw. Action will be taken to elect the following:

- President of the Board of Trustees
- Vice President of the Board of Trustees
- Clerk of the Board of Trustees

RECOMMENDATION:

Administration recommends the Board of Trustees hold its annual organization meeting and elects a President, Vice President and Clerk from among its members.

ORGANIZATION

Annual Organizational Meeting

The Board of Trustees shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint a secretary to the Board
3. Authorize signatures
4. Develop a schedule of regular meetings for the year
5. Develop a Board calendar for the year
6. Designate Board representatives

(cf. 9140 - Board Representatives)
(cf. 9320 - Meetings and Notices)

Election of Officers

The Board shall each year elect its entire slate of officers.

Legal Reference:
EDUCATION CODE
5017 Term of Office
35143 Annual organizational meeting date, and notice
35145 Public meetings
GOVERNMENT CODE
54953 Meetings to be open and public; attendance
ATTORNEY GENERAL OPINIONS
68 Ops.Cal.Atty.Gen. 65 (1985)
59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)

PRESIDENT

The Board of Trustees shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9100 - Organization)

The president shall preside at all Board meetings. He/she shall:

1. Call the meeting to order at the appointed time

2. Announce the business to come before the Board in its proper order

3. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act

4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference

5. Explain what the effect of a motion would be if it is not clear to every member

6. Restrict discussion to the question when a motion is before the Board

7. Rule on issues of parliamentary procedure

8. Put motions to a vote, and state clearly the results of the vote

9. Be responsible for the orderly conduct of all Board meetings

(cf. 9323 - Meeting Conduct)

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts and orders necessary to carry out state requirements and the will of the Board

2. Consulting with the Superintendent or designee on the preparation of the Board's agendas

(cf. 9322 - Agenda/Meeting Materials)

3. Working with the Superintendent to ensure that Board members have necessary materials and information

PRESIDENT (continued)

4. Subject to Board approval, appointing and dissolving all committees

(cf. 9130 - Board Committees)

5. Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law

(cf. 9320 - Meetings and Notices)
(cf. 9321 - Closed Session Purposes and Agendas)

6. Representing the district as governance spokesperson, in conjunction with the Superintendent

(cf. 1112 - Media Relations)

The president shall have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board.

When the president resigns or is absent or disabled, the vice president shall perform the president's duties. When both the president and vice president are absent or disabled, the clerk shall perform the president's duties.

Legal Reference:
EDUCATION CODE
35022 President of the board
35143 Annual organizational meetings; dates and notice
GOVERNMENT CODE
54950-54963 Ralph M. Brown Act

Management Resources:
CSBA PUBLICATIONS
Board Presidents' Handbook, revised 2002
CSBA Professional Governance Standards, 2000
Maximizing School Board Leadership: Boardsmanship, 1996
WEB SITES
CSBA: http://www.csba.org

CLERK

At the annual organizational meeting, the Board of Trustees shall elect a clerk from its own membership. (Education Code 35143)

(cf. 9100 - Organization)

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign the minutes of Board meetings following their approval

(cf. 9324 - Minutes and Recordings)

4. Sign documents on behalf of the district as directed by the Board
5. Serve as presiding officer in the absence of the president and vice president

(cf. 9121 - President)

6. Perform any other duties assigned by the Board

Legal Reference:

EDUCATION CODE
17593 Repair and supervision of property (duty of district clerk)
35038 Appointment of clerk by county superintendent of schools
35039 Dismissal of clerk
35121 Appointment of clerk in certain city and high school districts
35143 Annual organizational meetings
35250 Duty to keep certain records and reports
38113 Duty of clerk (re provision of school supplies)
GOVERNMENT CODE
54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS
CSBA Professional Governance Standards, 2000
Maximizing School Board Leadership: Boardsmanship, 1996
WEB SITES
CSBA: http://www.csba.org

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:
Appoint a Secretary to the Board of Trustees

AGENDA ITEM AREA:
Reorganization of the Board of Trustees

REQUESTED BY:
Scott Leaman
District Superintendent

ENCLOSURES:
Board Bylaws 9122

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

Board Bylaw 9100 states the Board of Trustees shall hold an annual organization meeting within the time limits prescribed bylaw. Action will be taken to appoint a Secretary to the Board of Trustees. According to Board Bylaw 9122, the Superintendent shall act as Secretary of the Governing Board.

RECOMMENDATION:

Administration recommends the Board of Trustees appoint Superintendent Scott Leaman as Secretary of the Board.

SECRETARY

The Board of Trustees shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda

(cf. 9322 - Agenda/Meeting Materials)

2. Record, distribute and maintain the Board minutes

(cf. 9324 - Minutes and Recordings)

3. Maintain Board records and documents

4. Conduct official correspondence for the Board

5. As directed by the Board, sign and execute official papers

6. Perform other duties as assigned by the Board

(cf. 2111 - Superintendent Governance Standards)

Legal Reference:

EDUCATION CODE
35025 Secretary and bookkeeper
35143 Annual organizational meetings; dates and notice
35250 Duty to keep certain records and reports
GOVERNMENT CODE
54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS
CSBA Professional Governance Standards, 2000
Maximizing School Board Leadership: Boardsmanship, 1996
WEB SITES
CSBA: http://www.csba.org

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Authorization of Signatures

AGENDA ITEM AREA:
Reorganization of the Board of Trustees

REQUESTED BY:
Scott Leaman
District Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT:
N/A

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

Board Bylaw 9100 state the Board of Trustees shall hold an annual organization meeting within the time prescribed by law. As per Board Bylaw 9100, the Board of Trustees will authorize district officials as those who are authorized to sign district documents. Those officials are:

- Scott Leaman, District Superintendent
- Mary Boyle, Deputy Superintendent of Educational Services
- Joyce Lopes, Assistant Superintendent of Business Services
- Cathy Allen, Assistant Superintendent of Facilities and Maintenance Services
- Carrie Carlson, Director of Business Services
- Ryan Davis, Director of Human Services

ADMINISTRATION RECOMMENDATION:

Administration recommends the Board of Trustees approve the above listed as authorized signers.

wp/rk/factform

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
1. **Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students**
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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:
Develop a Schedule of Regular Meetings of 2011

AGENDA ITEM AREA:
Reorganization of the Board of Trustees

REQUESTED BY:
Scott Leaman ,
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

Board Bylaw 9100 states the Board of Trustees must annually develop a Schedule of regular meetings for the upcoming year.

RECOMMENDATION:

Administration recommends the Board of Trustees adopt the 2011 Board of Trustee meeting schedule.

wp/rk/factform

BOARD OF TRUSTEE MEETING SCHEDULE FOR 2010

The Board of Trustees Meet the First and Third Tuesday of each Month All Meetings begin at 7:00 p.m.

First meeting of the month will be held at the Performing Arts Theater at Lincoln High School, the Second meeting of the month is usually designated to a school site, on a every other month basis, see "Second Meeting of Month" schedule.

(See schedule below)

JANUARY Tuesday, January 4, 2011 Tuesday, January 18, 2011	**JULY** NO FORMAL MEETINGS SCHEDULED FOR JULY (WORK STUDY SESSION AS NEEDED)
FEBRUARY Tuesday, February 1 2011 Tuesday, February 15 2011	**AUGUST** Tuesday, August 2, 2011 Tuesday, August 16, 2011
MARCH Tuesday, March 1 2011 Tuesday, March 12 2011	**SEPTEMBER** Tuesday, September 6, 2011 Tuesday, September 20, 2011
APRIL Tuesday, April 5 2011 Tuesday, April 192011	**OCTOBER** Tuesday, October 4, 2011 Tuesday, October 18, 2011
MAY Tuesday, May 3 2011 Tuesday, May 17 2011	**NOVEMBER** Tuesday, November 1, 2011 Tuesday, November 15, 2011 *(Thanksgiving Week, Nov. 21-26)*
JUNE Tuesday, June 7 2011 Tuesday, June 21, 2011 (Public Hearing & Budget Adoption by 6/30/11)	**DECEMBER** Tuesday, December 6, 2011 Tuesday, December 20, 2011 *(Winter Break, Dec. 19-Jan. 2)*

Adopted: 12/07/10 h:wpfiles\board\11calendar

1-4.5

BOARD OF TRUSTEES SITE PRESENTATIONS

Site meetings will contain:
PUPILS (board recognition of excellence selected by site)
PARENTS (board report from SBLT and/or parents)
PROGRAM (Focus on one program at the site)

2011-2012 School Year Meetings

(Meeting Locations subject to change)

DATES	LOCATION	SCHOOL REPORTING
January 18, 2011	**Glen Edwards Middle School** 204 L Street, Lincoln	**Glen Edwards Middle School**
March 15, 2011	**Twelve Bridges Elementary** 2450 Eastridge Drive, Lincoln	**Twelve Bridges Elementary**
April 19, 2011	**Sheridan School Elementary** 4730 H Street, Sheridan	**Sheridan School Elementary**
May 17, 2011	**First Street Elementary** 1400 First Street, Lincoln	**First Street Elementary**
October 18, 2011	**Lincoln Crossing Elementary** 635 Groveland Lane, Lincoln	**Lincoln Crossing Elementary**
January 17, 2012	**Lincoln High School** **790 J Street, Lincoln**	**Lincoln High School**
February 21, 2012	**Phoenix High School (*Meeting at LHS*)** **870 J Street, Lincoln**	**Phoenix High School**
March 20, 2012	**Creekside Oaks Elementary School** **2030 First Street, Lincoln**	**Creekside Oaks Elementary**
April 17, 2012	**Carlin C. Coppin School** **150 East 12th Street, Lincoln**	**Carlin C. Coppin School**
May 15, 2012	**Twelve Bridges Middle School** **770 Westview Drive, Lincoln**	**Twelve Bridges Middle School**
October 16, 2012	**Foskett Ranch Elementary** **1561 Joiner Parkway, Lincoln**	**Foskett Ranch Elementary**

Adopted 12/07/10

2.f.5

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: Empower Students with the skills, knowledge, and attitudes for Success in an Ever Changing World.
DISTRICT GLOBAL GOALS
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3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:
Committee Assignments

AGENDA ITEM AREA:
Reorganization of the Board of Trustees

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
No

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

Board of Trustees will assign following committee assignments.

- Education Foundation (2)
- Farm Foundation (2)
- Wellness Committee (1)
- Board Policy (1)

RECOMMENDATION:

Administration recommends the Board of Trustees accept committee assignments.

wp/rk/factform

CONSENT

AGENDA

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Approval of Minutes:
- November 2, 2010 – Regular Meeting
- November 16, 2010 – Regular Meeting

AGENDA ITEM AREA:
CONSENT AGENDA

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will consider adoption of the following minutes:
- November 2, 2010 Regular Meeting
- November 16, 2010 Regular Meeting

RECOMMENDATION:

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

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

MINUTES

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

MEMBERS PRESENT:
Paul Carras
Brian Haley
Terry Gage
Paul Long
Ana Stevenson

Others Present
Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent of Educational Services
Ryan Davis, Director of Personnel Services
Joyce Lopes, Assistant Superintendent of Business
Cathy Allen, Assistant Superintendent of Facilities & Maintenance Services
Rosemary Knutson, Secretary to the Superintendent
Stephanie Dumm, Lincoln News Messenger

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

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

The governing board met in closed session to consider settlement and release agreements in the matter of:
Sacramento County Superior Court Case No. 34-2009-0067354 as previously transferred from Placer County Superior Court Case No. SCV-25083 as previously transferred from Riverside Superior Court Case No. RIC 480114; and The Agreements have been signed by the opposing parties; and

The substance of the Agreements are that the opposing parties will pay the District a settlement amount in return for the District dismissing with prejudice the District's action against the parties (NTD-EDGE, NTD, EDGE and Mountain State Steel) arising out of certain preconstruction development, management services, architectural services, construction and related services. Motion by Mrs. Stevenson, seconded by Mr. Haley, and passed by a 5-0 vote to approve the offer of settlement of pending litigation under the terms and conditions as set forth in the subject Settlement and Release Agreements.

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

No action taken

3.3 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

No action taken

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

Motion by Mrs. Stevenson, seconded by Mr. Haley, and passed by a 3-2 vote to approve transfer appeal 10/11-43, no votes by Mr. Long, and Mrs. Gage.

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

Mrs. Castillo, Principal reported on information that will be shared this evening, starting with the "Watch D.O.G.S." Program, which has been an overwhelming success over the past two years. She invited Mr. Procter to speak about the program, he shared after serving as a watch D.O.G.S. dad one time, and he was sold on the program, and is happy

to be able to participate. The kids love having dads participate. Part of the program is having the parents patrol the halls, interact with the kids, and make sure when they leave school grounds safely, it's a great way for dads to come and see what their kids are doing at school. It's an awesome program, and he couldn't say enough about the program. Pupils- students talked about the leadership, and how students get involved, tickets are passed out to students who are wearing school colors, they take turns making school announcements, the leadership is in charge of choose special dress up days, they take pictures of students for yearbook, they organized a flag football team, made posters, and help teach students to play football. There is a Falcon cheer, the students say. The leadership students thanked the board for listening to what the students do to stay involved in leadership.
Kelley Castillo, Principal presented a power point on PLC learning, and discussed the process.

5. 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.

Motion by Mrs. Gage, seconded by Mrs. Stevenson, and passed by a 5-0 vote to approve consent agenda as presented. Roll call vote: Haley, Gage, Long, Stevenson, Carras

6. COMMUNICATION FROM THE PUBLIC

Jennifer VanSant spoke as a parent of a First grader, and asked to bring back the grading advance, which exceeds grade level standards. She shared her daughter's reading abilities. Her hope would be the board would consider bringing back the grading, and hold the children to a higher standard, and those who are meeting the state standard allow them to advance to the next level, that would be more rewarding to the students.
Virgina Cosh spoke regarding the change in the report cards, and was disappointed of the change. She feels we should challenge our students and raise the bar, she feels they will go for it, if we keep bringing the bar down for them, why would they try harder. Give the kids a challenge, the parents will like it as well.

7. REPORTS & COMMUNICATION

7.1 Lincoln High School, Student Advisory – Carlos DeLa Fuente
7.2 Western Placer Teacher's Association – Mike Agrippino shared that teachers association recognizes this is the last time with this board, and the teachers believed you have built a legacy.
7.3 Western Placer Classified Employee Association – Mike Kimbrough had no report
7.4 Superintendent - Scott Leaman reported the following:

- Completed the first trimester, report cards are going out, and Teacher conferences going on throughout the district.
- The district will focus on the budget.

- With measure J not passing, we will need to look at situations like the fire at GEMS, and this allows us to look at other options to accommodate our students, this will be our current challenge.
- December 7th the new board members will be seated after they are sworn in.

7.5 Deputy Superintendent of Educational Services – Mary Boyle

- Early Assessment Program – Mary reported the program gives students an early signal of college readiness, EAP helps connect students. Each of the community colleges have placement tests. The components of the EAP Test 11th grade English test are CST in English, Supplemental, EAP Essay, Math: CST in math – Algebra II or summative math, Supplemental 15 EAP Questions, LHS offers classes two days a week to help with the test, this program is being offered to bridge the gap for the students to make sure they are college ready.

8. ♦ACTION ♦DISCUSSION ♦INFORMATION

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

Mr. Leaman requested to pull AR 1330 and that it be tabled. Motion by Mr. Long, seconded by Mrs. Stevenson, and passed by a 5-0 vote to approve polices presented with the exception of AR 1330.

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.

Cathy Allen reported this is an MOU that needs to be addressed, and since measure J did not pass we will need to look at other avenues as to what should be done. Mr. Leaman shared a decision will need to be made, and we feel strongly that the property will be needed. Cathy reported we will

shortly be going into financial hardship. The Board of Trustees requested Cathy negotiate a price and a longer time frame.

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

Joyce Lopes presented a power point to review budget reductions and assumptions, indicating the district must achieve balance between Reductions and reserves. We would need to identify what cuts to make, and back fill with federal monies.

Mike Agrippino commented on the budget situation and reported he really appreciated what he heard tonight, and does not want to see jobs cut and keep programs. He reiterated WPTA is willing to be an active participate in the budget process, and appreciated the opportunity to collaborate. He reported looking over the latest budget scenarios in the packet, but hasn't had a chance to discuss with the membership, but feel the cuts spread over 4 years look very promising. The teachers association believes it has potential for strong teacher support, are appreciated the prudence in measure quality of this approach.

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.

Mr. Leaman brought the information that was requested. Mrs. Stevenson's concern was the sale of magazines and how it was getting promoted. She was very concerned about the assembly for the magazine drive. She felt it was a disruption to the students.

Virgina Cosh asked how the information on was fundraisers obtained, she added a couple of more that were not reported.

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.

6.1.5

Joyce Lopes reported on the surplus of the non-operational bus, after a few questions there was a motion Mrs. Stevenson, seconded by Mr. Long and passed by a 5-0 vote to dispose of the surplus bus.

Virgina Cosh asked where the money from the bus goes? It was reported back to the transportation fund.

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.

Mr. Leaman reported we have to set a planned meeting for the annual organizational meeting. December 7th, Motion by Long, seconded by Mrs. Stevenson, and passed by 5-0 vote schedule an annual organizational meeting.

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.

Mary Boyle presented a power point explaining the common core standards and assessments.

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

Mr. Leaman recognized Mrs. Stevenson, and Mrs. Gage for their service to WPUSD, he presented them with a plaque on behalf of the Board of Trustees.

9.3 BOARD MEMBER REPORTS/COMMENTS

Mr. Haley expressed his pleasure and enjoyment of working with both board members, and will miss them greatly,

Mr. Long expressed his enjoyment of working with both, and is really going to miss them, and shared they both have done a lot for Western Placer.

Mrs. Stevenson spoke about her strong support of parental choice, and will continue to stay involved. She expressed her appreciation for the opportunity of serving as a board member, and her appreciation of working with everyone, and expressed it was a tremendous learning experience. She expressed the importance of having the city on board to support the school district, along with developers, and thanked everyone.

Mrs. Gage shared it has been an enriching experience and feels extremity fortunate.

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

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

Paul Carras, Board President

Ana Stevenson, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

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

Western Placer Unified School District
Regular Meeting of the Board of Trustees
November 2, 2010, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS THEATER
790 J Street, Lincoln, CA 95648

MINUTES

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.

5:45 P.M. START

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

MEMBERS PRESENT:
Paul Carras
Brian Haley
Terry Gage
Paul Long

MEMBERS ABSENT:
Ana Stevenson

Others Present
Scott Leaman, Superintendent
Mary Boyle, Deputy Superintendent of Educational Services
Ryan Davis, Director of Personnel Services
Joyce Lopes, Assistant Superintendent of Business
Cathy Allen, Assistant Superintendent of Facilities & Maintenance Services
Rosemary Knutson, Secretary to the Superintendent
Carlos DeLa Fuente, Student Advisor
Stephanie Dumm, Lincoln News Messenger

5:50 P.M.

2. **CLOSED SESSION** – Lincoln High 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 PERSONNEL
Public Employee Discipline/Dismissal/Release

2.3 INTERDISTRICT ATTENDANCE APPEAL
a. Interdistrict Request Appeal 10/11-41
b. Interdistrict Request Appeal 10/11-42

7:00 P.M.

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

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

No action to report

3.2 PERSONNEL
Public Employee Discipline/Dismissal/Release

No action to report

3.3 INTERDISTRICT ATTENDANCE APPEAL
a. Interdistrict Request Appeal 10/11-41

Motion by Mr. Long, seconded by Mrs. Gage, and passed by a 4-0 vote to deny the appeal for student # 10/11.41

b. Interdistrict Request Appeal 10/11-42

Motion by Mr. Haley, seconded by Mr. Long, and passed by a 4-0 vote to grant the appeal for student # 10/11.42

4. CONSENT AGENDA

4.1 Approval of Meeting Minutes for:
- October 5, 2010, and October 19, 2010 Regular Board of Trustee Meeting

4.2 Approval of Warrants.
4.3 Approve Classified Personnel Report.
4.4 Approve Certificated Personnel Report.
4.5 Approve Ratification of revised Job Description of Paraprofessional, Specialized Physical Health Care.
4.6 Approval of Disclosure Requirements for Quarterly Reports of Investments.
4.7 Approve Bid Award for Cabling Project at Lincoln High School Quote 2010-11.
4.8 Approval of Contract with Decision Insite for a period of three years.

There was a request to pull item 4.8 for discussion. Motion by Mr. Long, seconded by Mr. Haley, and passed by a 4-0 roll call vote to approve consent agenda with the exception of item 4.8. Roll call vote: Haley, Long, Gage, Carras

Discussion on 4.8 – Mike Kimbrough, school works, - feels the district is use additional consultants for demographic. The budget committee feels during this time of budget cuts we should not
Cathy's response was School Works is a year to year contract.
Motion by Mr. Long, seconded by Mr. Haley, and passed by a 4-0 vote to approve item 4.8 on the consent agenda.

