

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 of Personnel Services
 Mary Boyle, Assistant Superintendent of Educational Services
 Terri Ryland, Interim Chief Business Official
 Cathy Allen, Assistant Superintendent of Facilities and Maintenance Services

STUDENT ENROLLMENT

<u>School</u>	<u>11/08/07</u>	<u>12/03/07</u>
Sheridan School (K-5)	78	78
First Street School (K-5)	438	436
Carlin C. Coppin Elementary (K-5)	405	404
Creekside Oaks Elementary (K-5)	603	609
Twelve Bridges Elementary (K-5)	663	659
Foskett Ranch Elementary (K-5)	452	454
Glen Edwards Middle (6-8)	695	696
Twelve Bridges Middle School (6-8)	735	736
Lincoln High School (9-12)	1,428	1,418
Phoenix High School (10-12)	94	96
Lincoln Crossing Elementary	554	554
PCOE Home School	4	4
TOTAL:	6,149	6,144

Preschool/Head Start

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

Adult Education 208

First-5 Program

Sheridan 23
First Street 30

GLOBAL DISTRICT GOALS

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

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 18, 2007, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS THEATER
790 J Street, 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.

6:00 P.M. OPEN SESSION – Administrative Conference Room – D.O.

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

6:05 P.M. CLOSED SESSION – Administrative Conference Room – D.O.

1. STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918

- a. Student Discipline/Expulsion Pursuant To E.C. 48918
Student Expulsion #07/08 E
- b. Student Discipline/Expulsion Pursuant To E.C. 48918
Student Expulsion #07/08 F

2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

3. CONFERENCE WITH LABOR NEGOTIATOR

Update on classified negotiations

4. ADJOURN TO OPEN SESSION

7:00 P.M. OPEN SESSION – Performing Arts Building – LHS

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

2.1 STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918

- a. Student Discipline/Expulsion Pursuant To E.C. 48918
Student Expulsion #07-08 E

December 18, 2007

Agenda

- b. Student Discipline/Expulsion Pursuant To E.C. 48918
Student Expulsion #07/08 F

2.2 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

2.3 CONFERENCE WITH LABOR NEGOTIATOR
Update on classified negotiations

3. SPECIAL ORDER OF BUSINESS

3.1 Ted Gains, Assemblyman Visitation.

3.2 Recognition of 2007 Service by Paul Long as Board President
The Western Placer Unified School District, via the Superintendent honored Mr. Long with a certificate for his year of service during the year 2007 as Board of Trustee President.

4. 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:

4.1 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.

4.2 Appoint A Secretary to the Board

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

4.3 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.

4.4 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.

4.5 Appoint Committee Assignments

~The Board of Trustees will discuss committee assignments.

Agenda

5. **CONSENT AGENDA**

NOTICE TO THE PUBLIC

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

5.1 Ratification of Personnel Items

Classified:

a. Ratification of Classified Position:

Suzanna Miller – Café Site Cashier – FRE
Robin Mosley – Food Service Assistant – TBM
Bridget Palato – Campus/Café Supervisor – COE
Troy Schwartz – District Maintenance Worker – District
Gale Zollo – Food Service Assistant - LHS

b. Ratification of Classified Transfers/Promotion:

Robert Foxworthy – from 8 hr. Custodian/Groundsman at TBM to the
8 hr. District Maintenance Worker position
effective 1/02/08.

Certificated:

c. Ratification of Certificated Maternity Leave:

Krystal Arnold – 6th Grade Teacher – TBM

d. Request for Child Rearing Leave:

Ken Lowe – Health/Football Conditioning Teacher - LHS

5.2 Student Discipline Expulsion Re-entry Expulsion for Student #06-07 AA.

5.3 Student Discipline/Re-Expulsion for Students #06-07 X and #06-07 DD.

5.4 Ratification of a new classified job description/position for Special Education Clerk.

5.5 Approval of the contract with the Placer County Office of Education for Consultant Services for Fiscal Year 2007-2008

5.6 Approval to waiver the California High School Exit Exam Requirement for Diploma for Special Education Students Who has passed CAHSEE with Modifications.

