

WESTERN PLACER UNIFIED SCHOOL DISTRICT
810 J STREET, LINCOLN, CALIFORNIA 95648
Phone: 916.645.6350 Fax: 916.645.06356

MEMBERS OF THE GOVERNING BOARD

Paul Long - President
 James McLeod - Vice President
 Paul Carras - Clerk,
 Ana Stevenson - Member
 Brian Haley - Member

DISTRICT ADMINISTRATION

Scott Leaman, Superintendent
 Bob Noyes, Assistant Superintendent, Personnel Services
 Mary Boyle, Assistant Superintendent, Educational Services
 Terri Ryland, Interim Assistant Superintendent, Business Services
 Cathy Allen, Assistant Superintendent of Facilities and Maintenance Services

STUDENT ENROLLMENT

<u>School</u>	<u>09/25/07</u>	<u>10/04/07</u>
Sheridan School (K-5)	79	79
First Street School (K-5)	434	435
Carlin C. Coppin Elementary (K-5)	402	403
Creekside Oaks Elementary (K-5)	601	601
Twelve Bridges Elementary (K-5)	650	654
Foskett Ranch Elementary (K-5)	449	445
Glen Edwards Middle (6-8)	698	694
Twelve Bridges Middle School (6-8)	735	741
Lincoln High School (9-12)	1,435	1,431
Phoenix High School (10-12)	95	92
Lincoln Crossing Elementary	556	557
PCOE Home School	<u>4</u>	<u>4</u>
TOTAL:	6,138	6136

Preschool/Head Start

First & J Street 24
Carlin Coppin 24-A.M. /20-P.M.
Sheridan 21

Adult Education 208

First-5 Program
Sheridan 24
First Street 25

GLOBAL DISTRICT GOALS

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

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 16, 2007 7:00 P.M.
Lincoln Crossing Elementary – Multi-Purpose Room
635 Groveland Lane, LINCOLN, CA**

AGENDA

2007-2008 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.

6:30 P.M. OPEN SESSION – Lincoln Crossing Multi-Purpose Room.

1. Call to Order
2. Announce Closed Session Items
3. Adjourn to Closed Session

6:30 P.M. CLOSED SESSION – Lincoln Crossing Office - Conference Room

1. **CONFERENCE WITH LABOR NEGOTIATOR**
Update on classified negotiations

2. **ADJOURN TO OPEN SESSION**

7:00 P.M. OPEN SESSION – Lincoln Crossing Multi-Purpose Room

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

2. **DISCLOSURE OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

2.1 **CONFERENCE WITH LABOR NEGOTIATOR**
Update on classified negotiations

3. **SPECIAL ORDER OF BUSINESS**

3.2 Lincoln Crossing Elementary School Featured

4. **CONSENT AGENDA**

NOTICE TO THE PUBLIC

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

4.1 Ratification of Personnel Items

Classified:

a. ***Ratification of Classified Employment:***

Faith Biagini – Campus/Café. Supervisor – CCC

Martha Bond – Sp. Ed. Instructional Aide – COE

October 16, 2007

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Martha Bond – Sp. Ed. Instructional Aide – COE

Herc Sousa – Custodian/Groundsman – LHS

Deanna Sousa – Adult School Accountability Clerk - PHS

b. Ratification of Classified Additional Position:

Shannon Ceccato – adding the 20 minute Camp/Café. Supervisor position at LCE to current 3.5 hr. Cafeteria Site Cashier position at LCE effective 10/8/07.

c. Ratification of Classified Increase in Time:

Nancy Perkins – from 4 hr. District Office Clerk to 4 ½ hr. District Office Clerk effective October 8, 2007.

d. Ratification of Classified Resignation:

Nicole Lomonico – 3.5 hr. Health Clerk and 2 hr. Camp/Café. Supervisor - TBE

- 4.2 Ratification of New Classified Job Description of Adult School Accountability Clerk Position at Phoenix High School.
- 4.3 Student Discipline Expulsion Re-entry for Student #06-07 F.
- 4.4 Report of Disclosure Requirements for Quarterly Reports of Investments.
- 4.5 Approval of the Williams Uniform Quarterly Complaint Form.
- 4.6 Capitol Public Finance Group, LLC.