5. COMMUNICATION FROM THE PUBLIC

Jill Loya gave a library report which included the following:

- On October 7th Scott read "The Snowy Day", over 50 people were present and each family received a copy of the book.
- Jumpstart's 5th year of hosting the "Read for the Record" campaign and again they broke the world record for most people reading one book in a day throughout the world.
- The month of October was a busy month for Field Trips at the Twelve Bridges Library.
- Teen group hosted "Teen Read Week" and pizza was donated by Old Town Pizza, Roundtable & Papa Murphy's.
- Reading to Rover continues to be a successful program.
- Library is offering free computer classes taught by volunteers. On Wednesdays they are offering English Language Learners computer classes.
- The "Mother Goose on the Loose" program has grown. The Library is issuing tickets to the first 100 participants due to maximum room capacity.

6. REPORTS & COMMUNICATION

6.1 Lincoln High School, Student Advisory – Carlos DeLa Fuente reported:

- There will be a Cinderella play Friday and Saturday at LHS.
- This seasons Last football game will be this Friday
- Preparing for Basketball, and Wrestling
- There will be a Financial Aide Night on November 16th.
- The Robotics class is selling Hexbugs to help support the LHS Robotics Team.

6.2 Western Placer Teacher's Association – Mike Agrippino reported out in regards to budget presentation, and shared the association was surprised and dismayed to see the projected amount cut figure has changed from what the association was told. They were surprised it was not communicated sooner. He is hoping that going through the budget process, the lines of communication open and the top cooperation and collaboration as well.

6.3 Western Placer Classified Employee Association – Mike Kimbrough reported CSEA feels members of the community should be asked to be a part of the budget committee, they may have input of what the possible reduction may be that will affect the children of our community. CSEA also looks forward in working together in an attempt to resolve and present a balanced budget.

6.4 Superintendent - Scott Leaman reported the following:

- Continue to work on the GEMS fire, with some teachers being relocated, and working with insurance. There are some fundraisers going on in support for GEMS. It's been good with the community coming out and supporting both the school and the teachers.
- Started working Mariner Ranch again.

6.5 Deputy Superintendent of Educational Services - Mary Boyle

- Elementary Report Cards – Mary discussed report card revisions that were made, looking at central standards, and making sure the report cards reflect those. There was a committee put together to help revise report card. The changes were: **1)** scoring, **2)** 4th and 5th changed significantly, the idea was to

have a combination, **3)** new guides for parents and teachers. **4)** Electronic version is being offered for teachers. Mary recognized the teachers that were on the committee.

6.6 Asst. Superintendent of Facilities & Maintenance – Cathy Allen

- PG&E Energy Audit – Cathy Allen reported on the School energy efficient Program, they offer free service through PG&E. She feels it's a good idea to have them go through our facilities.

7. ♦ACTION ♦DISCUSSION ♦INFORMATION

7.1 Information **SUPPLEMENTAL ANNUAL REPORT FOR THE PERIOD APRIL 1, 2010 THROUGH JUNE 30, 2010 – Allen** *(10-11 G & O Component IV, V)*

•The Department of Industrial Relations (DIR) has recently adopted a series of amendments to the regulations governing labor compliance programs. One of these newly adopted amendments allows the DIR to require an interim report to align all reporting periods for all labor compliance programs. The attached report is the District's "Supplemental Annual Report" which has been filed with the DIR and satisfies state funding requirements.

Cathy Allen reported on the supplemental annual report, showing there are no problems with labor compliance.

7.2 Information/ Discussion **RESPONSE TO NOTICE OF PREPARATION FOR TURKEY CREEK ESTATES, VILLAGE 1 SPECIFIC PLAN – Allen** *(10-11 G & O Component IV, V)*

•The District received a Notice of Preparation from the County of Placer for Turkey Creek Estates which is located in the County Placer but is considered within the Lincoln sphere of influence and is part of the overall Village 1. This development is somewhat unique in that it is being processed by the developer directly with the County instead of in conjunction with the City of Lincoln Village 1 Specific Plan. The District has responded with the attached information in order to ensure our comments are addressed in the Environmental Impact Report.

Cathy Allen reported on the Village 1 on Hwy. 193, showing an elementary site and they have projected 393 homes. The district will respond to the notice of preparation. The location of school site will be on the Southern portion of the property.

7.3 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.

Mr. Leaman reported that Mrs. Stevenson requested this item be brought back at the November 16th board meeting for discussion due to her absence.

6.1.11

7.4 Action **SINGLE PLANS FOR STUDENT ACHIEVEMENT – Boyle** *(10-11 G & O Component I, II, III, IV, V)*

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

Each school annually reviews its most recent student achievement data, identifies areas for improvement, and writes goals to match those needs through the SPSA.

Mary Boyle reported on the student achievement plans, and briefly reviewed the contents of the plans. Motion by Mr. Haley, seconded by Mrs. Gage, and passed by a 4-0 vote to approve the Student Achievement plans for each school site.

7.5 Information/ Discussion **BUDGET REDUCTIONS – Lopes** *(10-11 G & O Component I, II, III, IV, V)*

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

Joyce reported on budget assumptions. She reviewed projections, and will bring full data in December. She shared different scenarios, allowing the board to determine budget reductions.

The summary:

- Keep our long term goals in mind
- Balance the future against the present
- Provide guidance for the coming year

After some discussion, it was recommended the budget reductions be brought back at the next board meeting for direction of a potential three million dollars to be cut for next year.

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 BOARD MEMBER REPORTS/COMMENTS

Mrs. Gage reported on the Farm Foundation meeting, there will be barn and farm tours, along with a petting zoo in October. Feels we should look at sharing resources with Sierra College. She invited everyone to supported GEMS fundraiser at Pizza Roundup this evening. She played in the tournament for the TBMS, and encouraged every to participate next year.

Mr. Long had no report
Mr. Haley reported that Sierra College went down to compete in San Luis Obispo, and they came in 2nd place.
Mr. Carras thanked everyone who participated in the measure J campaign.

10. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

- November 16, 2010 7:00 P.M., Board of Trustee Meeting, Foskett Ranch School

11. ADJOURNMENT

There being no further business the meeting was adjourned at 8:15 p.m.

Paul Carras, Board President

Ana Stevenson, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted:

Ayes:

Noes:

Absent:

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Approval of Warrants

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Joyce Lopes
Superintendent of Business Service

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

DEPARTMENT:
Business Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

The Board of Trustees will consider approval of warrants paid since the November 2, 2010 board meeting.

RECOMMENDATION:

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

wp/rk/factsheetwarrants

6.2

Checks Dated 11/19/10

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85157060	11/19/2010	RYAN & MONICA MASSIE	49-8699		1,484.08
85157061	11/19/2010	CROWN DISTRIBUTING INC.	13-4710		558.20
85157062	11/19/2010	"DANIELSEN COMPANY, THE"	13-4380	461.00	
			13-4710	6,570.76	
			Unpaid Sales Tax	4.80-	7,029.36
85157063	11/19/2010	ED JONES FOOD SERVICE	13-4710		4,669.10
85157064	11/19/2010	MISSION UNIFORM SERVICE INC	13-4300		533.10
85157065	11/19/2010	PIZZA GUYS	13-4710		711.47
85157066	11/19/2010	PROPACIFIC FRESH	13-4710		532.75
85157067	11/19/2010	SARA LEE	13-4710		1,068.56
85157068	11/19/2010	SYSCO SACRAMENTO	13-4380		
			13-4710		2,637.66
85157069	11/19/2010	VENDMART OF SACRAMENTO	13-4710		947.27
85157070	11/19/2010	Lisa L. Miller	01-4300		589.00
85157071	11/19/2010	Kevin D. Kurtz	01-4300		143.31
85157072	11/19/2010	Cindy J. Hood	01-5200		22.00
85157073	11/19/2010	Gina M. Ford	01-5200		144.07
85157074	11/19/2010	ADD SOME CLASS	01-4300		394.12
85157075	11/19/2010	ANDERSONS SCHOOL SPIRIT	01-4300	482.51	
			Unpaid Sales Tax	34.56-	447.95
85157076	11/19/2010	ASCD ASSOC FOR SUPERVISION	01-5200		428.00
85157077	11/19/2010	FOR TEACHERS ONLY DBA ATLAS PEN & PENCIL CORP.	01-4300		80.56
85157078	11/19/2010	BANK OF AMERICA #3024	01-4300		
			01-5600		
			01-5800		2,663.93
85157079	11/19/2010	BURKETT'S OFFICE	01-4300		32,515.97
85157080	11/19/2010	CALTRONICS BUSINESS SYSTEMS	01-5600		260.50
85157081	11/19/2010	CASCADE ATHLETIC SUPPLY CO	01-4300		654.89
85157082	11/19/2010	CKA CA KINDERGARTEN ASSOC	01-5200		220.00
85157083	11/19/2010	CREATIVE COMPETITIONS INC.	01-4300	172.65	
			Unpaid Sales Tax	13.15-	159.50
85157084	11/19/2010	DE LAGE LANDEN	01-5600		351.66
85157085	11/19/2010	EDULINK SYSTEMS	01-5800		300.00
85157086	11/19/2010	EMEDCO	01-4300	464.13	
			Unpaid Sales Tax	33.24-	430.89
85157087	11/19/2010	FOLLETT LIBRARY RESOURCES	01-4200		2,676.89
85157088	11/19/2010	FOLSOM CITY ZOO	01-5800		420.00
85157089	11/19/2010	HAWTHORNE EDUCATIONAL SERVICES	01-4300	47.30	
			Unpaid Sales Tax	3.30-	44.00
85157090	11/19/2010	LAKESHORE LEARNING MATERIALS	01-4100		
			01-4300		582.86
85157091	11/19/2010	LINGUI SYSTEMS INC	01-4300	151.38	
			Unpaid Sales Tax	11.53-	139.85
85157092	11/19/2010	MARRIOTT PIANO SERVICE	01-5800		105.00
85157093	11/19/2010	MCGRAW-HILL	01-4300		2,432.67
85157094	11/19/2010	NICKY'S COMMUNICATOR	01-4300	39.89	
			Unpaid Sales Tax	2.35-	37.54
85157095	11/19/2010	OFFICE DEPOT	01-4300		739.98
85157096	11/19/2010	ORIENTAL TRADING COMPANY INC	01-4300	366.51	
			Unpaid Sales Tax	26.99-	339.52
85157097	11/19/2010	PERMA-BOUND	01-4200		20.50
85157098	11/19/2010	PCOE	01-5200		300.00
85157099	11/19/2010	RAY MORGAN CO. / CHICO	01-4300		1,293.52
85157100	11/19/2010	READ NATURALLY INC.	01-4300	85.14	

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

6.2.1

Checks Dated 11/19/10

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
			Unpaid Sales Tax	5.94-	79.20
85157101	11/19/2010	REALLY GOOD STUFF	01-4300	26.42	
			Unpaid Sales Tax	1.48-	24.94
85157102	11/19/2010	RED RIBBON RESOURCES	01-4300	892.46	
			Unpaid Sales Tax	68.01-	824.45
85157103	11/19/2010	RISO PRODUCTS OF SAC INC	01-4300		1,357.24
85157104	11/19/2010	ROCKLIN HIGH SCHOOL	01-4300		159.99
85157105	11/19/2010	SCHOLASTIC MAGAZINE	01-4300		104.78
85157106	11/19/2010	SCHOOL SPECIALTY INC	01-4300		405.94
85157107	11/19/2010	SCIENTIFIC INSTRUMENT REPAIR	01-5800		450.00
85157108	11/19/2010	SACRAMENTO CO OFFICE OF ED.	01-4300		125.00
85157109	11/19/2010	SCREENING FOR MENTAL	01-4300	92.01	
			Unpaid Sales Tax	7.01-	85.00
85157110	11/19/2010	SIERRA SAFETY COMPANY INC	01-4300		64.00
85157111	11/19/2010	STAPLES ADVANTAGE	01-4300		6,419.46
85157112	11/19/2010	SUPER DUPER SCHOOL COMPANY	01-4300	192.79	
			Unpaid Sales Tax	14.69-	178.10
85157113	11/19/2010	SUPERIOR REGION CATA	01-5200		520.00
85157114	11/19/2010	TIME FOR KIDS	01-4300		97.24
85157115	11/19/2010	TROXELL COMMUNICATIONS	01-4300		
			01-4400		1,542.57
85157116	11/19/2010	WEEKLY READER	01-4300		113.28
85157117	11/19/2010	NWN CORPORATION FORMERLY WESTERN BLUE	01-4300		
			01-4400		10,714.21
85157118	11/19/2010	STAPLES ADVANTAGE	01-4300		10.41
85157119	11/19/2010	W. Lynn Kelso	01-4300		36.73
85157120	11/19/2010	Rosie A. Kirkland	01-4300		
			01-5200		69.57
85157121	11/19/2010	Virginia L. Garcia	01-5200		105.25
85157122	11/19/2010	Robert T. Lyons	01-5200		580.83
85157123	11/19/2010	AIRGAS	01-5830		46.25
85157124	11/19/2010	ALL ELECTRIC MOTORS INC	01-5600		1,474.80
85157125	11/19/2010	APPROVED SAFE & LOCK	01-5600		8.54
85157126	11/19/2010	ASBESTOS SCIENCE TECHNOLOGY	01-5800		850.00
85157127	11/19/2010	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		270.00
85157128	11/19/2010	BANK OF AMERICA #3819	01-5200		
			01-5800		771.53
85157129	11/19/2010	BANK OF AMERICA	49-5800		295.00
85157130	11/19/2010	C & S TELECOMMUNICATIONS INC	01-5800		100.00
85157131	11/19/2010	CITY OF LINCOLN	01-5550		
			01-5570		34,253.59
85157132	11/19/2010	DIVERSE NETWORK ASSOCIATES	01-5800		740.00
85157133	11/19/2010	EMPLOYMENT DEVELOPMENT DEPT.	01-3501		5,185.32
85157134	11/19/2010	FISHMAN SUPPLY COMPANY	01-4300		1,210.86
85157135	11/19/2010	FOLLETT EDUCATIONAL SERVICES	01-4300		2,832.48
85157136	11/19/2010	GRAINGER .	01-4300		473.68
85157137	11/19/2010	HANKIN SPECIALTY EQUIPMENT INC	01-5600		
			01-5800		1,575.00
85157138	11/19/2010	HANSEN.KOHLS.JONES.SOMMER & JACOB LLP	21-5810		7.93
85157139	11/19/2010	INTEGRATED FIRE SYSTEMS INC	01-5600		
			01-5800		2,280.38
85157140	11/19/2010	LD PRODUCTS	01-4300		159.10

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Checks Dated 11/19/10

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85157141	11/19/2010	LEADER SERVICES	01-5800		756.80
85157142	11/19/2010	LINCOLN ACE HARDWARE/MAINT	01-4300		192.24
85157143	11/19/2010	LRP PUBLICATIONS	01-5200		270.00
85157144	11/19/2010	MISSION UNIFORM SERVICE INC	01-4300		
			01-5800		1,069.17
85157145	11/19/2010	REIBES AUTO PARTS	01-4300		
			01-4365		
			01-5830		1,773.41
85157146	11/19/2010	ORIENTAL TRADING COMPANY INC	01-4300	595.88	
			Unpaid Sales Tax	44.71-	551.17
85157147	11/19/2010	PACIFIC GAS & ELECTRIC CO	01-5510		83,988.09
85157148	11/19/2010	PERRY-SMITH LLP	01-5811		19,000.00
85157149	11/19/2010	QUALITY SOUND SYSTEMS	01-4300		
			01-5600		165.00
85157150	11/19/2010	RALPH E WRIGHT	01-5800		400.00
85157151	11/19/2010	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		
			01-7438		
			01-7439		1,197.80
85157152	11/19/2010	RELIANCE COMMUNICATIONS	01-5800		13,924.95
85157153	11/19/2010	S & S WORLDWIDE	01-4300		64.11
85157154	11/19/2010	SAFEWAY INC	01-4300		87.50
85157155	11/19/2010	SECURITY CONTRACTORS SERVICES	01-5800		250.00
85157156	11/19/2010	SIERRA BUILDING SYSTEMS INC	01-4300		
			01-5600		1,898.00
85157157	11/19/2010	SIERRA OFFICE SUPPLIES &	01-4300		188.23
85157158	11/19/2010	SIG SCHOOLS INSURANCE GROUP	01-3701		791.17
85157159	11/19/2010	SPARK PROGRAM	01-4100		51.24
85157160	11/19/2010	SPURR	01-5530		1,264.19
85157161	11/19/2010	STATE OF CALIFORNIA	01-5821		96.00
85157162	11/19/2010	SUTTER MEDICAL FOUNDATION	01-5800		185.00
85157163	11/19/2010	UNIVERSAL SPECIALTIES, INC.	01-4300		304.04
85157164	11/19/2010	WAVE DIVISION HOLDINGS	01-5560		6,850.00
85157165	11/19/2010	NWN CORPORATION FORMERLY WESTERN BLUE	01-4300		
			13-4300		
			21-4300		10,710.60
85157166	11/19/2010	WESTERN PLACER WASTE	01-5540		133.28
			Total	107	291,874.87

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	95	271,569.92
13	Cafeteria Fund	10	18,774.31
21	Building Fund #1	2	20.92
49	Mello Roos Capital Projects	2	1,779.08
	Total	107	292,144.23
	Less Unpaid Sales Tax Liability		269.36-
	Net (Check Amount)		**291,874.87**

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

6.2.3

Checks Dated 11/12/10

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85155568	11/12/2010	John S. Kovach, Jr.	01-4300		19.98
85155569	11/12/2010	Karen A. Roberts	01-4300		49.00
85155570	11/12/2010	Cynthia S. Snodgrass	01-4300		20.24
85155571	11/12/2010	Jennifer L. Tarabochia	01-4300		28.13
85155572	11/12/2010	ACCREDITING COMMISSION	01-5300		756.00
85155573	11/12/2010	ACP	01-4300		292.63
85155574	11/12/2010	AMADOR STAGE LINES	01-5800		2,499.76
85155575	11/12/2010	ATLAS PEN & PENCIL CORP.	01-4300	171.25	
			Unpaid Sales Tax	11.83-	159.42
85155576	11/12/2010	B&H PHOTO VIDEO	01-4400	1,222.83	
			Unpaid Sales Tax	93.19-	1,129.64
85155577	11/12/2010	BLACK DOG GRAPHICS	01-4300		608.37
85155578	11/12/2010	BULBS DIRECT	01-4300	48.18	
			Unpaid Sales Tax	3.08-	45.10
85155579	11/12/2010	BUREAU OF EDUCATION & RESEARCH	01-5200		215.00
85155580	11/12/2010	CA ODYSSEY OF THE MIND INC	01-5800		65.00
85155581	11/12/2010	CALTRONICS BUSINESS SYSTEMS	01-5600		254.47
85155582	11/12/2010	COSTCO	01-4300		86.08
85155583	11/12/2010	DISCOUNT SCHOOL SUPPLY	01-4300		248.44
85155584	11/12/2010	EDUCATIONAL INNOVATIONS INC	01-4300		131.24
85155585	11/12/2010	FOLLETT LIBRARY RESOURCES	01-4300		475.88
85155586	11/12/2010	FREY SCIENTIFIC	01-4300		289.61
85155587	11/12/2010	GBC TECHNICAL SERVICE & SUPPORT	01-4300		157.85
85155588	11/12/2010	HISTORIC OLD SAC FOUNDATION	01-5800		285.00
85155589	11/12/2010	LINCOLN ACE HARDWARE / AG	01-4300		9.70
85155590	11/12/2010	NASCO MODESTO	01-4300		120.55
85155591	11/12/2010	NATIONAL GEOGRAPHIC SCHOOL HAMPTON-BROWN	01-4300		233.55
85155592	11/12/2010	OFFICE DEPOT	01-4300		270.21
85155593	11/12/2010	PACIFIC ENVIRONMENTAL	01-5800		560.00
85155594	11/12/2010	PASCO SCIENTIFIC	01-4300		1,434.99
85155595	11/12/2010	PCOE	01-4300		35.00
85155596	11/12/2010	RAY MORGAN CO. / CHICO	01-4300		
			01-5800		1,350.65
85155597	11/12/2010	REALLY GOOD STUFF	01-4300	108.19	
			Unpaid Sales Tax	8.24-	99.95
85155598	11/12/2010	RENAISSANCE LEARNING INC.	01-4300		139.19
85155599	11/12/2010	SAFEWAY INC	01-4300		173.67
85155600	11/12/2010	SCHOLASTIC MAGAZINE	01-4300		219.46
85155601	11/12/2010	STUDY ISLAND LLC	01-4300		2,409.60
85155602	11/12/2010	TIME LIFE INC	01-4300		154.70
85155603	11/12/2010	CROWN DISTRIBUTING INC.	13-4710		599.86
85155604	11/12/2010	D & P CREAMERY	13-4710		8,823.99
85155605	11/12/2010	"DANIELSEN COMPANY, THE"	13-4380	182.08	
			13-4710	1,172.02	
			Unpaid Sales Tax	2.12-	1,351.98
85155606	11/12/2010	ED JONES FOOD SERVICE	13-4710		5,180.62
85155607	11/12/2010	ETRITIONWARE HARRIS COMPUTER SYSTEMS	13-4300		588.04
85155608	11/12/2010	PIZZA GUYS	13-4710		1,272.47
85155609	11/12/2010	PROPACIFIC FRESH	13-4710		91.15
85155610	11/12/2010	R & M REFRIGERATION	13-5800		93.75
85155611	11/12/2010	SARA LEE	13-4710		76.29
85155612	11/12/2010	SEVEN UP BOTTLING CO OF SF	13-4710		85.35
85155613	11/12/2010	VENDMART OF SACRAMENTO	13-4710		1,119.51