- Special Education Student #07-08 D1
- Special Education Student #07-08 D2
- Special Education Student #07-08 D3
- Special Education Student #07-08 D4
- Special Education Student #07-08 D5

6. **COMMUNICATION FROM THE PUBLIC**

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

Agenda

7. **REPORTS & COMMUNICATION**

- 7.1 Lincoln High School, Student Advisory – Joanna Loya
- 7.2 Western Placer Teacher’s Association – Mike Agrippino
- 7.3 Western Placer Classified Employee Association – Joe Ross
- 7.4 Superintendent, Scott Leaman
- 7.5 Assistant Superintendent(s)
 - 7.5.1 Mary Boyle
 - a. *Program Focus Area:*
 - 7.5.2 Terri Ryland
 - a. *Budget Update:*
 - 7.5.3 Bob Noyes
 - 7.5.4 Cathy Allen
 - a. *Facilities Update:*

8. **◆ACTION ◆DISCUSSION ◆INFORMATION**

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

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

- 8.1 (I) **ANNUAL DEVELOPER FEE REPORT FISCAL YEAR 2006-2007 – Allen (06-07 G & O Component IV-V)**
 - The Board of Trustees will receive information on activity reported in the Capital Facilities Fund regarding Developer Fee expenditures for fiscal year 2006-2007. A more detailed description of this item is attached.

- 8.2 (D/A) **APPROVAL OF CHANGE ORDER NO. 2 FOR LINCOLN CROSSING ELEMENTARY SCHOOL – Allen (06-07 G & O Component I, IV-V)**
 - Change Order No. 2 represents an addition of \$140,136.46 to the revised contract amount (including Change Order No. 1) of \$23,477,400.32. The new contract sum is \$23,617,536.78. There will be no increase in the number of days. A copy of the Change Order Request is attached for your review. Staff will be available for questions at the board meeting.

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

Agenda

- Audio Visual Media Board Policy
- Gladding Parkway Carlin C. Coppin

9.2 BOARD MEMBER REPORTS/COMMENTS

10. ESTABLISHMENT OF NEXT MEETING(S)

- The President will establish the following meeting(s):
>January 15, 2007, 7:00 p.m., Lincoln High School

11. ADJOURNMENT

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

Posted: 121307

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
CLOSED SESSION AGENDA

PLACE: District Office Conference Room
DATE: December 18, 2007
TIME: 6:00 P.M.

1. LICENSE/PERMIT DETERMINATION
 2. SECURITY MATTERS
 3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
 4. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
 5. **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**
 6. LIABILITY CLAIMS
 7. THREAT TO PUBLIC SERVICES OR FACILITIES
 8. PERSONNEL
 - PUBLIC EMPLOYEE APPOINTMENT
 - PUBLIC EMPLOYEE EMPLOYMENT
 - PUBLIC EMPLOYEE PERFORMANCE EVALUATION
 - PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
 - COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE
 9. **CONFERENCE WITH LABOR NEGOTIATOR**
 10. **STUDENTS**
 - STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
 - STUDENT PRIVATE PLACEMENT
 - INTERDISTRICT ATTENDANCE APPEAL
 - STUDENT ASSESSMENT INSTRUMENTS
 - STUDENT RETENTION APPEAL, Pursuant to BP 5123
1. LICENSE/PERMIT DETERMINATION
 - a. Specify the number of license or permit applications.
 2. SECURITY MATTERS
 - a. Specify law enforcement agency
 - b. Title of Officer,
 3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
 - a. Property: specify the street address, or if no street address the parcel number or unique other reference to the property under negotiation.

- b. Negotiating parties: specify the name of the negotiating party, not the agent who directly or through an agent will negotiate with the agency's agent.
- c. Under negotiations: specify whether the instructions to the negotiator will concern price, terms of payment or both.
- 4. **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**
 - a. Name of case: specify by reference to claimant's name, names or parties, case or claim number.
 - b. Case name unspecified: specify whether disclosure would jeopardize service of process or existing settlement negotiations.
- 5. **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**
 - a. Significant exposure to litigation pursuant to subdivision (b) of Government Code section 54956.9 (if the agency expects to be sued) and also specify the number of potential cases.
 - b. Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9 (if the agency intends to initiate a suit) and specify the number of potential cases.
- 6. **LIABILITY CLAIMS**
 - a. Claimant: specify each claimants name and claim number (if any). If the claimant is filing a claim alleging district liability based on tortuous sexual conduct or child abuse, the claimant's name need not be given unless the identity has already been publicly disclosed.
 - b. Agency claims against.
- 7. **THREATS TO PUBLIC SERVICES OR FACILITIES**
 - a. Consultation with: specify name of law enforcement agency and title of officer.
- 8. **PERSONNEL:**
 - A. **PUBLIC EMPLOYEE APPOINTMENT**
 - a. Identify title or position to be filled.
 - B. **PUBLIC EMPLOYEE EMPLOYMENT**
 - a. Identify title or position to be filled.
 - C. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
 - a. Identify position of any employee under review.
 - D. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
 - a. It is not necessary to give any additional information on the agenda.
 - E. **COMPLAINTS OR CHARGES AGAINST AN EMPLOYEE, UNLESS EMPLOYEE REQUESTS OPEN SESSION**
 - a. No information needed
- 9. **CONFERENCE WITH LABOR NEGOTIATOR**
 - a. Name any employee organization with whom negotiations to be discussed are being conducted.
 - b. Identify the titles of unrepresented individuals with whom negotiations are being conducted.
 - c. Identify by name the agency's negotiator
- 10. **STUDENTS:**
 - A. **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918**
 - B. **STUDENT PRIVATE PLACEMENT**
 - Pursuant to Board Policy 6159.2
 - C. **INTERDISTRICT ATTENDANCE APPEAL**
 - a. Education Code 35146 and 48918
 - D. **STUDENT ASSESSMENT INSTRUMENTS**
 - a. Reviewing instrument approved or adopted for statewide testing program.
 - E. **STUDENT RETENTION/ APPEAL**
 - a. Pursuant to Board Policy 5123