5. COMMUNICATION FROM THE PUBLIC

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

6. REPORTS & COMMUNICATION

- 6.1 Lincoln High School, Student Advisory – Joanna Loya
- 6.2 Western Placer Teacher's Association – Mike Agrippino
- 6.3 Western Placer Classified Employee Association – Joe Ross
- 6.4 Superintendent, Scott Leaman
 - 6.4.1 *Annual Trustee Dinner*
 - 6.4.2 *Response to Public Comment from 10/2/07 Board Meeting:*
- 6.5 Assistant Superintendent(s)
 - 6.5.1 Mary Boyle
 - a. *Program Focus Area: Early Release Mondays*
 - 6.5.2 Terri Ryland
 - a. *Budget Update:*
 - 6.5.3 Bob Noyes
 - 6.5.4 Cathy Allen
 - a. *Facilities Update:*

7. ♦ACTION ♦DISCUSSION ♦INFORMATION

CODE: (A) = Action (D) = Discussion (I) = Information

October 16, 2007

Agenda

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

- 7.1 (D/A) REVIEW OF THE HORIZON INSTRUCTIONAL SYSTEMS' CHARTER SCHOOL 2006-07 UNAUDITED ACTUAL FINANCIAL REPORT – Ryland (07-08 G & O Component V)**
- Legislation now requires that the approving entity's school board review their charter school's unaudited actual financial report. This review is for informational purposes only, and does not require Board approval.

- 7.2 (I/D) SCHOOL CONSTRUCTION MITIGATIONS COSTS – Leaman (07-08 G & O Component IV- V)**
- Conversations have begun with construction projects included in the current Lincoln sphere of influence (projects outside the villages as described in the draft Lincoln General Plan). We have coined the term "infill projects" to describe these builder requests. A draft document and update will be presented to the board for discussion.

- 7.3 (D/A) EDUCATION FOR ENGLISH LANGUAGE LEARNERS – Boyle (07-08 G & O Component IV- V)**
- Western Placer Unified administrators and teachers are giving focused attention to the needs of English Language Learners this year. Our English Language Learners met their targets for proficiency district-wide last year, yet with increased expectations for AYP growth in the current school year, we are focusing our efforts to help our ELL students meet those requirements.

AR6174 addresses education for English Language learners. There are two changes we need to make in our administrative regulations to be compliant with Ed Code and NCLB requirements. One is to notify parents within 30 days of initial enrollment regarding their student(s)' language needs. The other is to quantify the requirements for ELL students who are ready to be reclassified from "English Learner" status to "Reclassified Fluent English Proficient" and to monitor those students for two years after reclassification.

- 7.4 (I/D) BOUNDARY CHANGE UPHELD – Leaman (07-08 G & O Component IV- V)**
- The State Board of Education recently denied the appeal by the Newcastle Boundary Change Committee to overturn the recent change in boundaries in the southeast portion of our district.

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Agenda

- 7.5 (I/D) DISTRICT STATEMENT OF INTENT AND MR. AARONSON'S STATEMENT OF PURPOSE AND PROCESS**
– **Leaman** (07-08 G & O Component IV- V)
•The recently released Statement of Intent and Purpose and Process documents will be presented to the Board.

- 7.6 (A) REVISED DISTRICT MAINTENANCE WORKER JOB DESCRIPTION** – **Allen** (07-08 G & O Component IV- V)
•Before posting the announcement for two new District maintenance Workers, staff reviewed the job description and has made minor changes to update the job duties to reflect current practices. The proposed job description more accurately reflects modern day equipment and equipment maintenance.

8. BOARD OF TRUSTEES

8.1 FUTURE AGENDA ITEMS

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

- Relationship with Sierra Community College
- Twelve Bridges High School
- Audio Visual Media Board Policy

8.2 BOARD MEMBER REPORTS/COMMENTS

9. ESTABLISHMENT OF NEXT MEETING(S)

- The President will establish the following meeting(s):
 - November 6, 2007, Lincoln High School

10. ADJOURNMENT

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

Posted: 10/11/07

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**DISCLOSURE
OF ACTION
TAKEN IN
CLOSED SESSION,
IF ANY**

WESTERN PLACER UNIFIED SCHOOL DISTRICT

CLOSED SESSION AGENDA

PLACE: Lincoln Crossing Elementary – Main Office Conference Room

DATE: October 16, 2007

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:

Update on Classified Negotiations

AGENDA ITEM AREA:

Disclosure of action taken in closed session

REQUESTED BY:

Bob Noyes, Asst. Superintendent of Personnel
Scott Leaman, Superintendent
Terri Ryland, Interim Asst. Superintendent of Business

ENCLOSURES:

No

MEETING DATE:

October 16, 2007

BACKGROUND:

Labor Negotiator will give the Board of Trustees an update on Classified Negotiations.