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

6.2.4

Checks Dated 11/12/10

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85155614	11/12/2010	Frankie J. Mercier	01-9550		62.09
85155615	11/12/2010	A-Z BUS SALES INC	01-4365		1,304.76
85155616	11/12/2010	ALDAR ACADEMY	01-5800		5,622.40
85155617	11/12/2010	APPROVED SAFE & LOCK	01-5600		
			01-5800		121.05
85155618	11/12/2010	RECOLOGY FMRLY AUBURN PLACER DISPOSAL	01-5540		7,852.11
85155619	11/12/2010	C & S TELECOMMUNICATIONS INC	01-5800		100.00
85155620	11/12/2010	FAR WEST RENTS & READY MIX	01-4300		
			01-5600		16.94
85155621	11/12/2010	FOLLETT EDUCATIONAL SERVICES	01-4100		
			01-4300		5,604.57
85155622	11/12/2010	GRAINGER .	01-4300		
			01-4400		6,590.06
85155623	11/12/2010	HOLT RINEHART & WINSTON HOUGHTON MIFFLIN COMPANIES LLC	01-4100		1,467.08
85155624	11/12/2010	J & J SCREEN & GLASS	01-5600		126.11
85155625	11/12/2010	JCI JOHNSON CONTROLS INC.	01-5600		5,278.61
85155626	11/12/2010	KELPRO SECURITY	01-5800		1,260.00
85155627	11/12/2010	NORCAL IMAGING SYSTEMS	01-5800		2,003.19
85155628	11/12/2010	PASCO SCIENTIFIC	01-4300		4,388.14
85155629	11/12/2010	RAY MORGAN/US BANK EQUIPMENT FINANCE SERVICES	01-5600		6,819.71
85155630	11/12/2010	RENAISSANCE LEARNING INC.	01-5200		150.00
85155631	11/12/2010	SAC VAL JANITORIAL SALES	01-4300		1,608.64
85155632	11/12/2010	SAFEWAY INC	01-4300		29.95
85155633	11/12/2010	SIERRA OFFICE SUPPLIES &	01-4300		26.33
85155634	11/12/2010	SPEECH & LANGUAGE THERAPY	01-5800		380.00
85155635	11/12/2010	T.W. SMITH COMPANY	01-4300		119.29
85155636	11/12/2010	THE WILLIAMS ACADEMY	01-5800		4,560.14
85155637	11/12/2010	UNIVERSAL SPECIALTIES, INC.	01-4300		186.59
85155638	11/12/2010	WORLD RESEARCH COMPANY	01-4300	210.35	196.35
			Unpaid Sales Tax	14.00-	196.35
			Total	**71**	**90,185.18**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	60	71,032.51
13	Cafeteria Fund	11	19,285.13
	Total	**71**	90,317.64
	Less Unpaid Sales Tax Liability		132.46-
	Net (Check Amount)		**90,185.18**

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

Checks Dated 10/29/10

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85153091	10/29/2010	MERITAGE HOMES	49-8699		141.02
85153092	10/29/2010	CROWN DISTRIBUTING INC.	13-4710		794.06
85153093	10/29/2010	"DANIELSEN COMPANY, THE"	13-4380	896.98	
			13-4710	8,504.32	
			Unpaid Sales Tax	14.34-	9,394.13
85153094	10/29/2010	ED JONES FOOD SERVICE	13-4710		11,005.78
85153095	10/29/2010	PIZZA GUYS	13-4710		2,558.82
85153096	10/29/2010	PROPACIFIC FRESH	13-4710		550.60
85153097	10/29/2010	RAY MORGAN CO. / CHICO	13-4300		201.98
85153098	10/29/2010	SARA LEE	13-4710		1,178.81
85153099	10/29/2010	SYSCO SACRAMENTO	13-4380		
			13-4710		3,112.08
85153100	10/29/2010	VENDMART OF SACRAMENTO	13-4710		2,938.13
85153101	10/29/2010	Cheryl A. Metheny	01-4300		88.94
85153102	10/29/2010	ALL METALS SUPPLY INC	01-4300		972.65
85153103	10/29/2010	BANK OF AMERICA #3024	01-4300		
			01-5200		1,184.08
85153104	10/29/2010	BIO CORPORATION	01-4300	547.39	
			Unpaid Sales Tax	37.14-	510.25
85153105	10/29/2010	IMAGINE NATION BOOKS, LTD. DBA: BOOKS ARE FUN	01-4300	64.95	
			Unpaid Sales Tax	4.95-	60.00
85153106	10/29/2010	BSN SPORTS SPORTS SUPPLY GROUP	01-4300		2,463.56
85153107	10/29/2010	DOCUMENT CAMERA EXPERTS	01-4400	1,912.28	
			Unpaid Sales Tax	145.28-	1,767.00
85153108	10/29/2010	EDUCLIME	01-4300		498.39
85153109	10/29/2010	FOLLETT EDUCATIONAL SERVICES	01-4300		610.65
85153110	10/29/2010	FOLLETT LIBRARY RESOURCES	01-4300		175.17
85153111	10/29/2010	LAKESHORE LEARNING MATERIALS	01-4300		282.90
85153112	10/29/2010	LIBRARY VIDEO COMPANY	01-4300		50.20
85153113	10/29/2010	MARI INC	01-4200	204.26	
			Unpaid Sales Tax	14.25-	190.01
85153114	10/29/2010	MUSIC PRODUCTS INC	01-4300	107.99	
			Unpaid Sales Tax	7.39-	100.60
85153115	10/29/2010	NASCO MODESTO	01-4300		74.43
85153116	10/29/2010	PALOS SPORTS	01-4300	76.03	
			Unpaid Sales Tax	5.03-	71.00
85153117	10/29/2010	POSITIVE PROMOTIONS	01-4300	396.19	
			Unpaid Sales Tax	26.99-	369.20
85153118	10/29/2010	RAY MORGAN CO. / CHICO	01-5600		41.34
85153119	10/29/2010	READ NATURALLY INC.	01-4300	562.87	
			Unpaid Sales Tax	39.27-	523.60
85153120	10/29/2010	REALLY GOOD STUFF	01-4300	98.57	
			Unpaid Sales Tax	6.76-	91.81
85153121	10/29/2010	RELIABLE PRINT SOLUTIONS INC	01-4300		64.66
85153122	10/29/2010	RENAISSANCE LEARNING INC.	01-4300		90.09
85153123	10/29/2010	RISO PRODUCTS OF SAC INC	01-4300		
			01-4400		3,550.60
85153124	10/29/2010	SCHOLASTIC MAGAZINE	01-4300		105.34
85153125	10/29/2010	SIERRA SAFETY COMPANY INC	01-4300		50.88
85153126	10/29/2010	TARGET BANK	01-4300		388.72
85153127	10/29/2010	TROXELL COMMUNICATIONS	01-4300		3,052.65
85153128	10/29/2010	NICHOLE ARGYRIS	01-4300		300.00
85153129	10/29/2010	Barbara S. Springborn	01-4300		106.07

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

Checks Dated 10/29/10

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85153130	10/29/2010	Mary Lou Resendes	01-4300		15.85
85153131	10/29/2010	Cheryl A. Metheny	01-4300		76.29
85153132	10/29/2010	DISNEY EDUCATIONAL PRODUCTIONS	01-4300	148.67	
			Unpaid Sales Tax	10.71-	137.96
85153133	10/29/2010	K S TELECOM INC	01-4400		1,188.00
85153134	10/29/2010	KOEFRAN INDUSTRIES	01-5800		292.50
85153135	10/29/2010	MCGRAW-HILL	01-4300		68.28
85153136	10/29/2010	OFFICE DEPOT	01-4300		1,010.24
85153137	10/29/2010	POSITIVE PROMOTIONS	01-4300	323.68	
			Unpaid Sales Tax	22.23-	301.45
85153138	10/29/2010	TBMS STUDENT BODY	01-4300		36.00
85153139	10/29/2010	HILARI PICKETT	01-5800		1,132.77
85153140	10/29/2010	PCSBA / PLACER CO. OFFICE OF ED.	01-4300		150.00
85153141	10/29/2010	Scott M. Leaman	01-5200		12.00
85153142	10/29/2010	Tracey N. Lillie	01-5200		
			11-5200		126.10
85153143	10/29/2010	Joe E. Ross	01-5200		100.00
85153144	10/29/2010	Peggy A. VanLengen	01-5200		24.00
85153145	10/29/2010	APPROVED SAFE & LOCK	01-5600		8.54
85153146	10/29/2010	BANK OF AMERICA #3819	01-4300		
			01-5200		
			01-5800		883.00
85153147	10/29/2010	BLISS POWER LAWN EQUIPMENT CO.	01-4300		
			01-5600		218.95
85153148	10/29/2010	C & S TELECOMMUNICATIONS INC	01-5800		132.48
85153149	10/29/2010	CITY OF LINCOLN	01-5550		
			01-5570		51,583.19
85153150	10/29/2010	DELTA EDUCATION INC	01-4100		35.95
85153151	10/29/2010	DISCOUNT SCHOOL SUPPLY	01-4300		78.88
85153152	10/29/2010	ESS ENVIRONMENTAL	01-5800		2,740.00
85153153	10/29/2010	FILTERFRESH - NEXT GENERATION COFFEE SYSTEMS INC.	01-5800		49.20
85153154	10/29/2010	FOLLETT EDUCATIONAL SERVICES	01-4100		20,714.39
85153155	10/29/2010	FUGRO WEST INC.	21-6280		4,246.00
85153156	10/29/2010	GRAINGER .	01-4300		582.20
85153157	10/29/2010	HANDWRITING WITHOUT TEARS	01-4100		214.32
85153158	10/29/2010	HANSEN.KOHLS.JONES.SOMMER & JACOB LLP	21-5810		21.15
85153159	10/29/2010	HARCOURT INC HOUGHTON MIFFLIN COMPANIES LLC	01-4100		2,594.25
85153160	10/29/2010	HOLT MCDOUGAL LITTELL HOUGHTON MIFFLIN COMPANIES LLC	01-4100		3,279.32
85153161	10/29/2010	JANE JOHNSON	01-5800		3,871.25
85153162	10/29/2010	LAGUNA PHYSICAL THERAPY & HAND REHABILITATION	01-5800		836.00
85153163	10/29/2010	DAVID W. GIRARD DBA GIRARD EDWARDS & HANCE	01-5810		
			21-5810		566.50
85153164	10/29/2010	LEARNING SOLUTIONS INC	01-5800		1,759.88
85153165	10/29/2010	MCGRAW-HILL	01-4100		3,395.32
85153166	10/29/2010	MEDICAB OF SACRAMENTO/SIERRA	01-5800		1,527.60
85153167	10/29/2010	MILES TREASTER & ASSOCIATES	01-5800		1,773.00
85153168	10/29/2010	ORIENTAL TRADING COMPANY INC	01-4300	52.26	
			Unpaid Sales Tax	3.29-	48.97
85153169	10/29/2010	PACIFIC GAS & ELECTRIC CO	01-5510		24,206.37

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

Checks Dated 10/29/10

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
85153170	10/29/2010	PALOS SPORTS	01-4300	41.93	
			Unpaid Sales Tax	2.43-	39.50
85153171	10/29/2010	PEARSON EDUCATION	01-4300		1,303.56
85153172	10/29/2010	PJ'S MAIL & PARCEL SERVICE	01-4300		16.16
85153173	10/29/2010	PYRAMID EDUCATIONAL	01-5200		395.00
85153174	10/29/2010	SAC VAL JANITORIAL SALES	01-4300		1,105.19
85153175	10/29/2010	SCHOOL SERVICES OF CA INC	01-5200		570.00
85153176	10/29/2010	SCHOOL STEPS, INC.	01-5800		6,227.25
85153177	10/29/2010	SCHOOL EMPLOYERS ASSOC. OF CA	01-5200		500.00
85153178	10/29/2010	SIERRA PEDIATRIC THERAPY	01-5800		2,075.75
85153179	10/29/2010	SIG EMPLOYEE BENEFITS TRUST	76-9554		579,959.55
85153180	10/29/2010	SUTTER MEDICAL FOUNDATION	01-5800		135.00
85153181	10/29/2010	YOLO COUNTY OFFICE OF ED.	01-5200		1,200.00
85153182	10/29/2010	ZEP SALES & SERVICE	01-4300		190.61
			Total	**92**	**773,465.92**

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	79	157,290.23
11	Adult Education Fund	1	80.80
13	Cafeteria Fund	9	31,741.56
21	Building Fund #1	3	4,585.65
49	Mello Roos Capital Projects	1	141.02
76	Payroll Fund	1	579,959.55
	Total	92	773,798.81
	Less Unpaid Sales Tax Liability		332.89-
	Net (Check Amount)		**773,465.92**

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

6.2.8

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Certificated Personnel Report

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Ryan Davis
Director of Human Services

ENCLOSURES:
Yes

DEPARTMENT:
Personnel

FINANCIAL INPUT/SOURCE:
General

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:

BACKGROUND:

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

RECOMMENDATION:

Administration recommends ratification of the certificated personnel report.

6.3

WESTERN PLACER UNIFIED SCHOOL DISTRICT

PERSONNEL REPORT

December 7, 2010

CERTIFICATED/MANAGEMENT

REQUESTS FOR MATERNITY/CHILD REARING LEAVE

1. **Annie Brothers, 4th Grade Teacher, Foskett Ranch Elementary**
2. **Shavaun Davies, 1st Grade Teacher, Twelve Bridges Elementary**
3. **Jennifer Jacobo, 6th Grade L.A./Soc. Studies Teacher, Twelve Bridges Middle**
4. **Ashley Winger, 5th Grade Teacher, Creekside Oaks Elementary**

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:
State Preschool Contract for 2010 - 2011 with Placer Community Action Council KidZKount

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Mary Boyle

ENCLOSURES:
State Preschool Contract
2010 – 2011 Agreement

DEPARTMENT:
Educational Services

FINANCIAL INPUT/SOURCE:
State Preschool Flow-Through Funds

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

Western Placer Unified School District has subcontracted the operation of our State Preschool Program to the Placer Community Action Council (PCAC) KidZKount program for a number of years. The State fully funds this program and PCAC currently operates the program for the district. As our district has become more involved in preschool education, primarily because of special education requirements, discussions are currently under way for the district to consider operating the program directly in the future.

RECOMMENDATION:

Approval of State Preschool Contract 2010 – 2011 Agreement with Placer Community Action Council KidZKount program.

wp/rk/factform

6.4

KidZKount *Strengthening Families for a Better Tomorrow*
Placer Community Action Council, Inc.

WESTERN PLACER UNIFIED SCHOOL DISTRICT CONTRACT
LINCOLN, CA
2010- 2011 AGREEMENT

This agreement is entered into between KidZKount: Placer Community Action Council, Inc., hereafter referred to as **KidZKount**, and Western Placer Unified School District, hereafter referred to as **District**.

KidZKount and District do mutually agree as follows:

1. **KidZKount** agrees to operate a California State Preschool Program (CSPP) Wraparound program in keeping with the State of California Department of Education (CDE), Title V California Code of Regulations, Section 18273, CSPP funding Terms and Conditions Guidelines, and Title 22 of the California Administrative Code, for the period from August 1, 2010 through July 29, 2011 *and shall continue annually subject to the right of each party to terminate this agreement by notification in writing providing 60 days notice.*

2. **KidZKount** and **District** shall cooperate in providing in-service training for staff.

3. Title to any supplies or equipment purchased with **District**'s state funds rests with **KidZKount** only as long as this agreement is in effect. Upon termination of this agreement, title to all equipment and remaining supplies shall revert to **District**.

4. Any unit of equipment costing over $500.00 and / or having a useful life expectancy of two (2) years or more, and purchased with State funds, shall have prior written authorization from **District** and the State.

5. **KidZKount** records that relate to the receipt of State funds through the **District** may be subject to the same audit and / or audit review requirement as the **District**. **KidZKount** subcontracts subject to CDE approval shall be audited.

6. *All special licensing requirements over and above **District** provided facilities shall be at the expense of **KidZKount**.*

7. *Dedicated phone lines are the responsibility of **KidZKount**, otherwise, a room extension will be provided by the **District**.*

8. *Custodial services shall be provided by **KidZKount**, including deep cleaning during the summer.*

9. *The **District** assumes no risk for use of playground equipment, structure or blacktop areas.*

10. ***KidZKount** and **District** shall cooperate in coordinating the shared use of playground equipment.*

KidZKount agrees to:

1. Provide **District** with attendance data on a monthly basis for the sixty-eight (68) children funded through **District**. Due by the 15th of every month.

2. Provide services including an educational program that:

   - Is developmentally, culturally and linguistically appropriate.
   - Includes activities which will facilitate a child's physical, cognitive, social and emotional development.

3. Operate the contracted preschool programs on properties provided by **District** at:

   - The "Lincoln Schoolhouse" at Glen Edwards Middle School
     104 L Street, Lincoln, CA
   - Carlin C. Coppin Elementary School
     150 East 12th Street, Lincoln, CA
   - Sheridan Elementary School
     4730 H Street, Sheridan, CA

4. Transfer all student records to the appropriate school of attendance prior to May 31, 2011.

5. Travel and per diem expenses will not be reimbursed at a rate which exceeds the amount paid to the majority of CDE's represented employees computed in accordance with State Board of Control rules.

6. Establish recruitment, enrollment, and attendance procedures which shall ensure maintenance of maximum enrollment and CDE requirements.

7. Potentially provide instruction in the child's native language by agency staff and an instructor from the Title VII program located in the **District** in order to promote a program of cultural awareness and history, presented by both staff and parents, in an attempt to build strong self-image and ethnic pride.

8. Maintain (or provide to the contractor) records for program review, evaluation, audit and / or other purposes, and make them available to the agents of CDE. Such records shall be maintained for a minimum of five (5) years.

9. **KidZKount**, its agents, and employees in the performance of this contract, are acting in an independent capacity and not as officers, employees, or agents of the State of California.

10. No person shall, on the ground of race, color, national origin, sex or age be discriminated against by **KidZKount** with regard to any program operated by **KidZKount**.

*11. Provide the **District** with a certificate of insurance with endorsement naming Western Placer Unified School District as an additional insured to cover at a minimum $1,000,000 employer's liability, $1,000,000 each occurrence and $2,000,000 aggregate comprehensive bodily injury and property*

damage, $1,000,000 combined single limit for automobile liability and $1,000,000 per occurrence professional liability coverage.

*12. Provide the **District** with Workers Compensation Verification, as required by law.*

District agrees to:

1. *Allow* use of available classroom space at contracted locations for use by **KidZKount** for classrooms, or Home Base socializations, on a schedule mutually acceptable to both parties.

2. *Provide utilities, water and garbage for such classroom facilities that are the property of the **District** and to provide maintenance services at the **District's** current rate.*

3. Provide school bus use for three (3) pre-approved field trips for children enrolled in the program at the **District**'s current rate.

4. Provide a share of suitable equipment and materials for use in the program.

5. Provide the sum of $247,310.00 to **KidZKount. KidZKount** will serve 68 students for 175 days based on the **District**'s state contract of $260,326.00 less 5% for the **District**'s indirect cost rate. With this amount, **KidZKount** shall budget for:

1000 Certified Salaries	$70,895.00
2000 Classified Salaries	67,689.00
3000 Fringe Benefits	54,303.00
4000 Supplies	13,872.00
5000 Other	40,551.00
Total	$247,310.00

Subcontract payments shall be payable to **KidZKount** as follows:

Due on July 15, 2010	$61,827.50
Due on October 15, 2010	61,827.50
Due on January 15, 2011	61,827.50
Due on April 15, 2011	61,827.50
Total	$247,310.00

- The **District** agrees to indemnify, hold harmless **KidZKount**, its officers, Board members, agents, and employees from and against all liabilities, losses, claims, lawsuits, judgments, obligations, costs, damages, or expenses, including attorney's fees from any act or omission of **District** or any agent of the **District**.