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Student Discipline/
Expulsion
Student #07-08 E

AGENDA ITEM AREA:

Action

REQUESTED BY:

John Wyatt
District Hearing Officer

ENCLOSURES:

MEETING DATE:

December 18, 2007

BACKGROUND:

The Board of Trustees will disclose any action taken during closed session in regards to the expulsion of Student #07-08 E

ADMINISTRATION RECOMMENDATION:

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

1a.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
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5. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT:

Student Discipline/
Expulsion
Student #07-08 F

AGENDA ITEM AREA:

Action

REQUESTED BY:

John Wyatt
District Hearing Officer

ENCLOSURES:

MEETING DATE:

December 18, 2007

BACKGROUND:

The Board of Trustees will disclose any action taken during closed session in regards to the expulsion of Student #07-08 F

ADMINISTRATION RECOMMENDATION:

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

1b.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
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SUBJECT:
Conference with Legal Council
Anticipated Litigation

AGENDA ITEM AREA:
Closed Session Disclosure

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:

MEETING DATE:
December 18, 2007

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

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

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
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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:

December 18, 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
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SUBJECT:
Ted Gains, Assemblyman Visitation

AGENDA ITEM AREA:
Special Order of Business

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:

MEETING DATE:
November 18, 2007

BACKGROUND:

Assemblyman Ted Gains requested a visitation to our Western Placer Unified School District Board Meetings.

ADMINISTRATION RECOMMENDATION:

Administration recommends the Board of Trustees accept the visitation request.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
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5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:

Recognition of 2007 Service by
Paul long as Board President

AGENDA ITEM AREA:

Special Order of Business

REQUESTED BY:

Scott Leaman,
District Superintendent

ENCLOSURES:

MEETING DATE:

December 18, 2007

BACKGROUND:

The Western Placer Unified School District will recognize Mr. Long for his service during the year 2007 as Board of Trustee President.

ADMINISTRATION RECOMMENDATION:

Administration recommends Mr. Long be recognized for his year as Board of Trustee President.

REORGANIZATION

OF

THE

BOARD OF

TRUSTEES

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

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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

MEETING DATE:

December 18, 2007

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

ADMINISTRATION 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)*

Bylaw

adopted: September 4, 2007

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Lincoln, California

4.1.1

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

4.1.2

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: Boardmanship, 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

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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

MEETING DATE:

December 18, 2007

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.

ADMINISTRATION 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: Boardmanship, 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:
Authorization of Signatures

AGENDA ITEM AREA:
Reorganization of the Board of Trustees

REQUESTED BY:
Scott Leaman
District Superintendent

ENCLOSURES:

MEETING DATE:
December 18, 2007

BACKGROUND:

Board Bylaw 9100 states the Board of Trustees shall hold an annual organization meeting within the time limits prescribed bylaw. 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, Assistant Superintendent of Educational Services
- Bob Noyes, Assistant Superintendent of Personnel Services
- Cathy Allen, Assistant Superintendent of Facilities and Maintenance Services
- Carrie Carlson, Director of Business

ADMINISTRATION RECOMMENDATION:

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

**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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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 for 2008

AGENDA ITEM AREA:

Reorganization of the Board of Trustees

REQUESTED BY:

Scott Leaman
District Superintendent

ENCLOSURES:

Yes

MEETING DATE:

December 18, 2007

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

Administration recommends the Board of Trustees adopt the 2008 Board of Trustee meeting schedule.

wp/rk/factformboardreorganization

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BOARD OF TRUSTEE MEETING SCHEDULE FOR 2007

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 TBD (Depending on space available at the new District Office Building), 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)