ADMINISTRATION RECOMMENDATION:

Administration recommends the board of trustees be updated on negotiations.

**SPECIAL
ORDER
OF
BUSINESS**

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET**

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SUBJECT:

Featured School:
Lincoln Crossing Elem. School

AGENDA ITEM AREA:

Special Order of Business

REQUESTED BY:

Scott Leaman, Superintendent

ENCLOSURES:

Yes

MEETING DATE:

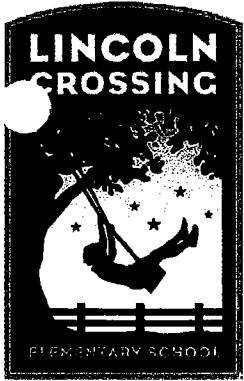
October 16, 2007

BACKGROUND:

The staff is thrilled to welcome the district Board members and community of Lincoln Crossing Elementary School. The focus will be on the construction, planning, opening and operation of the school.

ADMINISTRATION RECOMMENDATION:

Administration recommends the Board of Trustees enjoy the presentation.



October 9, 2007

The staff is thrilled to welcome the district Board Members and community to Lincoln Crossing Elementary School. As Lincoln Crossing has recently opened we would like to focus tonight's presentation on the construction, planning, opening and operation of the school through a video presentation. We hope this presentation will highlight the excitement and efforts of the entire school community in opening up the school and creating a dynamic learning environment.

Western Placer
Unified School District

635 Groveland
Lane
Lincoln, CA 95648
(916) 434-5292
Fax: (916) 434-5261

www.wpusd.k12.ca.us

Principal
Kevin D. Kurtz

3.2.1

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.

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

SUBJECT AREA:

Ratification of Classified
Employment

AGENDA ITEM:

Consent Agenda

REQUESTED BY:

Bob Noyes 
Assist. Superintendent, Personnel Services

ENCLOSURES:

MEETING DATE:

October 16, 2007

BACKGROUND:

The Board of Trustees will take action to ratify the employment of:

Faith Biagini - Campus/Cafeteria Supervisor (.187 FTE) – CCC
Martha Bond – Sp. Ed. Instructional Aide (.70 FTE) – COE
Herc Sousa – Custodian/Groundsman (1.00 FTE) – LHS
Deanna Sousa – Adult School Accountability Clerk (.50 FTE) - PHS

ADMINISTRATION RECOMMENDATION:

Administration recommends ratification of employment for the individuals listed above.

4.19

WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL DEPARTMENT
810 J STREET, LINCOLN, CA 95648
(916) 645-5293

NOTIFICATION OF CLASSIFIED EMPLOYMENT

ATTENTION: Personnel Department

DATE: 10-2-07

You are hereby notified that: Faith Biagini
(applicant's name)

has been offered employment. The offer of employment is based on the following criteria:

POSITION TITLE: Campus Supervisor

EFFECTIVE DATE OF ASSIGNMENT: September 26, 2007
(To be determined by Personnel department)

ASSIGNMENT LOCATION: Carlin C. Coppin Elementary

RANGE: 13 STEP: A AMOUNT \$ 11.68 (As per WPCSEA contract)

NUMBER OF HOURS ASSIGNED PER DAY: 1 1/2 hours 11:15 - 12:45

NEWLY APPROVED POSITION: _____, OR REPLACEMENT: x

IF REPLACEMENT, NAME OF PRIOR EMPLOYEE: Lora Geist

FUNDING SOURCE: GENERAL FUND: x

CATEGORICAL: _____
(specify)

I have instructed the applicant to contact the Personnel Department regarding new employee orientation, health and welfare benefits, **T.B. clearance**, fingerprints, and pre-employment physical if applicable.