- **KidZKount** agrees to indemnify, hold harmless the **District**, its officers, Board members, agents, and employees from and against all liabilities, losses, claims, lawsuits, judgments, obligations, costs,

damages, or expenses, including attorney's fees from any act or omission of **KidZKount** or any agent of **KidZKount**.

- No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by both **District** and **KidZKount**. No oral understanding or agreement not incorporated in this contract shall be binding on either party to this contract.

- Non-performance of any of the terms of this agreement, by either party, may be grounds for cancellation of this agreement. In the event that any action, suit, or proceeding is commenced to compel performance of this agreement, or to seek damages for breach thereof, the non-performing party agrees to pay reasonable attorney's fees, to be awarded and fixed by the Court.

- Either party to this agreement may terminate said agreement for convenience upon giving the other party thirty (30) days notice in writing, delivered by certified United States Mail. Also, contingent upon Federal refunding by the Department of Health and Human Services and State Department of Education for **District**.

IN WITNESS WHEREOF the parties hereto have executed this contract effective on the date first above written.

APPROVED BY:
Western Placer Unified School District

By: _____
Scott Leaman
Superintendent

600 6th Street, 4th Floor
Lincoln, CA 95648
P: (916) 645-6350
E: sleaman@wpusd.k12.ca.us

Date: _____

APPROVED BY:
KidZKount: Placer Community Action Council, Inc.

By: Denyse Cardoza
Denyse Cardoza,
Executive Director

1166 High Street
Auburn, CA 95603
P: (530) 885-5437
F: (530) 885-2450
E: dcardoza@pcac-inc.org

Date: November 1, 2010

Audited by: _____
Nancy Myers, Finance Director

Date: 11/1/10

6.4.4

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:
Notice of Completion for
Lincoln High School Relocatable
Classrooms and Campus Modernization
Increment 2 of 2

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Cathy Allen,
Assistant Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Facilities & Maintenance Services

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

The Western Placer Unified School District entered into an agreement with Seward L. Schreder Construction, Inc. dated August 15, 2009 to construct the project known as Lincoln High School Relocatable Classrooms and Campus Modernization Increment 2 of 2. A Notice of Completion is required for Division of State Architect close out.

RECOMMENDATION:

Board approve the Notice of Completion and authorize the Assistant Superintendent, Facilities & Maintenance Services to sign on behalf of the District and file the notice with Placer County.

wp/rk/factform

RECORDING REQUESTED BY THE WESTERN PLACER UNIFIED SCHOOL DISTRICT

WHEN RECORDED MAIL TO:

NAME	CATHY ALLEN
MAILING ADDRESS	600 6th STREET, Suite 400
CITY, STATE ZIP CODE	LINCOLN, CA 95648

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN:

1. That the work of improvements on the real property hereinafter described as Lincoln High School Relocatable Classrooms and Campus Modernization, Increment 2 of 2; generally consisting of construction of two modular science classrooms, new covered walkway, campus wide fire alarm system and campus wide related site work located at 790 J Street, Lincoln, California, was substantially completed on the 1st day of December, 2010.

That the name and address of the Owner of said property are as follows:

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

That the name of the original Contractor for the work of improvement as a whole is: Seward L. Schreder Construction, Inc.; that the name of surety for said Contractor is Western Surety Company, incorporated under the laws of the State of South Dakota and authorized to do business in the State of California by the laws of the State of California.

The property herein referred to is located in the County of Placer, California. This project benefits the Western Placer Unified School District.

BY: _____
Cathy Allen, Assistant Superintendent, Facilities & Maintenance Services

State of California

County of Placer

Cathy Allen, being first duly sworn, deposes and says:

That she is the authorized District Official of the Western Placer Unified School District, Placer County, California who executed the foregoing Notice of Completion; and she has read the same and knows the contents of thereof, and the same is true of her own knowledge, that she makes this affidavit for and on behalf of the said Western Placer Unified School District, a public school district organized and existing under the laws of the State of California.

Subscribed and sworn to before me this _____ day of _____, 20___.

_____
Notary Public

Notary Public in and for the County
of Placer, State of California.

6.5.1

INFORMATION

DISCUSSION

ACTION

ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

DISTRICT GLOBAL GOALS

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

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

AGENDA ITEM AREA:
Action

REQUESTED BY:
Scott Leaman
Superintendent

ENCLOSURES:
Yes

DEPARTMENT:
Administration

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

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

- BP/AR 0520.3 Title I Program Improvement Districts
- AR 4112.23 Special Education Staff
- BP 5131 Conduct
- BP 5141.6 School Health Services
- AR/Exhibit 5144.1 Suspension and Expulsion/Due Process
- BP/AR 5145.12 Search and Seizure
- AR 6162.51 Standardized Testing and Reporting Program
- AR 6162.52 High School Exit Examination

RECOMMENDATION:

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

wp/rk/factform

9.1

MANUAL MAINTENANCE GUIDESHEET

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

DELETE	ADD	DESCRIPTION
BP/AR 0520.3	BP/AR 0520.3	Title I Program Improvement Districts Replace BP/AR. Updated policy and regulation contain new material for districts in Year 3 of Program Improvement. Policy describes district responsibilities in working with a district assistance and intervention team (DAIT) and reflects **NEW LAW** (AB 519) which requires the district to reserve program funding to cover the entire cost of the DAIT before using that funding for other reform activities. Updated regulation also revises section for Year 1-2 PI districts to reflect provisions of AB 519 which make certain requirements (items #3 and 5) contingent upon state funding.
AR 4112.23	AR 4112.23	Special Education Staff Replace AR. **MANDATED** regulation updated to reflect **NEW TITLE 5 REGULATIONS** which (1) expand the added authorizations available for special education credential holders, including an autism authorization, and (2) establish the special education limited assignment teaching permit which allows a special education credential holder to serve outside his/her specialty area while completing the coursework for an added authorization in special education or an additional full specialty area in another special education area. Regulation also reflects **NEW LAW** (AB 239) which authorizes holders of special education district internship credentials to provide classroom instruction to students with disabilities, not limited to students with mild and moderate disabilities. Material on caseloads expanded and moved into new section.
BP 5131	BP 5131	Conduct Revised BP Updated policy (item #3 definition of cyberbullying and section entitled "Bullying/Cyberbullying") reflects **NEW COURT DECISION** which held that a district may discipline a student for off-campus conduct that is brought to the attention of school officials when the conduct causes, or is likely to cause, a "substantial disruption" of school activities which is more than embarrassment or personality conflicts typical in schools.
BP 5141.6	BP 5141.6	School Health Services Replace BP Retitled policy adds language on needs assessment, contract with health professionals, funding, confidentiality, consent for services, fees for services, third-party reimbursements, and program evaluation.
AR 5144.1	AR 5144.1	Suspension and Expulsion/Due Process Replace AR. **MANDATED** regulation revised to reflect **NEW LAW** (AB 86) which adds bullying, including bullying by electronic means, to the list of reasons for which a student in grades 4-12 can be suspended or expelled, see item #18 in section entitled "Grounds for Suspension and Expulsion."

9.1.1

MANUAL MAINTENANCE GUIDESHEET

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

DELETE	ADD	DESCRIPTION
BP/AR 5145.12	BP/AR 5145.12	Search and Seizure Replace BP/AR. Revised policy includes new notes and text clarifying the legal standard for establishing reasonable suspicion for searching an individual student or his/her belongings, including the scope of the search and the standard for searching a student's personal mobile communications device. Policy also contains new note re: **NEW COURT DECISION** which details standards for determining whether a search is unconstitutional because it is overly intrusive and not limited in scope. Section in policy and regulation entitled "Use of Contraband Detection Dogs" contains new note and text re: separating students from their belongings. "Notifications" section in regulation updated to require notice of the district's canine detection program.
AR 6162.51	AR 6162.51	Standardized Testing and Reporting Program Replace AR. Updated regulation reflect **NEW LAW** (AB 519) which deletes the requirement for a nationally norm-referenced test (CAT6/Survey) in grades 3 and 7. Regulation also expands item #1 to include the augmented California Standards Test used in the Early Assessment Program for college readiness. Section on "Testing Period" revised to clarify that
AR 6162.52	AR 6162.52	High School Exit Examination Replace AR. Regulation updated to reflect **NEW LAW** (ABX4 2) which exempts, beginning with the 2009-10 school year, students with disabilities from the requirement to pass the exam as a condition of receiving a diploma. Regulation also revised to reflect **NEW TITLE 5 REGULATIONS** which (1) clarify that students in grade 12 who have not passed the exam may take the exam up to five times per school year, (2) authorize the district to provide students a testing variation where they are tested in a small group setting, and (3) revise the list of allowable test accommodations.

9.1.2

TITLE I PROGRAM IMPROVEMENT DISTRICTS

The Board of Trustees shall review and analyze the districtwide performance in making adequate yearly progress **(AYP)** toward student achievement standards, in accordance with criteria established by the State Board of Education. The Board's review shall include an evaluation of whether district improvement efforts are aligned and adequately focused on increasing achievement levels for all students. As necessary, the Board and the Superintendent shall take steps to improve district operations and programs to enable students to achieve proficiency.

(cf. 0500 - Accountability)
(cf. 6011 - Academic Standards)
(cf. 6162.51 - Standardized Testing and Reporting Program)

Early Warning Program

Whenever the district is provided early warning by the California Department of Education (CDE) that it is in danger of being identified for program improvement **(PI)** under the federal No Child Left Behind Act within two years, the Board shall determine whether to participate in the voluntary Early Warning Program. If the Board elects to participate in the program, the Superintendent or designee shall conduct a voluntary self-assessment using research-based criteria provided by the CDE and **may** revise the district's Title I **local educational agency (LEA)** plan based on the results of that assessment. (Education Code 52055.57)

(cf. 6171 - Title I Programs)

~~**Program Improvement**~~
Year 1-2 PI: Revision and Implementation of LEA Plan

In the event that the district is identified for PI by the CDE, the Superintendent or designee shall ~~administer,~~ **in accordance with law and administrative regulation, notify parents/guardians, administer** a district self-assessment process, and revise the LEA plan. (20 USC 6316; Education Code 52055.57)

The revised LEA plan or plan addendum shall be approved by the Board and submitted to the CDE. The Superintendent or designee shall regularly report to the Board regarding the implementation of the plan during Years 1 and 2 of the program.

The Superintendent or designee shall utilize available state and local resources to identify specific problems contributing to low student achievement and provide technical assistance and support to resolve those problems. He/she also shall work closely with individual school sites to raise student achievement in accordance with school plans.

(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)

TITLE I PROGRAM IMPROVEMENT DISTRICTS (continued)

Year 3 PI: Corrective Action

If the district does not make AYP after two years of receiving program funding, the Board shall cooperate with the Superintendent of Public Instruction (SPI) and the SBE in the identification and implementation of appropriate corrective actions.

The Board shall enter into a contract with a district assistance and intervention team (DAIT) whenever the SPI and SBE determine this to be the most appropriate corrective action. Upon receiving a report of recommendations from the DAIT: (Education Code 52055.57, 52059)

1. **The Board may, not later than 30 days after completion of the report, appeal to the SPI to be exempted from implementing one or more of the report's recommendations.**

2. **Not later than 60 days after completion of the report, the Board shall, at a regularly scheduled meeting, adopt the report recommendations, as modified by any exemptions granted by the SPI.**

The Superintendent or designee shall establish a district leadership team to collaborate with the DAIT in the development and implementation of an action plan to address high-priority needs. This team may include site and district administrators, teacher leaders, special education teachers, English learner experts, fiscal officers, and other key personnel, as appropriate.

The Board and the Superintendent or designee shall monitor the district's progress in implementing the DAIT's recommendations and shall continually use student performance data to determine whether additional district or school site changes are necessary to improve student achievement.

Legal Reference: (see next page)

TITLE I PROGRAM IMPROVEMENT DISTRICTS (continued)

Legal Reference:

EDUCATION CODE
52055.57-52055.59 Districts identified or at risk of identification for program improvement
52059 Statewide system of school support
UNITED STATES CODE, TITLE 20
6301 Title I program purpose
6311 Adequate yearly progress
6312 Local educational agency plan
6316 School and district improvement
6321 Fiscal responsibilities
CODE OF FEDERAL REGULATIONS, TITLE 34
200.13-200.20 Adequate yearly progress
200.30-200.35 Identification of program improvement schools
200.36-200.38 Notification requirements
200.52-200.53 District improvement

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Blueprint for District Assistance and Intervention, 2008
~~*2005 Accountability Progress Report Information Guide, August 2005*~~
2007Adequate Yearly Progress Report Information Guide, August 2007
A Training Guide for Local Educational Agencies and Schools: Program Improvement, September 2006
U.S. DEPARTMENT OF EDUCATION GUIDANCE
LEA and School Improvement Non-Regulatory Guidance, ~~*January 7, 2004*~~ *rev.* ***July 21, 2006***
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Program Improvement: http://www.cde.ca.gov/ta/ac/ti/programimprov.asp
U.S. Department of Education, No Child Left Behind: http://www.nclb.gov

TITLE I PROGRAM IMPROVEMENT DISTRICTS

~~**Program Improvement**~~
Year 1-2 Program Improvement (PI): Revision and Implementation of LEA Plan

Whenever the district is notified that it is identified for program improvement under the federal No Child Left Behind Act, the district shall complete all of the following actions:

1. Promptly notify parents/guardians of each district student regarding the district's program improvement status, the reasons for the identification, and how parents/guardians can participate in upgrading the quality of the district's programs. The notification shall be in a format and, to the extent practicable, in a language the parents/guardians can understand. (20 USC 6316)

2. Conduct a self-assessment using materials and criteria based on current research and provided by the California Department of Education (CDE)

3. **Contingent upon state funding, contract with a county office of education or another external entity, no later than 90 days after the district is identified for PI and after working with the County Superintendent of Schools, for both of the following purposes: (Education Code 52055.57)**
~~No later than 90 days after the district is identified for program improvement, contract with a county office of education, or another external entity, after working with the County Superintendent of Schools, for the following purposes:~~

   a. Verifying the fundamental teaching and learning needs in district schools as determined by the self-assessment and identifying the specific academic problems of low-achieving students, including a determination as to why the prior district Title I **local educational agency (LEA)** plan failed to result in increased student academic achievement

   b. Ensuring that the district receives intensive support and expertise to implement district reform initiatives in the Title I plan

4. Within three months after the district's identification for program improvement, the Superintendent or designee shall develop or revise the district's **LEA** ~~Title I~~ plan in consultation with parents/guardians, school staff, and others. This plan shall reflect the findings of the self-assessment and shall: (20 USC 6316; 34 CFR 200.52; Education Code 52055.57)

   a. Incorporate scientifically based research strategies that will strengthen the core academic program in district schools

   b. Identify actions that have the greatest likelihood of improving student achievement in meeting the state's academic achievement standards

9.1.6

TITLE I PROGRAM IMPROVEMENT DISTRICTS (continued)

c. Address the professional development needs of the instructional staff by committing to spending at least 10 percent of the district's allocation of Title I, Part A, funds for professional development

d. Include specific measurable achievement goals and targets for each of the student subgroups identified pursuant to 20 USC 6311, especially those that did not make adequate yearly progress

e. Address the fundamental teaching and learning needs in the district's schools and the specific academic problems of low-achieving students, including a determination of why the district's prior plan failed to bring about increased student academic achievement

f. Incorporate, as appropriate, student learning activities before school, after school, during the summer, and during any extension of the school year

(cf. 5148.2 – Before/After School Programs)
(cf. 6176 – Weekend/Saturday Classes)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)

g. Specify the responsibilities of the district and the state under the plan, including the district's fiscal responsibilities under 20 USC 6321 and the technical assistance to be provided by the state

h. Include strategies to promote effective parent/guardian involvement in district schools

5. **Contingent upon state funding,** After working with the County Superintendent of Schools or an external verifier contract with an external provider to provide support and implement recommendations to **assist the district in resolving** ~~resolve~~ shortcomings identified in the verified self-assessment. (Education Code 52055.57)

6. ~~The district shall~~ Implement the **LEA** ~~Title I~~ plan expeditiously, but not later than the beginning of the next school year after the school year in which the district administered the assessments that resulted in its **PI** identification ~~for program improvement.~~ (20 USC 6316; 34 CFR 200.52 E.C. 52055.57)

The district shall exit **PI** ~~program improvement~~ status when it makes AYP ~~adequate yearly progress~~ for two consecutive years.

9.1.7

TITLE I PROGRAM IMPROVEMENT DISTRICTS (continued)

Year 3 PI: Corrective Action

If the district fails to make adequate yearly progress by the end of the second year in program improvement, it shall be subject to corrective actions determined by the State Board of Education. (20 USC 6316; 34 CFR 200.53; Education Code 52055.57)

If the SBE takes any corrective action other than, or in addition to, the appointment of a district assistance and intervention team (DAIT), the Superintendent or designee shall appear before the SBE within Year 3 of PI to review the district's progress. The Superintendent or designee, the DAIT, and/or the County Superintendent shall provide testimony and written data sufficient for the SBE to determine whether an alternative corrective action is needed. (Education Code 52055.57)

SPECIAL EDUCATION STAFF

Any teacher assigned to serve students with disabilities shall possess an appropriate credential or other authorization that specifically authorizes him/her to teach students with that primary disability within the program placement recommended in the students' individualized education program (IEP). (5 CCR 80046.5, 80048.7)
~~Teachers assigned to serve students with disabilities shall possess the credential that authorizes them to teach the primary disability of the students within the program placement recommended in the student's individualized education program (IEP). (5 CCR 80046.5)~~

(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)
(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification of Individuals for Special Education)

Special education teachers who teach core academic subjects shall possess the qualifications required by the No Child Left Behind Act. (20 USC 1401, 6319, 7801; 34 CFR 200.55-200.57; 300.18; 5 CCR 6100-6126)

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

The Superintendent or designee may request the Commission on Teacher Credentialing (CTC) to issue a special education limited assignment teaching permit to authorize a qualified special education teacher, with his/her written consent, to serve outside the specialty area of his/her credential. In so doing, the district shall submit a Declaration of Need for Fully Qualified Educators that satisfies the requirements of 5 CCR 80026. If the teacher has not yet obtained permanent status, the Superintendent or designee shall assign one or more experienced educators in the special education subject area(s) of the permit, who have at least three years of full-time teaching experience in each of the subject area(s) of the permit, to provide guidance and assistance to the permit holder. (5 CCR 80027.1)

The district may employ a person with an appropriate district internship credential to provide classroom instruction to students with disabilities, provided he/she has met the subject matter requirement specified in Education Code 44325 and receives guidance, supervision, and professional development through an established district internship program. (Education Code 44325, 44326, 44830.3)

(cf. 4112.21 – Interns)

~~The Superintendent or designee shall ensure that caseloads for special education teachers are within the maximum caseloads established by law, collective bargaining agreements, and/or the comprehensive plan of the Special Education Local Plan Area (SELPA) in which the district participates.~~

(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4141/4241 - Collective Bargaining Agreement)

9.19

SPECIAL EDUCATION STAFF (continued)

Resource Specialists

The Board of Trustees shall employ certificated resource specialists to provide services which shall include, but not be limited to: (Education Code 56362)

1. Instruction and services for students whose needs have been identified in an individualized education program (IEP) and who are assigned to regular classroom teachers for a majority of the school day

   A student shall not be enrolled in a resource specialist program for a majority of a school day without approval by the student's IEP team.

2. Information and assistance to students with disabilities and their parents/guardians

3. Consultation with and provision of resource information and material regarding students with disabilities to their parents/guardians and other staff members

4. Coordination of special education services with the regular school programs for each student enrolled in the resource specialist program

5. Monitoring of student progress on a regular basis, participation in the review and revision of IEPs as appropriate, and referral of students who do not demonstrate sufficient progress to the IEP team

6. Emphasis at the secondary school level on academic achievement, career and vocational development, and preparation for adult life

The resource specialist program shall be directed by a resource specialist who is a credentialed special education teacher or who has a clinical services credential with a special class authorization, and who has three or more years of teaching experience, including both regular and special education teaching experience. (Education Code 56362)

Teachers of Students with Autism

A teacher whose preliminary Level I education specialist credential or other previously issued credential authorizes him/her to provide instruction to students with mild and moderate disabilities may be assigned to provide instruction to students with autism, provided that the teacher ~~consents to the assignment and~~ satisfies either of the following criteria prior to the assignment: (Education Code 44265.1)

The teacher has provided full-time instruction for at least one year prior to September 1, 2007, in a special education program that serves students with autism in accordance with their IEP and received a favorable evaluation or recommendation from the district or school to teach students with autism.