<u>JANUARY</u> No Meeting due to Holiday Break Tuesday, January 15, 2008	<u>JULY</u> NO FORMAL MEETINGS SCHEDULED FOR JULY (WORK STUDY SESSION AS NEEDED)
<u>FEBRUARY</u> Tuesday, February 5, 2008 Tuesday, February 19, 2008	<u>AUGUST</u> Tuesday August 5 2008 Tuesday, August 19, 2008
<u>MARCH</u> Tuesday, March 4, 2008 Tuesday March 18, 2008	<u>SEPTEMBER</u> Tuesday, September 2, 2008 Tuesday, September 16, 2008
<u>APRIL</u> Tuesday, April 1, 2008 Tuesday, April 15, 2008	<u>OCTOBER</u> Tuesday, October 7, 2008 Tuesday, October 21, 2008
<u>MAY</u> Tuesday, May 6, 2008 Tuesday, May 20, 2008	<u>NOVEMBER</u> Tuesday, November 4, 2008 Tuesday, November 18, 2008 (Thanksgiving Week, Nov. 24-28)
<u>JUNE</u> Tuesday, June 3, 2008 Tuesday, June 17, 2008 (Public Hearing & Budget Adoption by 6/30/07)	<u>DECEMBER</u> Tuesday, December 2, 2008 Tuesday, December 16, 2008 (Winter Break, Dec. 22- Jan. 2)

Adopted: 12/18/07

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H. 4. 1

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)

2006-2008 School Year Meetings

(Meeting Locations subject to change)

DATES	LOCATION	SCHOOL REPORTING
September 19, 2006	Foskett Ranch Elementary 1561 Joiner Parkway, Lincoln	Foskett Ranch Elementary
October 17, 2006	Twelve Bridges Middle School 770 Westview Drive, Lincoln	Twelve Bridges Middle School
January 16, 2007	Glen Edwards Middle School 204 L Street, Lincoln	Glen Edwards Middle School
March 20, 2007	First Street School 1400 First Street, Lincoln	First Street Elementary
May 15, 2007	Sheridan School Elementary 4730 H Street, Sheridan	Sheridan School Elementary
September 18, 2007	Twelve Bridges Elementary 2450 Eastridge Drive, Lincoln	Twelve Bridges Elementary
October 16, 2007	Lincoln Crossing Elementary 635 Groveland Lane, Lincoln	Lincoln Crossing Elementary
January 15, 2008	Lincoln High School 790 J Street, Lincoln	Lincoln High School
March 18, 2008	Phoenix High School 870 J Street, Lincoln	Phoenix High School
April 15, 2008	Carlin C. Coppin School 150 East 12 th Street, Lincoln	Carlin C. Coppin School
May 20, 2008	Creekside Oaks Elementary School 2030 First Street, Lincoln	Creekside Oaks Elementary

Revised: 12/10/07

4.4.2

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

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

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SUBJECT:
Committee Assignments

AGENDA ITEM AREA:
Reorganization of the Board of Trustees

REQUESTED BY:
Scott Leaman
District Superintendent

ENCLOSURES:

MEETING DATE:
December 18, 2007

BACKGROUND:

Board of Trustees will assign following committee assignments.

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

ADMINISTRATION RECOMMENDATION:

Administration recommends the Board of Trustees accept committee assignments.

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

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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:

December 18, 2007

BACKGROUND:

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

Suzanna Miller – Café Site Cashier (.438 FTE) - FRE
Robin Mosley – Food Service Assist. (.25 FTE) - TBM
Bridget Palato – Camp/Café Supervisor (.25 FTE) - COE
Troy Schwartz – District Maintenance Worker (1.00 FTE) - District
Gale Zollo – Food Service Assist. (.25 FTE) - LHS

ADMINISTRATION RECOMMENDATION:

Administration recommends ratification of employment for the individuals listed above.

5.1a

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

NOTIFICATION OF CLASSIFIED EMPLOYMENT

ATTENTION: Personnel Department

DATE: 12/7/07

You are hereby notified that: Suzanna Kay Miller
(applicant's name)

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

POSITION TITLE: Cafeteria Site Cashier

EFFECTIVE DATE OF ASSIGNMENT: 12/03/07

ASSIGNMENT LOCATION: Foskett Ranch Elementary
(To be determined by Personnel department)

RANGE: 14 STEP: B AMOUNT \$ 12.52 (As per WPCSEA contract)

NUMBER OF HOURS ASSIGNED PER DAY: 3.5 7:30 to 8:15,
10:45 to 1:30

NEWLY APPROVED POSITION: _____, OR REPLACEMENT: X

IF REPLACEMENT, NAME OF PRIOR EMPLOYEE: Vickie Bortolus

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.**

Suzanna Kay Miller 12/7/07
Applicant's signature Date

Address (City/Zip) Telephone #
Jeff Dardis, FSD 12/7/07
Administrator's signature Date