**** If this position is for an instructional aide, applicant must have passed screening test.**

Faith Ann Biagini 10/3/07
Applicant's signature Date

Address (City/Zip) Telephone # (916)

[Signature] 10/2/07
Administrator's signature Date

1:10
(Personnel)
NS
SDC

WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL DEPARTMENT
810 J STREET, LINCOLN, CA 95648
(916) 645-5293

200437
733

REQUEST TO FILL CLASSIFIED EMPLOYEE POSITION

n/b

ATTENTION: Personnel Department

DATE: 9/24/07

Please advertise the following classified employee vacancy:

POSITION TITLE: Special Ed Instructional Assistant

ASSIGNMENT LOCATION: COES

RESPONSIBILITIES: _____

NUMBER OF HOURS ASSIGNED PER DAY: 5.1e.

NEWLY APPROVED POSITION: _____ OR REPLACEMENT: _____

IF REPLACEMENT, NAME OF PRIOR EMPLOYEE: MARTHA BRUNO ON TIME START

FUNDING SOURCE: GENERAL FUND: 01-3310-0-2100-00-5770-1110-110-00

CATEGORICAL: _____
(specify)

[Handwritten Signature]

Administrator's signature

Date

CERT.POST.REQ.

4.1a.2

WESTERN PLACER UNIFIED SCHOOL DISTRICT
PERSONNEL DEPARTMENT
810 J STREET, LINCOLN, CA 95648
(916) 645-5293

how correct
20020

NOTIFICATION OF CLASSIFIED EMPLOYMENT

ATTENTION: Personnel Department

DATE: 9/27/07

You are hereby notified that: HERC SOUSA
(applicant's name)

has been offered employment. The offer of employment is based on the following criteria:

POSITION TITLE: CUSTODIAN/GROUNDSMAN

EFFECTIVE DATE OF ASSIGNMENT: 10/1/07
(To be determined by Personnel department)

ASSIGNMENT LOCATION: LHS

RANGE: _____ STEP: _____ AMOUNT \$ _____ (As per WPCSEA contract)

NUMBER OF HOURS ASSIGNED PER DAY: 8 (SHIFT DIFF)

NEWLY APPROVED POSITION: _____, OR REPLACEMENT: X

IF REPLACEMENT, NAME OF PRIOR EMPLOYEE: MIKE KIMBROUGH

FUNDING SOURCE: GENERAL FUND: _____

CATEGORICAL: _____
(specify)

I have instructed the applicant to contact the Personnel Department regarding new employee orientation, health and welfare benefits, **T.B. clearance**, fingerprints, and pre-employment physical if applicable.

** If this position is for an instructional aide, applicant must have passed screening test.

Herculano Sousa 9-28-07
Applicant's signature Date

Address _____ (City/Zip) _____ Telephone # _____
[Signature] 9-27-07
Administrator's signature Date

4.1a.3

Peggy Van Lengen

From: Carlson, Carrie [ccarlson@placercoe.k12.ca.us]
Sent: Thursday, September 27, 2007 10:55 AM
To: vanlenpe@wpusd.k12.ca.us
Subject: FW: Half time Adult Ed Clerk

Hi Peggy,
Bob and I had agreed on this. Do you take care of it or does payroll?

Carrie L. Carlson, CPA
Director, Business Services
Western Placer Unified School District
(916) 434-5095

From: Jeanine Troxel [mailto:troxelj@wpusd.k12.ca.us]
Sent: Thursday, September 27, 2007 10:53 AM
To: Carlson, Carrie
Subject: Half time Adult Ed Clerk

Carrie,
Deanna Sousa is supposed to be permanent half time funded through Adult Ed. She is still classified as temporary. This makes her unable to qualify for any benefits. Can you please make the necessary corrections through payroll.
John said that he had already talked to you about this.

When would be a convenient time for you to show me how to access my budget balances?