9.1.10

SPECIAL EDUCATION STAFF (continued)

2. **The teacher has completed a minimum of three semester units of coursework in the subject of autism offered by a regionally accredited institution of higher education.**

The Superintendent or designee shall report teachers assigned under the criteria specified in items #1 and 2 above to the county office of education as part of the annual assignment monitoring pursuant to Education Code 44258.9. (Education Code 44265.1)

The Superintendent or designee may employ and assign a teacher to provide instruction to students age 3-4 who are diagnosed with autism if the teacher holds a valid preliminary Level I or clear Level II education specialist credential, is authorized to provide instruction to students with autism, and satisfies either of the criteria listed in items #1 and 2 above, except that the prior service shall have been with autistic students age 3-4 or the completed coursework shall have been in the subject of special education related to early childhood education. (Education Code 44265.2)

Verification of experience or coursework for any teacher of autistic students shall be maintained on file in the district or school office. (Education Code 44265.1, 44265.2)

No resource specialist shall have a caseload which exceeds 28 students. As necessary and with the agreement of the resource specialist, the Board may request a waiver from the State Board of Education to increase the caseload to no more than 32 students, provided that an individual resource specialist does not have a caseload exceeding 28 students for more than two school years and has the assistance of an instructional aide at least five hours daily during the period of the waiver. (Education Code 56362; 5 CCR 3100)

(cf. 1431 - Waivers)

The average caseload for language, speech, and hearing specialists shall not exceed 55 cases unless otherwise specified and reasons stated in the SELPA plan. The maximum caseload for speech and language specialists exclusively serving children with disabilities age 3-5 shall not exceed 40. (Education Code 56363.3, 56441.7)

Resource specialists shall not simultaneously be assigned to serve as resource specialists and to teach regular classes. (Education Code 56362)

Legal Reference: (see next page)

9.1.11

SPECIAL EDUCATION STAFF (continued)

Legal Reference:

EDUCATION CODE
44250-44279 Credentials, especially:
44256 Credential types, specialist instruction
44258.9 Assignment monitoring
44265 Special education credential
44325-44329.5 District interns
56000-56865 Special education, especially:
56195.8 Adoption of policies
56361 Program options
56362 Resource specialist program, contents, direction; resource specialists, case-loads, assignments, instructional aide; pupil enrollment
~~*56362.1 Caseload*~~
56362.5 Resource specialist certificate of competence
~~*56362.7 Bilingual-crosscultural certificate of assessment competence*~~
56363.3 Average caseload limits
~~*56441.7 Maximum caseload (programs for individuals with exceptional needs between the ages of three and five inclusive)*~~
CODE OF REGULATIONS, TITLE 5
3051.1 Language, speech and hearing development and remediation; appropriate credential
3100 Waivers of maximum caseload for resource specialists
6100-6126 Teacher qualifications, No Child Left Behind Act
80026 Declaration of need for fully qualified educators
80027.1 Special education limited assignment teaching permit
80049-80046.1 Adapted physical education specialist
80046.5 Credential holders authorized to serve students with disabilities
80048-80048.6 Credential requirements and authorizations
80070.1-80070.8 Resource specialist certificate of competence
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act, especially:
1401 Definition of highly qualified special education teacher
6319 Highly qualified teachers
7801 Definitions, highly qualified teacher
CODE OF FEDERAL REGULATIONS, TITLE 34
200.55-200.57 Highly qualified teachers
300.8 Definition of autism
~~*200.61 Parent notification regarding teacher qualifications*~~
300.18 Highly qualified special education teachers
300.156 Special education personnel requirements

Management Resource: (see next page)

9.1.12

SPECIAL EDUCATION STAFF (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Handbook on Developing and Implementing Early Childhood Special Education Programs and Services, 2001

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

09-16 Approval of Additions to Title 5 Regulations Pertaining to Added Authorizations in Special Education, July 23, 2009

09-15 Approval of Amendments to Title 5 Regulations Pertaining to General and Special Education Limited Assignment Teaching Permits, July 23, 2009

08-13 Alternative Route to Provide Special Education Services to Students with Autism Ages Three and 4, October 9, 2008

08-10 Alternative Route to Provide Special Education Services to Students with Autism, July 7, 2008

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Standards of Quality and Effectiveness for Education Specialist Credential Programs (including University Internship Options) and Clinical Rehabilitative Services Programs, 1996

WEB SITES

California Association of Resource Specialists and Special Education Teachers: http://www.carsplus.org

California Speech-Language-Hearing Association: http://www.csha.org

Commission on Teacher Credentialing: http://www.ctc.ca.gov

CONDUCT

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. ~~On school grounds and at school activities,~~ Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program **while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.**

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards their teachers, other staff, students and volunteers.

(cf. 5131.1 - Bus Conduct)
(cf. 5137 - Positive School Climate)

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations.

Students and parents/guardians shall be notified of district and school rules related to conduct and shall receive regular instruction regarding these rules.

Prohibited student conduct includes but is not limited to:

1. ~~Behavior~~ **Conduct** that endangers staff and/or students

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)
(cf. 5142 - Safety)

2. Behavior that disrupts the orderly classroom or school environment

(cf. 5131.4 - Student Disturbances)

3. **Harassment or bullying of students or staff, including, but not limited to, cyberbullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption, in accordance with the section entitled "Bullying/Cyberbullying" below**

   Cyberbullying **includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.**

9.1.14

CONDUCT (continued)

~~Harassment of students or staff, including bullying, intimidation, hazing, or initiation activity or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering~~

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

4. Damage to or theft of property belonging to the district, staff or students

(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5131.5 - Vandalism, Theft and Graffiti)

5. Possession, use, **being under the influence of** or sale of alcohol, tobacco or other drugs

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)

6. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27)

Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.

7. Profane, vulgar or abusive language

(cf. 5145.2 - Freedom of Speech/Expression)

8. Plagiarism or dishonesty in school work or on tests

(cf. 5131.9 - Academic Honesty)
(cf. 6162.54 - Test Integrity/Test Preparation)
(cf. 6162.6 - Use of Copyrighted Materials)
(cf. 6163.4 - Student Use of Technology)

9. Inappropriate ~~dress~~ **attire**

(cf. 5132 - Dress and Grooming)

10. Tardiness ~~and~~ **or** unexcused absence from school

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Truancy)

9.1.15

CONDUCT (continued)

11. Failure to remain on school premises in accordance with school rules

(cf. 5112.5 - Open/Closed Campus)

Possession of Cellular Phones and Other Personal Electronic Signaling Devices

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Students may possess or use personal electronic signaling devices, including but not limited to pagers, beepers, ~~and~~ cellular/digital telephones, **laptop computer and PDA's, provided that such devices are turned off at any time directed by a district employee and provided that such devices do not disrupt the educational program or school activity and are not illegal or unethical activities such as cheating on assignments or tests.**

~~Permitted devices shall:~~

~~1. Be turned off during class time and at any other time directed by a district employee~~

~~2. Not disrupt the educational program or school activity~~

If a disruption occurs, **or a student uses any mobile communication device for improper activities,** the employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian.

In accordance with BP/AR 5145.12 - Search and Seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

(cf. 5145.12 - Search and Seizure)

Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to and from a school-related activity.

A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events **and/or may be subject to further discipline in accordance with Board policy and administrative regulation.**

9.1.16

CONDUCT (continued)

Bullying/Cyberbullying

The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct.

(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 6164.2 - Guidance/Counseling Services)

The district may provide students with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying.

(cf. 1220 - Citizen Advisory Committees)
(cf. 6163.4 - Student Use of Technology)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians, students, and community members also may be provided with similar information.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 5136 - Gangs)

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of

9.1.17

CONDUCT (continued)

use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Enforcement of Standards

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion or transfer to alternative programs in accordance with Board policy and administrative regulation. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance. **The Superintendent or designee shall notify law enforcement as appropriate.**

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6020 - Parent Involvement)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination
32261 Bullying
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
44807 Duty concerning conduct of students
48900-48925 Suspension or expulsion, especially:
48908 Duties of students
51512 Prohibition against electronic listening or recording device in classroom without permission
CIVIL CODE
1714.1 Liability of parents and guardians for willful misconduct of minor
PENAL CODE
288.2 Harmful matter with intent to seduce

Legal Reference: (see next page)

9.1.18

CONDUCT (continued)

Legal Reference: (continued)

313 Harmful matter
~~*245.6 Hazing*~~
417.25-417.27 Laser scope
647 Use of comera or other instruction to invade person's privacy ; misdemeanor
647.7 Use of camera or other instrument to invade person's privacy ; punishment
653.2 Electronic communication devices, threats to safety
VEHICLE CODE
23124 Use of cellular phones provisional license holders
CODE OF REGULATIONS, TITLE 5
300-307 Duties of pupils
UNITED STATES CODE, TITLE 42
2000h-2000h6 Title IX, 1972 Education Act Amendments
UNITED STATES CODE, TITLE 47
254 Universal service discounts (e-rate)
COURT DECISIONS
J.C. v. Beverly Hills Unified School District, 2009 (CV 08-03824 SVW)
LaVine v. Blaine School District, (2000, 9th Cir.) 257 F.3d 981
Emmett v. Kent School District No. 415, (2000) 92 F.Supp. 1088
Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675
Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

Management Resources:

CSBA PUBLICATIONS
~~*Protecting Our Schools: Board of Trustees Strategies to Combat School Violence, 1999*~~
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
~~*Preventing Bullying: A Manual for Schools and Communities, 1998*~~
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Bullying at School, 2003
NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS
Digital Discipline: Off-Campus Student Conduct, the First Amendment and Web Sites, School Law in Review, 2001
NATIONAL SCHOOL SAFETY CENTER PUBLICATIONS
Bullying in School: Fighting the Bullying Battle, 2006
WEB SITES
~~*California Department of Education, Safe Schools and Violence Prevention Office: http://www.cde.ca.gov/spbranch/safety*~~
CSBA: http://www.csba.org
California Cybersafety for Children: http://www.cybersafety.ca.gov
California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss
Center for Safe and Responsible Internet Use: http://cyberbully.org
National School Boards Association: http://www.nsba.org
National School Safety Center: http://www.schoolsafety.us
U.S. Department of Education: http://www.ed.gov

STUDENT HEALTH AND SOCIAL SERVICES

The Board of Trustees recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health and social services. The Board desires to collaborate with local and state health, mental health and social service providers in order to offer integrated services at or near district schools. The district may provide preventive, diagnostic, therapeutic and/or rehabilitative health services on an outpatient basis at school sites.

(cf. 1020 - Youth Services)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.24 - Specialized Health Care Services)
(cf. 5141.26 - Tuberculosis Testing)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Child Health and Disability Prevention Program)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education under Section 504)

The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.

(cf. 1020 - Youth Services)
(cf. 3312 - Contracts)

Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

(cf. 1260 - Educational Foundation)
(cf. 3100 - Budget)
(cf. 7000 - Facilities Master Plan)

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, programs that address nutrition and physical fitness, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, counselors, other staff, and parents/guardians.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 6142.7 - Physical Education)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6164.2 - Counseling/Guidance Services)

9.1.20

STUDENT HEALTH AND SOCIAL SERVICES (continued)

Consent and Confidentiality

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929 or other applicable laws.

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

(cf. 5125 - Student Records)

Payment/Reimbursement for Services

The Board desires that costs not be a barrier to student access to services. Services may be provided free of charge or on a sliding scale in accordance with law.

The Superintendent or designee shall establish procedures for billing public and private insurance programs and other applicable programs for reimbursement of services as appropriate.

The district shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements and seek reimbursement of costs to the extent allowed by law.

To further encourage students' access to health care services, the Superintendent or designee shall develop and implement strategies for outreach and enrollment of eligible students from low- to moderate-income working families in affordable, comprehensive state or federal health coverage programs and local health initiatives. **Such strategies may include, but not be limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law and providing students and parents/guardians with information about the low-cost Healthy Families insurance program.**

(cf. 3553 - Free and Reduced Price Meals)

Legal Reference: (see next page)

9.1.21

STUDENT HEALTH AND SOCIAL SERVICES (continued)

Management Resources:

CSBA PUBLICATIONS

Expanding Access to School Health Services: Policy Considerations for Governing Boards, Policy Brief, November 2008

Promoting Oral Health for California's Student: New Role, New Opportunities for Schools, Policy Brief, November 2008

Providing School Health Services in California: Perceptions, Challenges and Needs of District Leadership Teams, 2008

DEPARTMENT OF HEALTH SERVICES PUBLICATIONS

Medi-Cal Provider Manual

California School-Based Medi-Cal Administrative Activities Manual

DEPARTMENT OF HEALTH SERVICES POLICY LETTERS

00-06 Managed Care Plan Relationships with Local Education Agency Providers, December 11, 2000

NATIONAL ASSEMBLY ON SCHOOL-BASED HEALTH CARE PUBLICATIONS

A Guidebook for Evaluating School-Based Health Centers

NATIONAL CENTER FOR YOUTH LAW PUBLICATIONS

Minor Consent, Confidentiality, an Child Abuse Reporting in California, October 2006

WEB SITES

CSBA: http://www.csba.org

CSBA, PractiCal Program: http//www.csba.org/Services/Services/DistrictServices/PractiCAl.aspx

California County Superintendents Educational Services Association: http://www.ccsesa.org

California Department of Education, Health Services and School Nursing: http://www.cde.ca.gov/ls/he/hn

California Department of Health Care Services: http://www.dhcs.ca.gov

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

California School Health Centers Association: http://www.schoolhealthcenters.org

California School Nurses Organization: http://www.csno.org

Center for Health and Health Care in Schools: http://www.healthinschools.org

Centers for Disease Control and Prevention, School Health Policies and Programs (SHPPS) Study: http://www.cdc.gov/HealthyYouth/shpps

Centers for Medicare and Medicaid Services: http://www.cms.hhs.gov

Healthy Families Program: http://www.healthyfamilies.ca.gov

National Assembly on School-Based Health Care: http://www.nasbhc.org

National Center for Youth Law: http://www.youthlaw.org

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

~~*CSBA, Medi-Cal Services Program: http://www.csba.org/ds/medi_cal.htm*~~

~~*Centers for Medicare and Medicaid Services: http://www.cms.hhs.gov*~~

~~*Healthy Families Program: http://www.healthyfamilies.ca.gov*~~

~~*Department of Health Services, LEA Medi-Cal Billing Option: http://www.dhs.ca.gov/lea*~~

~~*Department of Health Services, Administrative Activities Operations: http://www.dhs.ca.gov/maa*~~

STUDENT HEALTH AND SOCIAL SERVICES (continued)

Legal Reference:

EDUCATION CODE
8800-8807 Healthy Start support services for children
49073-49079 Privacy of student records
49423.5 Specialized physical health care services
49557.2-49558 Eligibility for free and reduced-price meals; sharing information with Medi-Cal
FAMILY CODE
6920-6929 Consent by minor for medical treatment
GOVERNMENT CODE
95020 Individualized family service plan
HEALTH AND SAFETY CODE
121020 HIV/AIDS testing and treatment; parental consent for minor under age 12
123110 Minor's right to access health records
123115 Limitation on parent/guardian access to minor's health records
123800-123995 California Children's Services Act
124025-124110 Child Health and Disability Prevention Program
124172-124174.5 Public School Health Center Support Program
130300-130317 Health Insurance Portability and Accountability Act (HIPAA)
WELFARE AND INSTITUTIONS CODE
14059.5 Definition of "medically necessary"
14100.2 Confidentiality of Medi-Cal information
14115 Medi-Cal claims process
14124.90 Third-party health coverage
14132.06 Covered benefits; health services provided by local educational agencies
14132.47 Administrative claiming process and targeted case management
CODE OF REGULATIONS, TITLE 10
2699.6500-2699.6815 Healthy Families Program
CODE OF REGULATIONS, TITLE 17
2951 Testing standards
6800-6874 Child Health and Disability Prevention Program
CODE OF REGULATIONS, TITLE 22
51009 Confidentiality
51050-51190.5 Definitions of Medi-Cal providers and services
51200 Requirements for providers
51231.2 Wheelchair van requirements
51270 Local educational agency provider; conditions for participation
51304 Limitations on specified benefits
51309 Psychology, physical therapy, occupational therapy, speech pathology, audiological services
51323 Medical transportation services
51351 Targeted case management services
51360 Local educational agency; types of services
51491 Local educational agency eligibility for payment
51535.5 Reimbursement to local educational agency providers
UNITED STATES CODE, TITLE 20
1232g Family Educational and Privacy Rights Act (FERPA)
UNITED STATES CODE, TITLE 42
1320c-9 Prohibition against disclosure of records
1397aa-1397jj State Children's Health Insurance Program
CODE OF FEDERAL REGULATIONS, TITLE 42
431.300 Use and disclosure of information on Medicaid applicants and recipients

CODE OF FEDERAL REGULATIONS, TITLE 45
164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

9.1.23

SUSPENSION AND EXPULSION/DUE PROCESS

Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Board of Trustees for students of the same grade level

2. Referral to a certificated employee designated by the principal to advise students

3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(s))

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. (Education Code 48900.1, 48980)

(cf. 5144 - Discipline)
(cf. 5145.6 - Parental Notifications)

9.1.24

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Grounds for Suspension and Expulsion

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a))

   A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(s))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))

(cf. 5131 - Conduct)
(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage, or intoxicant. (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))

7. Stole or attempted to steal school property or private property. (Education Code 48900(g))

9.1.25

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))

(cf. 5131.62 – Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))

10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 – Student Disturbances)

12. Knowingly received stolen school property or private property. (Education Code 48900(l))

13. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))

15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))

17. Engaged in, or attempted to engage in, hazing as defined in Penal Code 245.6. (Education Code 48900(q))

9.1.26

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Hazing **mean a method of initiation or preinitiation into a student organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school- sanctioned events. (Education Code 48900(q))**

~~18. Engaged in act of bullying, including electronic bullying. (Education Code 48900(r))~~

18. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A *terrorist threat* includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of $1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

~~19. Aiding and abetting the infliction of physical injury on another person. (Education Code (48900(t))~~

19. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment **means that conduct, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)**

(cf. 5145.7 - Sexual Harassment)

20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence **means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. (Education Code 233; Penal Code 422.55)**

(cf. 5145.9 - Hate-Motivated Behavior)

9.1.27

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

~~20. Causing or attempting to cause damage to school property, stealing or attempting to steal school property including computer information. (Education Code 48900(u)~~

21. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

22. Engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel. (Education Code 48900(r))

    Bullying means one or more acts by a student or group of students that constitutes sexual harassment pursuant to Education Code 48900.2, as defined in item #19 above; hate violence pursuant to Education Code 48900.3, as defined in item #20 above; or harassment, threats, or intimidation pursuant to Education Code 48900.4, as defined in item #21 above. (Education Code 32261)

    Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. (Education Code 32261)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

1. While on school grounds

2. While going to or coming from school

3. During the lunch period, whether on or off the school campus

(cf. 5112.5 – Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

(cf. 5131.1 – Bus Conduct)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under this administrative regulation, including, but not limited to, counseling and an anger management program. (Education Code 48900(r))

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5113.1 – Truancy)

Alternatives to suspension or expulsion shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Truancy)

Removal from Class by a Teacher/Parental Attendance

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

A teacher also may refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal. (Education Code 48910)

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

9.1.29

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Pursuant to Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date

2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student

3. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1

Suspension by Superintendent, Principal or Principal's Designee

The Superintendent, principal or principal's designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

2. Brandishing a knife, as defined in Education Code 48915(g), at another person

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above

5. Possession of an explosive as defined in 18 USC 921

   Explosive **means a** ***destructive device*** **and includes, but is not limited to, any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device. A** ***destructive device*** **includes any other type of weapon (except a shotgun or shotgun shell recognized**

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

by the United States Secretary of Army as suitable for sporting purposes) which might be converted to project an explosive. (18 USC 921)

Suspension also may be imposed upon a first offense if the Superintendent, principal or designee determines that the student violated items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48911, 48912)

(cf. 6184 – Continuation Education)

The Superintendent or designee may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Suspensions shall be initiated according to the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the principal, designee, or the Superintendent with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; the student shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

   This conference may be omitted if the principal, designee, or the Superintendent determines that an emergency situation exists. An emergency situation involves a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee.

9.1.31

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

   This notice shall state the specific offense committed by the student. (Education Code 48900.8)

   In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)

   While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911(g))

   Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Suspension by the Board

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above and within the limits specified in "Suspension by Superintendent, Principal or Principal's Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold closed sessions if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by certified mail. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

Supervised Suspension Classroom

Students for whom an expulsion action has not been initiated and who pose no imminent danger or threat to the school may be assigned to a separate, supervised suspension classroom for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.

2. The student shall have access to appropriate counseling services.

3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.

4. Each student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

Authority to Expel

A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion."

The Board may also order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on either or both of the following finding(s): (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct

2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

Mandatory Recommendation for Expulsion

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal or the Superintendent or designee shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense

2. Possession of any knife as defined in Education Code 48915(g), explosive, or other dangerous object of no reasonable use to the student

3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis

4. Robbery or extortion

5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Mandatory Recommendation and Mandatory Expulsion

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

2. Brandishing a knife as defined in Education Code 48915(g) at another person

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above

5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

Student's Right to Expulsion Hearing

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing

2. Have up to two adult support persons of his/her choosing present in the hearing at the time he/she testifies

3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing.

2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.

3. A copy of district disciplinary rules which relate to the alleged violation.

4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney advisor.

   Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

   Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing.

7. The opportunity to confront and question all witnesses who testify at the hearing.

8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

Conduct of Expulsion Hearing

1. **Closed Session:** Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

   Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session. (Education Code 48918(c))

   If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including but not limited to videotaped deposition or contemporaneous examination in

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20 (Education Code 48918(i))

   Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

   If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

   Findings of fact shall be based solely on the evidence at the hearing. While no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

   a. Any complaining witness shall be given five days' notice before being called to testify.

   b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony.

   c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.

   d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.

   e. If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5.

   f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

   g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.

      (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

      (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.

9.1.39

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

(3) The person conducting the hearing may:

(a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness

(b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours

(c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. **Decision Within 10 School Days:** The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

7. **Decision Within 40 School Days:** If the Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918(d))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures as apply to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing." (Education Code 48918(d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers and with the student's parent/guardian. (Education Code 48918(e))

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year. (Education Code 48917)

The Board shall make its decision about the student's expulsion within 40 school days after the date of the student's removal from school unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during the summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review as well as assessment of the student at the time of review for readmission

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, and other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed in Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915 (Education Code 48900.8)

2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)

3. Notice of the right to appeal the expulsion to the County Board of Education (Education Code 48918)

4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)

5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision Not to Enforce Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion, the Board shall take into account the following criteria:

1. The student's pattern of behavior

2. The seriousness of the misconduct

3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

In cases of mandatory expulsion, the enforcement of an expulsion order shall not be suspended.

The suspension of the enforcement of an expulsion shall be governed by the following: (Education Code 48917)

9.1.42

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program.

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.

3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct.

4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.

5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings.

6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board of Education. (Education Code 48918(j)).

7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board of Education.

Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board of Education. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion action is suspended and the student is placed on probation. (Education Code 48919)

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board of Education. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

9.1.43

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Notifications to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. **In addition, law enforcement authorities shall be notified regarding any acts by students or nonstudents regarding the** ~~or~~ possession, **sale, or furnishment** of ~~weapons or~~ firearms, **explosives, or dangerous weapons** in violation of **Education Code 48900(c)(1) or (5) or** Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

Post-Expulsion Placements

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems

2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site

3. Not housed at the school site attended by the student at the time of suspension

(cf. 6158 – Independent Study)
(cf. 6185 - Community Day School)

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6-13 and #18-21 under "Grounds for Suspension and Expulsion" above may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

9.1.44

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

Readmission After Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)

2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.

3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.

4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding re-admission.

5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)

6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)

7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

Maintenance of Records

The Board shall maintain a record of each expulsion, including the specific cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon receipt of a written request by the admitting school. (Education Code 48900.8, 48918(k))

9.1.45

SUSPENSION AND EXPULSION/DUE PROCESS (continued)

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5125 - Student Records)

Outcome Data

The Superintendent or designee shall maintain the following data: (Education Code 48900.8, 48916.1)

1. The number of students recommended for expulsion
2. The specific grounds for each recommended expulsion
3. Whether the student was subsequently expelled
4. Whether the expulsion order was suspended
5. The type of referral made after the expulsion
6. The disposition of the student after the end of the expulsion period

Student

SUSPENSION AND EXPULSION/DUE PROCESS

PLEASE SEE DISTRICT MATERIAL IN THE DISTRICT OFFICE FOR ATTACHMENT #1, ADMINISTRATIVE GUIDELINES

9.1.47

WESTERN PLACER UNIFIED SCHOOL DISTRICT

ATTACHMENT #1

ADMINISTRATIVE GUIDELINES
SUSPENSION AND EXPULSION

Offense – Ed Code #48900	MINIMUM CONSEQUENCE	MAXIMUM CONSEQUENCE
48900 (a)(1) – Caused, attempted to cause, or threatened to cause physical injury to another (mutual combat), or 48900 (a)(2) – Willfully used force or violence upon the person of another, except in self-defense	1-5 day suspension. Parent conference, or 1-5 day suspension &/or Saturday School, parent conference, police report, or 1-5 day suspension, recommendations for expulsion, police report.	5 day suspension &/or recommendation for expulsion.
48900 (b) – Possession, sold, or furnished any firearm, knife, explosives, firecrackers or other dangerous object.	1-3 day suspension &/or Saturday School, confiscation, police report, or 5-day suspension, confiscation, police report, recommendation for expulsion.	3-5 day suspension, &/or Saturday School, confiscation, police report & recommendation for expulsion, or 5-day suspension, confiscation, police report, recommendation for expulsion.
48900 (c) – Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health & Safety Code, an alcoholic beverage, or intoxicant of any kind.	3-5 day suspension &/or Saturday School, police report, possible recommendation for expulsion.	5-day suspension, confiscation, police report, recommendation for expulsion.
48900 (d) – Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or any intoxicant, or an intoxicant of any kind, and the either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.	3-5 suspension, &/or Saturday School, police report, possible recommendation for expulsion.	5-day suspension, &.or Saturday School, police report, recommendation for expulsion.
48900 (e) – Committed attempted to commit robbery or extortion.	3-5 Day suspension, &/or Saturday School, police report, restitution, possible recommendation for expulsion.	5-day suspension, &/or Saturday School, police report, restitution, recommendation for expulsion.

9.1.48

ADMINISTRATIVE GUIDELINES
SUSPENSION AND EXPULSION

Offense – Ed Code #48900	MINIMUM CONSEQUENCE	MAXIMUM CONSEQUENCE
48900 (f) – Caused or attempted to cause damage to school property or private property.	Alternative means of correction, 1-3 days suspension, police report, restitution, possible withholding of school records	5-day suspension, restitution, police report, recommendation for expulsion.
48900 (g) – Stolen or attempted to steal school property or private property.	Alternative means of correction, 1-3 days suspension, &/or Saturday School, police report, restitution, possible recommendation for expulsion.	5-day suspension, &/or Saturday School, restitution, police report, recommendation for expulsion.
48900 (h) – Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, snuff, chew products, and betel.	Alternative means of correction, 1-3 days suspension, &/or Saturday School, confiscation.	3-5 day suspension, &/or Saturday School, confiscation.
48900 (i) – Committed an obscene act or engaged in habitual profanity.	1-3 days suspension, &/or Saturday School, or alternative means of correction.	1-56 day suspension &/or Saturday School.
48900 (j) – Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health & Safety Code	3-5 day suspension, &/or Saturday School, report to police.	5-day suspension, recommendation for expulsion.
48900 (k) – Disrupted school activities or otherwise willfully defied the valid authority of supervisions, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.	Alternative means of correction, 1-3 days suspension, &/or Saturday School.	3-5 days suspension &/or Saturday School
48900 (l) – Knowingly received stolen property or private property	3-5 days suspension, &/or Saturday School, report to police.	5-day suspension and recommendation for expulsion.
48900 (m) – Possessed and imitation firearm, i.e. replica of a firearm that it is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.	3-5 day suspension, report to police.	5-day suspension & recommendation for expulsion.

9.1.49

ADMINISTRATIVE GUIDELINES
SUSPENSION AND EXPULSION

Offense – Ed Code #48900	MINIMUM CONSEQUENCE	MAXIMUM CONSEQUENCE
48900 (n) – Committed or attempted to commit a sexual assault as defined in Section 261, 26c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243,4 of the Penal Code.	3-5 day suspension, report to police.	5-day suspension, recommendation for expulsion.
48900 (o) – Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary proceeding.	3-5 day suspension, report to police.	5-day suspension, recommendation for expulsion.
48900 (p) – Unlawfully offered arranged to sell, negotiate to sell, or sold the prescription drug soma.	3-5 day suspension, confiscation, report to police.	5-day suspension, police report, recommendation for expulsion.
48900 (q) – Engaged in, or attempted to engage in, hazing as defined in E.C. 48900(q)	3-5 day suspension	5-day suspension, recommendation for expulsion.
48900 (r) – Aiding and abetting the infliction of physical injury on another person.	3-5 day suspension, report to police.	5-day suspension, recommendation for expulsion.
48900 (t) – Aided and/or abetted the infliction of physical injury on another person.	3-5 day suspension, police report possible recommendation for expulsion.	5-day suspension, police report, recommendation for expulsion.
48900 (.2) – Committed sexual harassment (Grades 4-12).	3-5 day suspension, police report, possible recommendation for expulsion.	5-day suspension, police report, recommendation for expulsion.
48900 (.3) – Attempted, threatened, caused, or participated in hate violence (Grades 4-12).	3-5 days suspension, police report, possible recommendation for expulsion.	5-day suspension, police report, recommendation for expulsion.
48900 (.4) – Created an intimidating or hostile environment (Grades 4-12). (Against school/district employees or pupils).	3-5 days suspension, police report, possible recommendation for expulsion	5-day suspension, police report, recommendation for expulsion.
48900 (.7) Made terrorist treat against school officials and/or property.	3-5 days suspension, police report, possible recommendation for expulsion	5-day suspension, police report, recommendation for expulsion.
OFFENSE ED. CODE #48915 (a) QUASI MANDATORY EXPULSION RECOMMENDATION	**MINIMUM CONSEQUENCE**	**MAXIMUM CONSEQUENCE**
48915 (a.1) – Causing serious injury to another person, except in self-defense	3-5 day suspension, police report, possible recommendation for expulsion.	5-day suspension, expulsion recommendation.
48915 (a.2) – Possession of knife or dangerous object	3-5 day suspension, police report, possible recommendation for expulsion.	5-day suspension, expulsion recommendation.

9.1.50

ADMINISTRATIVE GUIDELINES
SUSPENSION AND EXPULSION

OFFENSE ED. CODE #48915 **(a) QUASI MANDATORY EXPULSION RECOMMENDATION**	**MINIMUM CONSEQUENCE**	**MAXIMUM CONSEQUENCE**
48915 (a.3) – Possession of a controlled substance.	3-5 day suspension, police report, possible recommendation for expulsion.	5-day suspension, expulsion recommendation.
48915 (a.4) – Robbery of extortion	3-5 day suspension, police report, possible recommendation for expulsion.	5-day suspension, expulsion recommendation.
48915 (a.5) – Assault or battery upon any school employee	3-5 day suspension, police report, possible recommendation for expulsion.	5-day suspension, expulsion recommendation.
OFFENSE ED. CODE #48917 **(c) MANDATORY EXPULSION RECOMMENDATION**	**MINIMUM CONSEQUENCE**	**MAXIMUM CONSEQUENCE**
48915 (c.1) – Sale, possession or furnishing a firearm.	N/A	Mandatory recommendation for expulsion
48915 (c.2) – Brandishing a knife at another person	N/A	Mandatory recommendation for expulsion
48915 (c.3) – Selling a controlled substance	N/A	Mandatory recommendation for expulsion
48915 (c.4) – Sexual assault of sexual battery	N/A	Mandatory recommendation for expulsion
48915 (c.5) – Possession of explosives	N/A	Mandatory recommendation for expulsion

9.1.S1

SEARCH AND SEIZURE

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. ~~As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items.~~

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department)
(cf. 5131 - Conduct)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Board of Trustees requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5145.3 - Nondiscrimination/Harassment)

Individual Searches

School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school. **Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.**

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

9.1.52

SEARCH AND SEIZURE (continued)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

(cf. 5145.11 - Questioning and Apprehension)

Student Lockers/Desks

The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Because lockers and desks are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

Use of Metal Detectors

The Board believes that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board also believes that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff.

~~The Superintendent or designee shall establish procedures that ensure that metal detector searches are conducted in a consistent manner that minimizes or eliminates arbitrary and capricious enforcement by school officials.~~

The Superintendent or designee shall use metal detectors at district schools as necessary to help provide a safe learning environment. He/she shall establish a plan to ensure that metal detector searches are conducted in a uniform and consistent manner.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Use of ~~Drug~~ *Contraband*-Detection Dogs

In an effort to keep the schools free of drugs, the district may use specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law

9.1.53

SEARCH AND SEIZURE (continued)

or Board policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. **Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.** ~~as long as they are not allowed to sniff within the close proximity of any students.~~

(cf. 5131.6 - Alcohol and Other Drugs)

Legal Reference:

EDUCATION CODE
32280-32288 School safety plans
35160 Authority of governing boards
35160.1 Broad authority of school districts
48900-48927 Suspension and expulsion
49050-49051 Searches by school employees
49330-49334 Injurious objects
PENAL CODE
626.9 Firearms
626.10 Dirks, daggers, knives or razor; ~~*bringing into or possession of upon or within public school ground; exception*~~
CALIFORNIA CONSTITUTION
Article I, Section 28(c) Right to Safe Schools
COURT DECISIONS
Redding v. Safford Unified School District, (9th Cir. 2008) 531 F.3d 1071
B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260
Jennings v. Joshua Independent School District, (5th Cir. 1989) 877 F.2d 313
O'Connor v. Ortega, (1987) 107 S.Ct. 1492
New Jersey v. T.L.O., (1985) 469 U.S. 325
Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470
Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662
ATTORNEY GENERAL OPINIONS
83 Ops.Cal.Atty.Gen. 257 (2001)
75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS
The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999
WEB SITES
CSBA: http://www.csba.org
California Attorney General's Office: http://caag.state.ca.us
~~*CDE, Safe Schools and Violence Prevention Office: http://www.cde.ca.gov/spbranch/safety*~~
California Department of Education, Safe Schools: http://www.cde.ca.gov/ls/ss
National Institute of Justice: http://www.ojp.usdoj.gov/nij

SEARCH AND SEIZURE

Use of Metal Detectors

The following procedures shall be followed when making metal detector scans:

1. Before walk-through, students shall be asked to empty their pockets of metallic objects.

2. If an initial activation occurs, students shall be asked to remove other metallic objects they may be wearing (e.g., belt and jewelry) and to walk through a second time.

3. If a second activation occurs, a hand-held metal detector shall be used.

4. If the activation is not eliminated or explained, staff shall escort the student to a private area.

5. In the private area, an expanded search shall be conducted by a staff member of the same gender as the student, in the presence of another district employee.

6. The search shall be limited to the detection of ~~weapons.~~ **the cause of the activation.**

Use of ~~Drug-~~*Contraband* Detection Dogs

Contraband ~~Drug~~-detection dogs shall not be used in **classrooms or other district facilities when the** rooms **are** occupied by persons except for demonstration purposes, with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual.

Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the **inspection** ~~search~~. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection.

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Notifications

At the beginning of each school year and **upon enrollment,** ~~whenever students are assigned lockers, desks or other district property,~~ the Superintendent or designee shall inform students and parents/guardians of the possibility of random searches of students, their belongings and district properties under their control.

9.1.55

SEARCH AND SEIZURE (continued)

Upon enrollment and at the beginning of each school year, students and parents/guardians shall receive notice that the district uses metal detector scans as part of its program to promote safety and deter the presence of weapons. Signs shall be posted at all schools at which metal detectors are to be used to explain that anyone may be scanned by metal detector for guns, knives or other illegal weapons when on campus or attending athletic or extracurricular events.

STANDARDIZED TESTING AND REPORTING PROGRAM

~~The district shall administer the following assessments in the Standardized Testing and Reporting (STAR) program:~~

~~1. A nationally norm-referenced achievement test in basic academic skills designated by the State Board of Education (SBE) pursuant to Education Code 60642, to each student in grades 3 and 7. (Education Code 60640)~~

~~2. A standards-based achievement tests, as designated by the SBE pursuant to Education Code 60642.5, to each student in grades 2-11. (Education Code 60640)~~

~~3. A primary language test for any limited English proficient student who either receives instruction in his/her primary language or has been enrolled in a California public school for less than 12 months, if such a test is available. This test shall be administered in addition to any applicable norm-referenced achievement test and standards-based achievement test. (Education Code 60640)~~

~~*(cf. 6174 - Education for English Language Learners)*~~

~~Following the first year of enrollment in a California public school, English language learners may continue to take, in addition to the tests in English, an achievement test in their primary language to the extent that such a test is available and the Superintendent or designee determines that such test results would provide useful information about students' performance.~~

~~4. An alternate assessment for any special education student whose is unable to take the standards-based achievement test, even with accommodation or modifications. The individualized education program (IEP) team shall determine whether a student shall take the alternate assessment. (Education Code 56345, 60640; 5 CCR 850)~~

~~Any special education student who is an English learner may be tested with the (DPLT) designated primary language test in accordance with item #3 above, unless the IEP specifically exempts him/her from such testing. (Education Code 56345)~~

The district shall administer the following assessments in the Standardized Testing and Reporting (STAR) Program:

1. The California Standards Tests (CSTs) in English language arts, mathematics, science, and history-social science to students in grades 2-11 (Education Code 60640)

In addition, students in grade 11 may voluntarily take an augmented CST as part of the Early Assessment Program to determine their readiness for college-level work in English and/or mathematics. (Education Code 60641, 99300-99301)

9.1.57

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

2. **The Standards-Based Test in Spanish (STS) to Spanish-speaking English language learners in grades 2-11 who either: (Education Code 60640)**

   a. **Receive instruction in Spanish, regardless of how long they have been in the United States**

   b. **Have been enrolled in a California public school for less than 12 months**

(cf. 6174 - Education for English Language Learners)

This test shall be required in addition to the CST administered in English. (Education Code 60640)

Following the first year of enrollment in a California public school, Spanish-speaking English language learners in grades 2-11 shall continue to take the STS in addition to the CST in English, if the Superintendent or designee determines that such test results would provide useful information about students' performance.

3. **The California Alternate Performance Assessment (CAPA) for students with severe cognitive disabilities who are unable to take the CSTs even with accommodations or modifications, or the California Modified Assessment (CMA) for students who are not severely cognitively disabled, when determined appropriate by the student's individualized education program (IEP) team (Education Code 56345, 60640; 5 CCR 850; 34 CFR 200.1)**

   Any special education student who is an English learner may be tested with the STS in accordance with item #2 above, unless the IEP specifically exempts him/her from such testing. (Education Code 56345)

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

Testing Period

The ~~designated achievement test and the standards-based achievement tests~~ **STAR tests with the exception of the writing assessment,** shall be administered to student during a testing window of 21 instructional days that includes 10 instructional days before and after completion of 85 percent of the school's, track's, or program's instructional days. ~~Testing for all students, including make-up testing, shall be completed within this 21 instructional day window unless all or part of the 21 instructional day period falls after any statutorily specified deadline~~. **The Superintendent or designee shall arrange for at least two make-up days for the testing of students who were absent during the testing period. All make-up testing shall occur within five instructional days of the last date that the**

9.1.58

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

district administered the tests, but not later than the 21 instructional day window established above. (Education Code 60640; 5 CCR 855)

The STAR writing assessment shall be administered only on the testing day(s) and make-up day(s) specified annually by the Superintendent of Public Instruction. (Education Code 60640; 5 CCR 855)

The STAR writing assessments shall be administered only on the day specified annually by the Superintendent of Public Instruction. (Education Code 60640; 5 CCR 855)

~~The Superintendent or designee shall arrange for at least two make-up days for the testing of students who were absent during the period that any school administered the designated achievement test and the standards-based achievement test. All make-up testing shall occur within five instructional days of the last date that the district administered the tests, but not later than the 21 instructional day window established above. (Education Code 60640; 5 CCR 855)~~

~~Any DPLT shall be administered between March 15 and May 14 of each school year. The Superintendent or designee shall provide for at least two make-up days for students who were absent during the period. All make-up testing shall occur within 10 instructional days of the last date that the district administered the primary language assessment, but not later than May 25 of each school year, whichever is earlier. (5 CCR 855)~~

Exemptions

A parent/guardian may submit to the school a written request to excuse his/her child from any or all parts of any test. District employees may discuss the STAR program with parents/guardians and may inform them of the availability of exemptions under Education Code 60615. However, the district and its employees shall not solicit or encourage any written exemption request on behalf of any student or group of students. (5 CCR 852)

Testing Variations

~~The STAR assessments shall be administered in accordance with the manuals or other instructions provided by the test contractor, unless a testing variation, accommodation, or modification is specifically allowed in 5 CCR 853 or 853.5. (5 CCR 853, 853.5)~~ **The CSTs and STS shall be administered in accordance with the manuals or other instructions provided by the test contractor, unless a testing variation, accommodation, or modification is specifically allowed pursuant to 5 CCR 853.5. (5 CCR 853, 853.5)**

All students may be provided with the following variations: (5 CCR 853.5)

1. Simplified or clarified test directions

9.1.59

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

2. For grades 5-11 on the standards-based achievement test, write-in test booklets

3. **On the standards-based achievement test,** As much time as needed within a single sitting to complete a test or test part

In addition, all students shall be provided with the following testing variations if such variations are regularly used in the classroom: (5 CCR 853.5)

1. Special adaptive furniture

2. Special lighting, special acoustics, or visual magnifying or audio amplification equipment

3. An individual carrel or study enclosure

4. Individual testing in a separate testing room provided that a district employee who has signed the STAR Test Security Affidavit directly supervises the student

5. Colored overlay, masks, or other means to maintain visual attention to the test or test questions

6. For grade 2 or 3 standards-based achievement tests, underlining or marking information or working math problems in the test booklet

7. Manually Coded English or American Sign Language to communicate directions for test administration

Identified English learners shall be provided with the following testing variations if such variations are regularly used in the classroom or for assessment: (5 CCR 853.5)

1. Flexible setting: testing in a separate room with other English learners provided that a district employee who has signed the Test Security Affidavit directly supervises the student

2. Flexible schedule: additional supervised breaks following each section within a test part provided that the test section is completed within a testing day. A test section is identified by a "STOP" at the end of it.