Jeanine

(E) 10/1/07

*Please H.S. Post has Adult Ed
not for Clerk not done.*

4.19.4

DISTRICT GLOBAL GOALS

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SUBJECT AREA:

Ratification of Classified
Additional Position

AGENDA ITEM:

Consent Agenda

REQUESTED BY:

Bob Noyes 
Assist. Superintendent, Personnel Services

ENCLOSURES:

MEETING DATE:

October 16, 2007

BACKGROUND:

The Board of Trustees will take action to ratify the additional position for:

Shannon Ceccato – adding the 20 minute Camp/Café Supervisor position at LCE to current 3.5 hr. Cafeteria Site Cashier position at LCE effective 10/8/07.

ADMINISTRATION RECOMMENDATION:

Administration recommends ratification of classified additional position for the individual listed above.

4.1 b

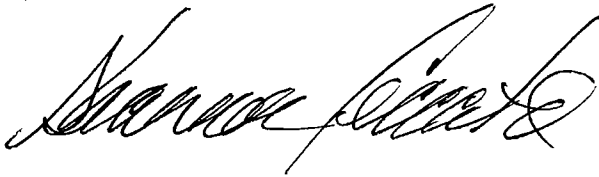
September 25, 2007

RE: 30 minute breakfast supervising position at LCE

Shannon
Hired
7:55 - 8:15
(E) 10/8/07

I would like to express my interest in applying for the breakfast supervising position at Lincoln Crossing Elementary. I am currently employed as Site Cashier/Food Service Clerk at this site. I have five years of experience in this department and believe that I can more than adequately perform the duties required of this position.

Thank you for your consideration,



Shannon Ceccato

4.1 b.1

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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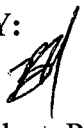
SUBJECT AREA:

Ratification of Classified
Increase in Time

AGENDA ITEM:

Consent Agenda

REQUESTED BY:

Bob Noyes 
Assist. Superintendent, Personnel Services

ENCLOSURES:

MEETING DATE:

October 16, 2007

BACKGROUND:

The Board of Trustees will take action to ratify the increase in time for the following employee:

Nancy Perkins – from 4 hr. District Office Clerk to 4 ½ hr. District Office Clerk effective
October 8, 2007

ADMINISTRATION RECOMMENDATION:

Administration recommends ratification of increase in time for the individual listed above.

4.1c

COPY

**Western Placer
Unified School
District**

Memo

To: Carrie Carlson, Director of Business Services & Peggy Van Lengen,
Personnel Technician

From: Bob Noyes, Asst. Supt. of Personnel Services

CC: Scott Leaman, Supt. WPUSD

Date: 10/8/2007

Re: Nancy Perkins

Carrie, Nancy Perkins' time has been increased by 30 minutes beginning 10-08-07 due to the increase in time it takes to complete the clerical portion of the substitute services position each day.

Her total work day will be four and one-half hours (4 ½) per day. Historically, eight hours were taken from the receptionist/sub services to adequately staff the business services office.

Any questions, give me a call.

Thanks

4.1 c.1

BOARD OF TRUSTEE MEETING FACT SHEET

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4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.
5. Promote student health and nutrition in order to enhance readiness for learning.


SUBJECT AREA:

Ratification of Classified
Resignation

AGENDA ITEM:

Consent Agenda

REQUESTED BY:

Bob Noyes 
Assist. Superintendent, Personnel Services

ENCLOSURES:

MEETING DATE:

October 16, 2007

BACKGROUND:

The Board of Trustees will take action to ratify the resignation of the following employee:

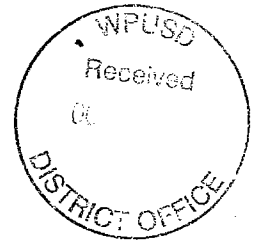
Nicole Lomonico – 3.5 hr. Health Clerk and 2 hr. Camp/Café Supervisor – TBE

ADMINISTRATION RECOMMENDATION:

Administration recommends ratification of resignation for the individual listed above.

4.1d.

October 1, 2007



To whom this may concern at WPUSD:

Due to unforeseen circumstances I regretfully must give notice that as of Friday October 12th, 2007 I will no longer be able to work. I greatly appreciate all the opportunities given to me. My family and I are moving back to Florida and I will miss working at Twelve Bridges Middle.

Thank you again for everything.

Sincerely,

A handwritten signature in cursive script, appearing to read "N. Lomonico".