3. Translated directions: hearing the test directions printed in the test administration manual translated into their primary language. English learners shall have the opportunity to ask clarifying questions about any test directions presented orally in their primary language.

9.1.60

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

4. Glossaries: access to translation glossaries/word lists for the standards-based achievement tests in mathematics, science, and history/social science (English to primary language). The translation glossaries/word lists are to include only the English word or phrase with the corresponding primary language word or phrase. The glossaries/word lists shall not include definitions or formulas.

Students with disabilities shall be permitted to take the assessments with any of the testing variations listed in 5 CCR 853.5, provided the variations are specified in their IEP or Section 504 plan. These variations may include, but are not limited to, accommodations in the presentation or setting of the test administration or in how a student is allowed to respond, and/or modifications in accordance with 5 CCR 853.5. A special education student shall be allowed to test below his/her grade level only in accordance with 5 CCR 853. (5 CCR 850, 853, 853.5)

District and Test Site Coordinators

Each year the Superintendent or designee shall designate a district coordinator who shall serve as the district representative and liaison with the California Department of Education for all matters relating to the STAR program. The Superintendent or designee also shall designate a coordinator at each test site. (5 CCR 857-858, 886-887)

In addition to the duties prescribed in 5 CCR 857-858 and 886, the district coordinator shall establish guidelines to help ensure that the test contractor is provided complete student information, as specified in 5 CCR 861 and 870, for purposes of the Academic Performance Index.

(cf. 3553 -Free and Reduced Price Meals)

After receiving summary reports and files from the test contractor, the district STAR coordinator shall review the files and reports for completeness and accuracy, and shall notify the test contractor and the California Department of Education of any errors, discrepancies, or incomplete information. (5 CCR 857)

Reports of Test Results

The Superintendent or designee shall forward the student report provided by the test contractor to the student's parents/guardians within 20 working days of receiving the report from the contractor. If these reports are received from the contractor after the last day of instruction in the school year, each student's results shall be mailed to his/her parents/guardians. (5 CCR 863)

The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. (Education Code 60641)

(cf. 5145.6 - Parental Notifications)

9.1.61

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

An individual student's scores shall also be reported to his/her school and teachers and shall be included in his/her student record. (Education Code 60641)

(cf. 5125 - Student Records)

Districtwide, school-level, and grade-level results shall be reported to the Board of Trustees at a regularly scheduled meeting. The Board shall not receive individual students' scores or the relative position of any individual student. (Education Code 60641)

(cf. 9321.1 - Closed Session Actions and Reports)

Individual test results shall not be released without the written consent of the adult student or the minor student's parents/guardians to any person other than a parent/guardian; a teacher, counselor or administrator directly involved with the student; or a postsecondary educational institution for the purposes of credit, placement, or admission. (Education Code 60607, 60641)

9.1.63

HIGH SCHOOL EXIT EXAMINATION

Definitions

Variation means a change in the manner in which a test is presented or administered, or in how a student is allowed to respond, and includes, but is not limited to, accommodations and modifications as defined in Education Code 60850. (5 CCR 1200)

Accommodation means any variation in the assessment environment or process that does not fundamentally alter what the test measures or affect the comparability of scores. (Education Code 60850)

Modification means any variation in the assessment environment or process that fundamentally alters what the test measures or affects the comparability of scores. (Education Code 60850)

District and Test Site Coordinators

On or before July 1 of each school year, the Superintendent shall designate a high school exit examination coordinator from among district employees and shall notify the test contractor of the identity and contact information of the coordinator. The district coordinator or Superintendent or designee shall be available throughout the year; shall serve as the liaison between the district and the test contractor and between the district and the California Department of Education (CDE) for all matters related to the exit examination; and shall perform additional duties specified in 5 CCR 1209-1211.5. (5 CCR 1209)

Annually, the district coordinator or Superintendent or designee shall designate a test site coordinator for each test site to fulfill the responsibilities specified in 5 CCR 1210-1211.5. (5 CCR 1210)

All district and test site coordinators shall sign a test security affidavit pursuant to 5 CCR 1211.5.

Access to exam materials shall be limited to students taking the exam and individuals who have signed the test security affidavit, including employees directly responsible for test administration. All district and test site coordinators shall be responsible for inventory control. (5 CCR 1211)

Administration

The Superintendent or designee shall administer the exit exam in each district high school on the dates designated by the Superintendent of Public Instruction as exam days or make-up days. (Education Code 60851)

The high school exit exam shall be administered as follows: (Education Code 60851; 5 CCR 1204, 1204.5)

9.1.64

HIGH SCHOOL EXIT EXAMINATION (continued)

1. **Students in grade 10, including students with disabilities who are otherwise exempt from the requirements of the exam, shall take each section of the exit exam once during the school year, either during the grade 10 census administration or the district-designated grade 10 make-up administration.**

~~1. Students shall take the exam once per school year while in grade 10.~~

2. Students in grade 11 who have not yet passed one or both sections of the exam shall have up to two opportunities per year to take the section(s) of the exam not yet passed and may elect to take the exam during these opportunities. These students ~~shall not~~ **may** be tested in successive administrations within a school year. Students should be offered appropriate remediation or supplemental instruction before being retested.

3. Students in grade 12 shall have **at least** ~~up to~~ three opportunities to take the section(s) of the exam not yet passed. ~~The district shall offer either three opportunities during grade 12 or two opportunities in grade 12 and one opportunity in the year following grade 12 to take the exam.~~ Eligible students in grade 12 may elect to take the exam during district-provided opportunities. Students should be offered appropriate remediation or supplemental instruction before being retested.

(cf. 6179 - Supplemental Instruction)

4. Adult students shall have up to three opportunities per year to take the section(s) of the exam not yet passed and may elect to take the exam during these opportunities. Students should be offered appropriate remediation or supplemental instruction before being retested.

(cf. 6200 - Adult Education)

The Superintendent or designee shall administer the exit exam in each district high school on the dates designated by the Superintendent of Public Instruction (SPI) as exam days or make-up days. (Education Code 60851)

If a student does not possess sufficient English language skills to be assessed on the exit exam, the Superintendent or designee may defer the exam requirement for a period of up to 24 calendar months of enrollment in the California public school system until the student has completed six months of instruction in reading, writing, and comprehension in the English language. (Education Code 60852)

(cf. 6174 - Education for English Learners)

Test administrators at the test sites shall be responsible for the accurate identification of eligible students to whom the exit exam is to be administered. This identification shall be made through the use of photo identification or positive recognition by an employee of the district. (5 CCR 1203)

9.1.65

HIGH SCHOOL EXIT EXAMINATION (continued)

Any student found to have cheated, assisted others in cheating, or compromised the security of the exam shall not receive a score from that test administration. (5 CCR 1220)

(cf. 5131.9 - Academic Honesty)
(cf. 6162.54 - Test Integrity/Test Preparation)

Testing Variations for All Students

The Superintendent or designee may provide any student taking the exam with extra time within a testing day, simplified or clarified test directions, and/or student marks (other than responses) in test booklets. (5 CCR 1215)

A student may also be provided the following testing variations if they are regularly used in the classroom: (5 CCR 1215)

1. Special or adaptive furniture

2. Special lighting, special acoustics, visual magnifying, or audio amplification equipment

3. An individual carrel or study enclosure

4. Testing of individual students in a separate room provided that the student is directly supervised by an employee who has signed the test security affidavit

5. Colored overlay, mask, or other means to maintain visual attention to the exam or test items

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

At least 30 working days before the proposed administration of the exam, the Superintendent or designee may submit a request to the CDE for a case-by-case review of a proposed variation that is not specified in law. (5 CCR 1218) **The request shall include a description of the requested variation(s) and, if applicable, a certification that the student's individualized education program (IEP) or Section 504 plan specifies that the requested variation is appropriate and necessary to access the exam due to the student's identified disability(ies) and that such variation is currently listed in his/her IEP or Section 504 plan. (5 CCR 1218)**

HIGH SCHOOL EXIT EXAMINATION (continued)

Testing Variations for English Language Learners

In addition to testing variations allowed for all students, identified English language learners may be allowed the following testing variations if regularly used in the classroom or for assessments: (5 CCR 1217)

1. Flexible setting: English language learners may have the opportunity to be tested in a separate room with other English language learners provided that the students are directly supervised by an employee who has signed the test security affidavit.

2. Flexible schedule: English learners may have additional supervised breaks within a testing day.

3. Flexible time: English learners may have extra time on the exam within a testing day.

4. Translated directions: English learners may have the opportunity to hear the test directions printed in the test contractor's manual translated into their primary language. English learners may have the opportunity to ask clarifying questions about the test directions in their primary language.

5. Glossaries: English learners may have access to translation glossaries (English to primary language). The glossaries are to include only the English word or phrase with the corresponding primary language word or phrase. The glossaries shall include no definitions or formulas.

Accommodations/Modifications for Students with Disabilities

A student with disabilities shall be permitted to take the exit exam with accommodations or modifications when the student's individualized education program (IEP) or his/her Section 504 plan specifies their use on the exam, for standardized testing, or during classroom instruction and assessments. (Education Code 60850; 5 CCR 1215.5, 1216)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

The use of accommodations shall not invalidate a student's test score(s). Accommodations may include: (5 CCR 1215.5)

1. Presentation accommodations, including large-print versions in 20-point font, test items enlarged if larger than 20-point font is required, Braille transcriptions provided by the test contractor, audio or oral presentation of the mathematics section of the exam, or use of Manually Coded English or American Sign Language to present test questions on the mathematics section of the exam **or any prompts or passages present in the writing task.**

9.1.67

HIGH SCHOOL EXIT EXAMINATION (continued)

2. Response accommodations, including responses marked in the test booklet and transferred to the answer document by an employee who has signed the test security affidavit; responses dictated orally, in Manually Coded English, or in American Sign Language to a scribe for selected-response items (e.g., multiple-choice test questions); responses dictated orally or in Manually Coded English to a scribe, audio recorder, or speech-to-text converter on the writing portion of the exam and the student indicates all spelling and language conventions; word processing software with spell and grammar check tools turned off on the writing portion of the exam; or an assistive device that does not interfere with the independent work of the student on the multiple-choice or writing portion of the exam

3. Scheduling/timing accommodations, including testing over more than one day after consultation with the test contractor, supervised breaks within a section of the exam, and administration of the exam at the most beneficial time of day to the student after consultation with the test contractor

4. Setting accommodations, including tests administered by a test examiner to a student at home or in the hospital

~~The use of modifications shall invalidate a student's test score because they fundamentally alter what the test is designed to measure. Modifications may include: (5 CCR 1216)~~
For purposes of receiving a high school diploma, the use of modifications shall invalidate a student's test score for the section of the exam for which the modification(s) were used. If the score is equivalent to a passing score, the student may be eligible for a waiver, as detailed below. Modifications may include: (5 CCR 1216)

1. Arithmetic table, calculators, or math manipulatives on the mathematics section of the exam

2. Audio or oral presentation of the English language arts section of the exam

3. Manually Coded English or American Sign Language to present test questions on the English language arts section of the exam

4. Spell checkers, grammar checkers, or word processing software programs that check or correct spelling and/or grammar on the writing portion of the exam

5. Mechanical or electronic devices or other assistive devices that are not used solely to record the student's responses including, but not limited to, transcribers, scribes, voice recognition or voice-to-text software, and that identify a potential error in the student's response or that correct spelling, grammar, or conventions on the writing portion of the exam

9.1.68

HIGH SCHOOL EXIT EXAMINATION (continued)

6. Responses dictated orally, in Manually Coded English, or in American Sign Language to provide an essay response to a scribe and the scribe provides spelling, grammar, and language conventions

7. Dictionary on any section of the exam

Exemption for Students with Disabilities Beginning in 2009-10

The district shall grant a diploma to a student with a disability who has not passed the exit exam if all of the following criteria are satisfied: (Education Code 60852.3)

1. The student has an IEP or Section 504 plan.

2. The IEP or 504 plan states that the student is scheduled to receive a high school diploma.

3. The student has satisfied or will satisfy all other state and district requirements for the receipt of a high school diploma on or after July 1, 2009.

Waiver for Students with Disabilities

~~The parent/guardian of a student with disabilities who has taken any section of the exam with one or more modifications and has received the equivalent of a passing score may request that his/her child receive a waiver of the requirement to successfully pass the exam. Upon receipt of such request, the principal shall submit a request for a waiver to the Board of Trustees. The Board may waive the requirement to successfully pass the exam if the principal certifies that the student has all of the following: (Education Code 60851)~~ **When a student with disabilities has taken any section of the exit exam with one or more modifications and has received the equivalent of a passing score, his/her parent/guardian may request that the student receive a waiver of the requirement to successfully pass the exam. Upon receipt of such request, the principal shall submit a request for a waiver to the Governing Board. The Board may waive the requirement to successfully pass the exit exam if the principal certifies that the student has all of the following: (Education Code 60851)**

1. An IEP or Section 504 plan in place that requires the accommodations or modifications to be provided to the student when taking the exit exam

2. Sufficient high school level coursework either satisfactorily completed or in progress in the high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the exit exam

HIGH SCHOOL EXIT EXAMINATION (continued)

3. An individual score report showing that the student has received the equivalent of a passing score on the exam while using a modification that fundamentally alters what the exit exam measures as determined by the State Board of Education (SBE)

In order to protect the student's privacy rights, the waiver request shall be considered in closed session. Final Board action on the waiver request shall be taken in open session and shall be a matter of public record. The student's name shall not be disclosed in open session.

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

The principal or designee shall notify parents/guardians of students with disabilities about the criteria and process for applying for a waiver of the requirement to successfully pass the exit exam.

~~**Exemption for Students with Disabilities in the Class of 2007**~~

~~The district shall grant a diploma to a student with disabilities who is scheduled to graduate from high school in 2007, has not passed the exit exam, and has not received or is not eligible for a waiver pursuant to Education Code 60851 if all of the following criteria are met: (Education Code 60852.43)~~

~~1. The student has an operative IEP or Section 504 plan.~~

~~2. The IEP or 504 plan, dated on or before July 1, 2006, indicates that the student has an anticipated graduation date and is scheduled to receive a high school diploma on or before December 31, 2007.~~

~~3. The district certifies that the student has satisfied or will satisfy all other state and district requirements for the receipt of a high school diploma on or before December 31, 2007.~~

~~4. The student has attempted to pass the section(s) of the exam that he/she has not yet passed at least twice after grade 10, including at least once during the current grade 12 year, with the accommodations or modifications, if any, specified in his/her IEP or Section 504 plan.~~

~~5. The student either:~~

~~a. Received remedial or supplemental instruction from his/her school, private tutoring, or another source that was focused on the section(s) of the exam that he/she has not yet passed. At least once following the receipt of the remedial or supplemental instruction, the student shall have taken the section(s) of the exam not yet passed.~~

9.1.70

HIGH SCHOOL EXIT EXAMINATION (continued)

~~However, the student is not required to have taken the exam following the receipt of the remedial or supplemental instruction if, following the receipt of that instruction, there is no further administration of the exam on or before December 31, 2007.~~

~~b. The district failed to provide the student with the opportunity to receive that remedial or supplemental instruction.~~

~~6. No later than 30 days prior to the receipt of a diploma in 2007, the district provides notification in writing, pursuant to 34 CFR 300.503, to the student, or his/her parent guardian if the student is a minor, that the student is entitled to receive a free appropriate public education up to and including the academic year during which the student reaches the maximum age pursuant to Education Code 56026(c) (age 22), or until the student receives a high school diploma, whichever event occurs first.~~

~~If the district determines that a student with a disability who is scheduled to graduate in the class of 2007 does not meet the criteria specified in items #1-6 above, the district shall submit documentation of the failure to grant the student a high school diploma to the SBE within 15 days of its determination. (Education Code 60852.4)~~

~~The Superintendent or designee shall report all of the following information to the SPI: (Education Code 60851, 60852.3)~~

~~1. The number and characteristics of waivers reviewed, granted, and denied under Education Code 60851~~

~~2. Documentation of the procedure used to implement Education Code 60852.4~~

~~3. The number of students granted a diploma pursuant to Education Code 60852.4~~

~~4. Other information as requested~~

Records

The Superintendent or designee shall maintain a summary data file of all students who participate in each test administration. This summary data file shall include the following information for the English language arts section and the mathematics section for each test administration: (5 CCR 1205)

1. The date on which each section of the exam was taken

2. The full name of each student who took each section of the exam

3. The grade level of each student at the time each section of the exam was taken

9.1.71

HIGH SCHOOL EXIT EXAMINATION (continued)

4. Whether each student has satisfied the requirement to successfully pass each section of the exam

In addition, the Superintendent or designee shall provide the test contractor with the student demographic information specified in 5 CCR 1207.

Within 60 days of receiving electronic data files from the test contractor, the Superintendent or designee shall enter the following information in each student's permanent record: (5 CCR 1206)

1. The date on which the student took each section of the exam

2. Whether the student has satisfied the requirement to successfully pass each section of the exam

(cf. 5125 - Student Records)

Notifications

At the beginning of each school year, the Superintendent or designee shall provide written notification of the exit exam requirement to all students in grades 9-12 and to their parents/guardians. Such notification shall also be provided to any student who transfers into the district after the beginning of the school year at the time of the student's transfer. The notification shall include, at a minimum, the date of the exam, the requirements for passing the exam, and the consequences of not passing the exam, and shall inform the parent/guardian that passing the exam is a condition of graduation. The Superintendent or designee shall maintain documentation that the parent/guardian of each student has been sent this written notification. (Education Code 48980, 60850; 5 CCR 1208)

(cf. 5145.6 - Parental Notifications)
(cf. 6146.1 - High School Graduation Requirements)

Prior to each administration of the exam, the Superintendent or designee shall notify students of the provisions of 5 CCR 1220 related to the consequences of cheating. (5 CCR 1220)

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:
Discussion/Action

REQUESTED BY:
Cathy Allen, Assistant Superintendent
Facilities & Maintenance Services

ENCLOSURES:
Yes

DEPARTMENT:
Facilities & Maintenance

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

Pursuant to direction from the Board of Trustees given to staff on November 16, 2010 regarding renegotiating the Second Amendment to Memorandum of Understanding (MOU) between LB/L-Suncal Lincoln Crossing LLC and the WPUSD, staff met with the Developer and was able to secure additional extension options and a reduction in the reservation amount as was requested by the Board. The property owner has agreed to extend the timeline for purchase of the southern elementary school site ultimately until 2016 (upon annual requests for extensions by WPUSD) and has agreed to lower the annual reservation payment from $75,000 to $25,000; half of which will be applied to the purchase price of the property if the District is able to exercise its option during any or all renewal periods. The other half will be used by the Developer to maintain the site as required by various public agencies. Legal counsel has been consulted and opines that the agreement does not raise any concerns so long as it meets the District's expectations and needs.

RECOMMENDATION:

Staff recommends Board approval of the Second Amendment to Memorandum of Understanding and authorize Superintendent to execute the document.

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, 2016, by (i) providing written notice to Landowner on or prior to November

9.2.1

15, 2011 and every year thereafter until November 15, 2014 (November 15, 2014 allows the contract to extend up to January 3, 2016) that the District desires to extend the reservation time period, and (ii) paying to Landowner the amount of $25,000 per each year agreement to be extended (the "Extension Fee") in immediately available funds no later than January 15 of each renewal year starting in 2012. The Extension Fee shall be consideration for the additional extension of time and shall be non-refundable when paid, but ½ of the fee 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, 2016), 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: _____
Superintendent

(additional signatures required on next page)

9.2.2

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: _____

9.2.3

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.
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

AGENDA ITEM AREA:
Information/Discussion/Action

REQUESTED BY:
Joyce Lopes
Assistant Superintendent, Business Services

ENCLOSURES:
Yes

DEPARTMENT:
Business Services

FINANCIAL INPUT/SOURCE:

MEETING DATE:
December 7, 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. 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 at the prior two months board meetings.

At the last board meeting, staff recommended spreading the reductions over the next four fiscal years with the goal of achieving a balanced budget in 2013-14. Staff also informed the board that property tax estimates for 2010-11 were coming in $2 million lower than anticipated at $32.7 million. Those estimates have held. This loss is due to a reduction in the Educational Revenue Augmentation Fund (ERAF) and assessment appeals. Additionally, School Services recently provided direction to anticipate mid-year cuts in 2010-11 and zero COLA for 2011-12.

The multi-year projections have been updated to reflect the approved state budget for 2010-11, **current** enrollment data, **current** property tax information, 2013-14 projections, and **updated School Services recommendations for mid-year cuts and zero COLA.**

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.

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 2010-11 to 94.0% in 2012-13. Another projection year was added to the assumptions to determine the fund balance projections. In this projection, a **2010-11 mid-year cut of 3.85%** was assumed, **property taxes were reduced an additional 1.5%** (from 3% to 4.5%) for 2010-11 and **zero COLA was assumed for 2011-12.**

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BUDGET ASSUMPTIONS
2010-2011
updated December 2, 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)
Mid-year cut	(244.40)	-	-	-
Funded RL per ADA	4,963.37	5,297.19	5,398.09	5,500.64
Est. Revenue Limit	31,051,860	33,449,153	34,584,055	35,945,886
Basic Aid/Charter School (Prop. Taxes from -2% to -3%)	1,479,221	1,115,509	754,027	189,890
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

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

	State Budget 2010-11 Combined	Projection 2011-12 Combined	Projection 2012-13 Combined	Projection 2013-14 Combined
Revenue				
Revenue Limit Sources	33,822,037	35,302,221	36,091,230	36,121,540
Federal Revenue	3,570,632	2,383,269	2,383,269	2,383,269
State Revenue	5,638,657	5,638,657	4,662,998	3,737,801
Local Revenue	2,781,080	2,781,080	2,781,080	2,781,080
Total Revenue	**45,812,405**	**46,105,226**	**45,918,576**	**45,023,690**
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. Exp	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	-	(1,812,637)	(6,500,000)	(9,500,000)
Total Expenditures	**51,223,595**	**50,467,812**	**46,780,000**	**44,810,000**
Deficit/Surplus	(5,411,190)	(4,362,586)	(861,424)	213,690
Transfers In				
Transfers out	(113,218)	(113,218)	(110,000)	(110,000)
Contributions to Restricted	-	-	-	-
Net increase (decrease) in Fund Balance	(5,524,408)	(4,475,804)	(971,424)	103,690
Beginning Balance	14,235,528	8,711,120	4,235,316	3,263,893
Ending Balance	**8,711,120**	**4,235,316**	**3,263,893**	**3,367,583**
	17.01%	**8.39%**	**6.98%**	**7.52%**
Revolving Fund	2,000	2,000	2,000	2,000
Economic Uncertainty	2,566,841	2,517,730	2,333,500	2,235,000
Restricted Designations	1,241,991	20	1,092	7,279
Basic Aid Reserve	1,739,757	1,245,489	827,967	205,879
Undesignated Fund Balanc	**3,160,532**	**470,078**	**99,333**	**917,425**

NOTE: The $1,812,637 budget cut in 2011-12 is a targeted cut of $3,000,000 less $1,187,363 backfilled from the one-time Federal Jobs Act funding received in 2010-11. The full target amount of $3,000,000 will be cut in 2012-13 along with an additional $3,500,000 reduction.

9.3.2

The MYP presented above assumes no state revenue budget cuts in 2011-12, 2012-12 or 2013-14. Budget reductions of $1.8 million were incorporated in the 2010-11 budget per Board direction. A **mid-year cut of 3.85%** is assumed and **property tax reductions of 4.5%** (1.5% higher than initially anticipated) are incorporated in the 2010-11 budget assumptions. The increase in the deficit spending year over year 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 2010-11 will be spent in 2011-12. The 2012-13 revenue assumptions reflect the end of the reduced penalties for Class Size Reduction per legislation and 2013-14 reflects the end of Tier III flexibility.

BUDGET REDUCTION SCENARIOS

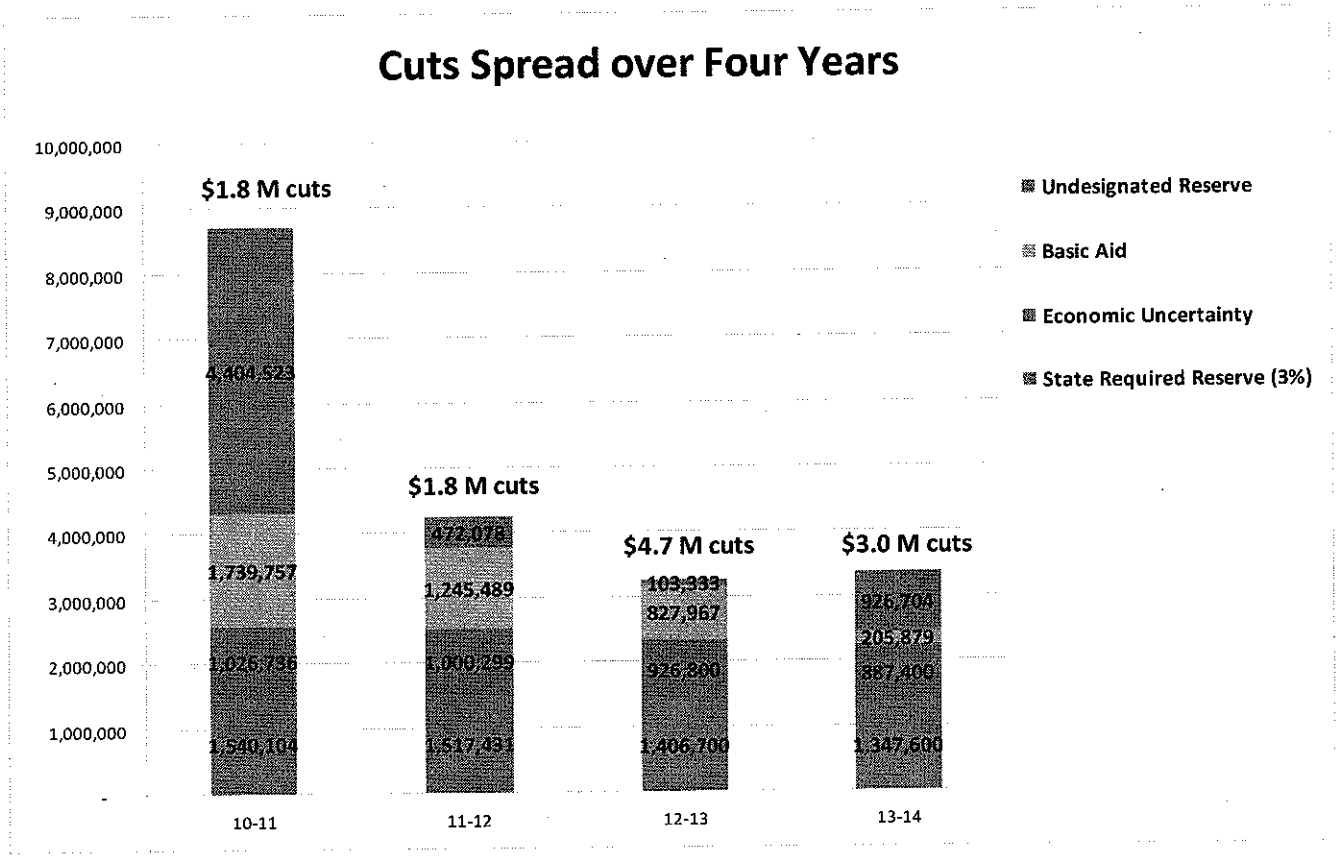
The district needs to identify budget reductions for 2011-12. The Board has previously directed staff to achieve a balanced budget by 2012-13. The district is currently deficit spending $5.5 million a year and is projecting a 17% fund balance at year end. If no cuts are taken, the fund balance will soon 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 2011-12 and 2012-13. 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 2010-11 budget reductions as well.

Even Cuts and Balanced by 2013-14: We saw in prior board meetings that if we take the cuts evenly with the goal of a balanced budget by 2013-14, the reserves are over 15% and the undesignated fund balance is between $3 and $4 million; which may be a bit high.

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 (2011-12) and three (2012-13). During that same time frame, the undesignated reserves are spent down. In the final year (2013-14) 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 2013-14 budget are $9.5 million.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES



In the above scenario, we would target $3 million in cuts in 2011-12, but implement $1.8 million and backfill $1.2 million with the one-time federal jobs funding. We would implement the $1.2 million identified in 2011-12 in fiscal year 2012-13 along with another $3.5 million. Any remaining cuts needed to balance the budget would be identified and implemented in 2013-14. At this time, we estimate that amount to be an additional $3 million in reductions.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

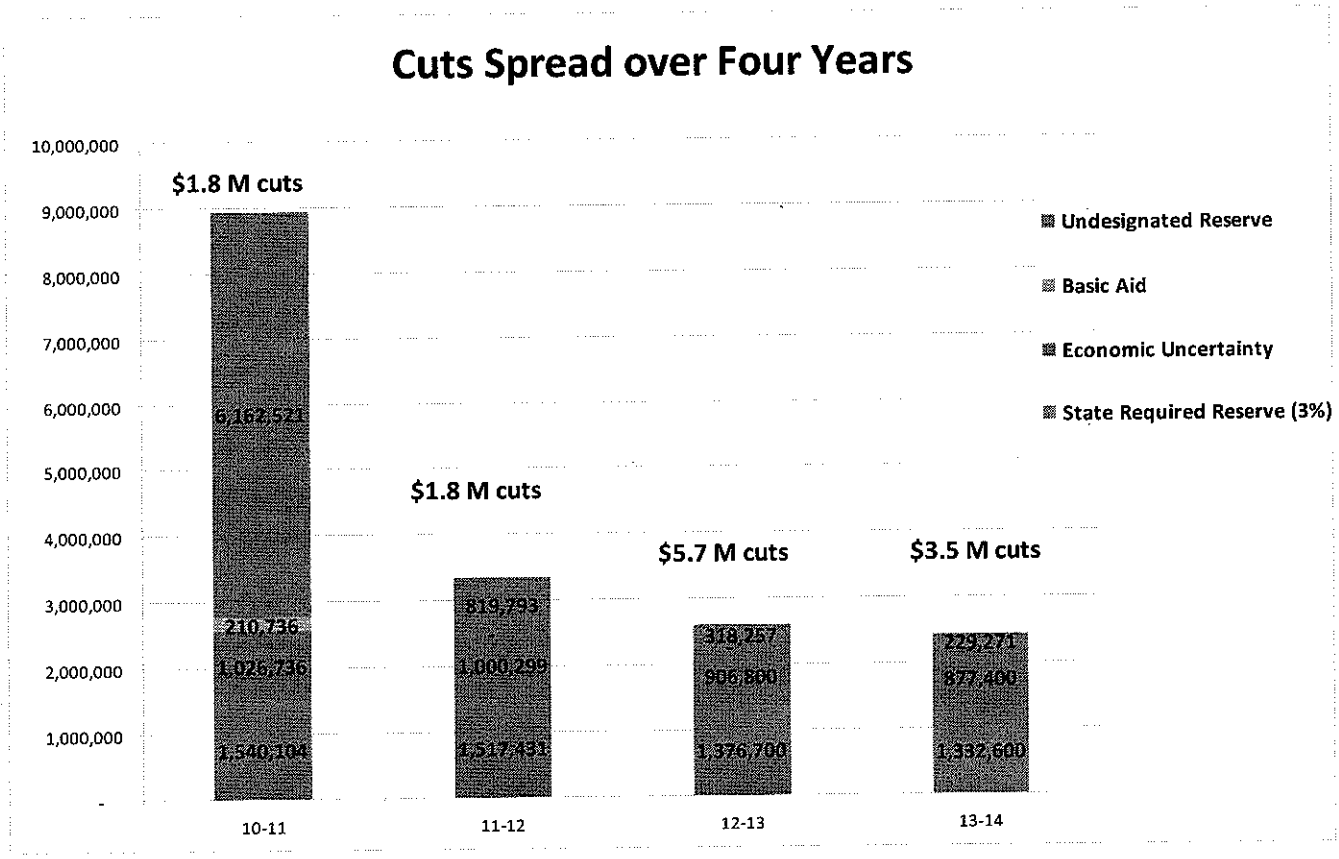
Another scenario – no mid-year cuts

If we do not experience mid-year cuts while absorbing the property tax reduction, we will have a larger deficit and will need to cut $1.5 million more over the next three years. This seems to be the opposite of what would be expected. However, the interplay between revenue limit and property tax levels has a dramatic impact on our basic aid/charter school supplemental funding. If property taxes decline while revenue limit stays stable, we fall out of our basic aid status and lose all of our basic aid/charter school supplemental funding (budgeted at $3.1 million for 2010-11).

	State Budget 2010-11 Combined	Projection 2011-12 Combined	Projection 2012-13 Combined	Projection 2013-14 Combined
Revenue				
Revenue Limit Sources	34,051,014	34,175,470	35,325,961	35,356,271
Federal Revenue	3,570,632	2,383,269	2,383,269	2,383,269
State Revenue	5,638,657	5,638,657	4,662,998	3,737,801
Local Revenue	2,781,080	2,781,080	2,781,080	2,781,080
Total Revenue	**46,041,383**	**44,978,475**	**45,153,307**	**44,258,421**
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. Exp	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	-	(1,812,637)	(7,500,000)	(10,000,000)
Total Expenditures	**51,223,595**	**50,467,812**	**45,780,000**	**44,310,000**
Deficit/Surplus	(5,182,212)	(5,489,337)	(626,693)	(51,579)
Transfers In				
Transfers out	(113,218)	(113,218)	(110,000)	(110,000)
Contributions to Restricted	-	-	-	-
Net increase (decrease) in Fund Balance	(5,295,430)	(5,602,555)	(736,693)	(161,579)
Beginning Balance	14,235,528	8,940,098	3,337,543	2,600,850
Ending Balance	**8,940,098**	**3,337,543**	**2,600,850**	**2,439,271**
	17.45%	**6.61%**	**5.68%**	**5.51%**
Revolving Fund	2,000	2,000	2,000	2,000
Economic Uncertainty	2,566,841	2,517,730	2,283,500	2,210,000
Restricted Designations	1,241,991	20	1,092	7,279
Basic Aid Reserve	210,736	-	-	-
Undesignated Fund Balanc	**4,918,530**	**817,793**	**314,257**	**219,992**

9.3.5

If the property taxes decline while revenue limit stays the same, we will fall completely out of our basic aid status in 2011-12. We would only receive $170 thousand in basic aid/charter school supplemental funding in 2010-11. The basic aid reserve would no longer be required at this point. In this scenario, we would need to cut an additional $1 million in 2012-13 and an additional $0.5 million in 2013-14. We would also have a larger deficit in 2011-12, thus spending down our fund balance sooner and leaving the fund balance between 5% and 6% in 2013-14.



Recommendation

Staff requests the board consider targeting $3 million in cuts for 2011-12, $3.5 million in cuts for 2012-13 with a goal to achieve a balanced budget by 2013-14. This will leave us with a fund balance between 6% and 7% in 2013-14. The board can review the necessary reductions again in 2011-12 for the 2012-13 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.

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:
DISTRICT VOTING REPRESENTATIVE

AGENDA ITEM AREA:
ACTION

REQUESTED BY:
SCOTT LEAMAN
SUPERINTENDENT

ENCLOSURES:
YES

DEPARTMENT:
ADMINISTRATION

FINANCIAL INPUT/SOURCE:
N/A

MEETING DATE:
DECEMBER 7, 2010

ROLL CALL REQUIRED:
NO

BACKGROUND:

Placer County Office of Education requires a voting representative from each district to vote on the Placer County Committee. The Board of Trustees is required to select one voting representative from the current Board of Trustees.

RECOMMENDATION:

Administration recommends the Board of Trustees select a voting representative.

wp/rk/factform

PCOE
GOLD IN EDUCATION

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

Gayle Garbolino-Mojica, County Superintendent of Schools

Memorandum

December Board Meeting
Agenda Item

Date: November 29, 2010

To: District Superintendents

From: Gayle Garbolino-Mojica

RE: County Committee Election Results and District Voting Representative Selection for 2011 Election

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I am pleased to announce that district appointed voting representatives elected Mr. Jeff Holland to the Placer County Committee on School District Organization. An updated County Committee membership roster will be sent to you following the County Committee's Annual Organizational Meeting on December 6, 2010.

Please remember to have your board select at its upcoming December Organizational Meeting the voting representative who will vote to elect members to the County Committee in the 2011 election which will be held next November. Following the selection of your district's voting representative please complete and return the bottom portion of this memo no later than December 31, 2010, to Nicole Smith nsmith@placercoe.k12.ca.us or fax 530-889-5909.

Thank you.

GGM/ns
c: District Secretaries

Please use this section to designate the name of the voting representative from your district who has been selected to elect individuals to the Placer County Committee on School District Organization at the 2011 Meeting of District Voting Representatives.

District _____ Name of Board Member Voting Representative _____

Submitted By _____ Date _____

9.4.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

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

SUBJECT:
Budget Committee Parameters

AGENDA ITEM AREA:
Discussion

REQUESTED BY:
Scott Leaman

ENCLOSURES:
No

DEPARTMENT:
Superintendent

FINANCIAL INPUT/SOURCE:
All

MEETING DATE:
December 7, 2010

ROLL CALL REQUIRED:
No

BACKGROUND:

The board has engaged in ongoing discussions concerning budget reductions since the beginning of the school year. Included in these discussions was the formation of a budget reduction committee. The process described in the attached document is similar to what the district has used in the past two reduction cycles. This committee would be formed under the leadership of the district office.

RECOMMENDATION:

Discuss the committee parameters.

9.5

Western Placer Unified School District

Guidelines for the Budget Committee
2010-2011

PURPOSE OF THE COMMITTEE

1. Develop an understanding of the financial implications for the current budget.
2. Establish criteria for evaluation of budget adjustments.
3. Provide input to the Superintendent on options to assist in formulating a board recommendation to address the current budget situation.
4. Consider the district goals as they relate to fiscal options.

ROLES AND RESPONSIBILITIES

Board of Trustees

1. Discuss, modify, and act on recommendations from the Superintendent.

Superintendent

1. Convene committee participants
2. Establish purpose
3. Formulate board recommendation with input from the committee

Interim CBO

1. Provide financial information and input
2. Assist with calculation of options
3. Assist with finalization of the matrix

Committee Members

1. Attend meetings
2. Actively participate and exchange ideas and suggestions in the meetings.
3. Be open-minded and respectful of the ideas and suggestions of other members and support staff.
4. Become familiar with the mechanics of the financial management of the District as a means to assist the committee in a productive manner.
5. Become familiar with the goals and objectives of the District.
6. Seek and communicate input from other staff and community members.
7. Work cooperatively with committee members and to develop input to the Superintendent and Board of Trustees on specific objectives established by the Superintendent.

COMMITTEE MEMBERSHIP

The number and representation of committee members shall be determined by the Superintendent.

This committee is an ad-hoc committee organized for the goals stated under, "Purpose of the Committee."

The committee should include a mixture of staff. It should not be so small or large as to make it difficult to operate. The suggested make up of the committee will be:

- Administration 3
- Certificated 3
- Classified 3
- Confidential 1
- Class. Manager 1
- Dist. Support Staff

Certificated and Classified staff will be solicited from collective bargaining units (WPTA and CSEA)

The district support staff may include the following to serve as members of the committee:

- Superintendent
- Assistant Superintendent Educational Services
- Assistant Superintendent Facilities and Maintenance
- Assistant Superintendent of Business Services
- Director of Personnel
- Director of Business Services
- Other district office staff to assist with the process as determined by the Superintendent

The committee will meet on a scheduled basis at the district office.

COMMITTEE INPUT

Whenever possible, committee input to the Superintendent will be developed by consensus. A consensus recommendation doesn't ensure the Superintendent will forward it for board approval. If consensus is not possible, the Superintendent will be tasked with determining the appropriate course of action.

Input will be developed by the members present at regularly scheduled meetings.