Nicole J. Lomonico

10/1/07
A handwritten signature in cursive script.
2.1.d.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
<ol style="list-style-type: none">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 students2. 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 AREA:

Ratification of New Classified
Job Description/Position

AGENDA ITEM:

Consent

REQUESTED BY:

Bob Noyes 
Assist. Superintendent, Personnel Services

ENCLOSURES:

MEETING DATE:

October 16, 2007

BACKGROUND:

The Board of Trustees will take action to ratify the new Classified job description/position as follows:

Adult School Accountability Clerk - PHS

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends ratification of the new Classified job description/position listed above.

4.2

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	Adult School Accountability Clerk
Department:	Adult Education
Reports to:	Alternative Education Principal

SUMMARY:

The job of Adult School Accountability Clerk provides support to school site administrators; conveys information regarding school functions and procedures; ensures compliance with site's financial, legal and administrative requirements; maintains data integrity for adult education program; and supports the broad array of services provided to students, parents, instructional and support employees.

ESSENTIAL DUTIES AND REPOSIBILITIES:

Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Prepares materials (e.g. reports, memos, letters, etc.) for the purposes of documenting activities, providing reference and/or conveying information.

Processes documents and materials for the purpose of disseminating information to appropriate parties.

Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for adult education compliance (e.g. Workforce Investment Act).

Handles funds for the purpose of processing student fees, sale of products, etc.

Reconciles cash and/or account balances as assigned for the purpose of maintaining accurate balances and complying with accounting practices.

Supervises and monitors students referred for illness and/or disciplinary actions.

Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Oversees and trains student workers, volunteers, office staff, etc., for the purpose of ensuring appropriate class credit and/or meeting work requirements.

Administers first aid and medication to students under the direction of health professional for the purpose of meeting immediate health care needs.

4.2.1

Maintains inventories of supplies and materials for the purpose of ensuring items' availability.

Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.

Assists other personnel for the purpose of supporting them in the completion of their work activities.

QUALIFICATIONS:

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

EDUCATION and/or EXPERIENCE:

High School graduate or equivalent.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before vendors, administrators and staff.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Personal Computer and Mainframe spreadsheet experience. (Technical skills to program/repair telecommunications and voice mail equipment). Ability to communicate clearly and concisely, both orally, and in writing. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

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

4.2.2

While performing the duties of this job, the employee is regularly required to sit, talk, or hear and operate a computer. The employee is occasionally required to stand; walk; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds, such as payroll reports. Specific vision abilities required by this job include close vision and depth perception.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate. Position demands meeting deadlines with severe time constraints.

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

A:/disk/ADSCHACCTCLK

4.2.3

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET**

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Student Discipline/
Expulsion Re-entry
Student #06-07 F

AGENDA ITEM AREA:

Consent

REQUESTED BY:

John Wyatt
District Hearing Officer

ENCLOSURES:

MEETING DATE:

October 16, 2007

BACKGROUND:

The Board of Trustees will disclose any action taken during closed session in regards to the expulsion re-entry of Student #06-07F

ADMINISTRATION RECOMMENDATION:

The administration recommends the Board of Trustees disclose any action taken in regards to the above item.

4.3

**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.

BOARD OF TRUSTEES/GLOBAL DISTRICT 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.

AGENDA ITEM:

Report of Disclosure Requirements for Quarterly Reports of Investments.

SUBJECT AREA:

Consent Agenda

REQUESTED BY:

Terri Ryland
Interim Assistant Superintendent, Business Services

ENCLOSURES:

Yes

BOARD MEETING DATE:

October 18, 2007

BACKGROUND:

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

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

SUPERINTENDENT'S RECOMMENDATION:

Report only.

4.4

Office of
Jenine Windeshausen
Treasurer-Tax Collector
County of Placer



1-4-7

COUNTY OF PLACER

TREASURER'S POOLED INVESTMENT REPORT

For the Month of JULY 31, 2007

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

PREFACE

Placer County Treasurer's Pooled Investment Report

July 31, 2007

4.4.2

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

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

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

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

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

Government Code 53646 Compliance Report

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

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

The Weighted Average Maturity of the investments with the Treasury is 713 days.

The ability of the Placer County Treasury to meet its cash flow needs is demonstrated by \$345,505,664 in cash and investments maturing in the next 180 days.

