WESTERN PLACER UNIFIED SCHOOL DISTRICT
810 J STREET, LINCOLN, CALIFORNIA 95648

MEMBERS OF THE GOVERNING BOARD

Dennis Sonnenburg, President
Earl Mentze, Vice President
James McLeod, Clerk
Paul Long, Member
Melanie Eustice, Member

ROSEMARY KNUTSON, SECRETARY TO THE SUPERINTENDENT

ADMINISTRATIVE/MANAGEMENT PERSONNEL

Roger R. Yohe, District Superintendent
Jay M. Stewart, Assistant Superintendent, Business Services
Scott Leaman, Assistant Superintendent, Educational Services
Bob Noyes, Director, Human Services,
Ken Gammelgard, Director of Site Development
Kris Knutson, Principal, Sheridan School
John Bliss, Principal, Carlin C. Coppin Elementary School
Linda Pezanoski, Principal, Creekside Oaks Elementary School
Kelly Castillo, Principal, Foskett Ranch Elementary School
Ruben Ayala, Principal, First Street School
Jeremy Lyche, Twelve Bridges Elementary School
Mary Boyle, Principal, Glen Edwards Middle School
Mike Doherty, Assistant Principal, Glen Edwards Middle School
David Butler, Principal, Lincoln High School
Janice Smith, Assistant Principal, Lincoln High School
Stacy Brown, Assistant Principal, Lincoln High School/Glen Edwards Middle School
John Wyatt, Principal, Phoenix High School, Adult Education
Tracy Murphy, Director, Special Education
Frank Nichols, Director of Maintenance and Operations
Bob Nelson, Transportation Coordinator
Jeff Dardis, Food Service Director
Chuck Youtsey, Technology Coordinator

STUDENT ENROLLMENT

School	09/01/05
Sheridan School (K-8)	163
Sheridan School Independent Study (K-12)	11
First Street School (K-5)	450
Carlin C. Coppin Elementary (K-5)	442
Creekside Oaks Elementary (K-5)	548
Twelve Bridges Elementary (K-5)	612
Foskett Ranch Elementary (K-5)	377
Glen Edwards Middle (6-8)	1034
Lincoln High School (9-12)	1238
Phoenix High School (10-12)	67
PCOE Home School	8
TOTAL:	**4950**

Phoenix Infant/Toddler	20	Prechool/Head Start	
SDC Preschool	5	First & J Streets	24
Adult Education	90	Sheridan	15
		Carlin Coppin	24

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
September 20, 2005, 7:00 P.M.
TWELVE BRIDGES ELEMENTARY SCHOOL – LIBRARY
2450 Eastridge Drive, LINCOLN, CA

AGENDA

2004-2005 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.

6:15 P.M. OPEN SESSION – Twelve Bridges Elementary School Library

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

6:20 P.M. CLOSED SESSION – Twelve Bridges Elementary - Conference Room

1. CONFERENCE WITH LABOR NEGOTIATOR

2. ADJOURN TO OPEN SESSION

7:00 P.M. OPEN SESSION – Twelve Bridges Elementary School Library

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 CONFERENCE WITH LABOR NEGOTIATOR

3. SPECIAL ORDER OF BUSINESS

3.1 SCHOOL FEATURED – Twelve Bridges Elementary School

- High-Achievers
- Low-Achievers
- English-Learners
- Behavioral & Emotional Issues
- Budgetary Issues

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:

Kristin Krisinger – Bus Driver – Transportation Dept.
Michell Veenstra – Bus Driver – Transportation Dept.

b. Ratification of Short-term Classified Employment

Cindy Baker – School Clerk – Maintenance Dept.

c. Ratification of Classified Additional Position:

Maryann Allen – Campus/Café. Supervisor – COE
Sandra Walker – Campus/Café. Supervisor – TBE

d. Ratification of Classified Transfer:

Lisa Miller – 2 hr. Inst. Aide at FRE to 3 hr. Special Education Inst. Aide position at GEMS

Certificated:

e. Ratification of Certificated Reassignment:

Emily Coffee – from 3rd Grade Teacher to 4/5th Combo Teacher - COE
Alexis Dodge – from 2nd Grade Teacher to 5th Grade Teacher - COE

f. Ratification of Transfer:

Shavaun Clements – from TBE 4th Grade Teacher to 1st Grade Teacher at FSS
Becky Hill – from COE Kindergarten Teacher to Kindergarten Teacher at FRE
Mary Jane Krueger – from COE 4/5th Combo Teacher to Lang. Arts/Soc. Studies Teacher at GEMS
Angie Gibson – from CCC 2nd Grade Teacher to 4th Grade at TBE
Connie Trenkamp – from COE 5th Grade Teacher to 4th Grade at TBE

4.2 Ratify the Agreement between the Western Placer Unified School District and Blackburn Consulting for Twelve Bridges High School site development phase I special inspection and testing services.

4.3 Adoption of Resolution 05/06.4 Establishing a reduction of classified employee hours.

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, Student Advisory – Garrett Snyder
6.2 Western Placer Teacher's Association – Mike Agrippino
6.3 Western Placer Classified Employee Association – Joe Ross
6.4 Superintendent –

6.5 Assistant Superintendent(s)
- 6.5.1 Jay M. Stewart
  - a. Budget Update:
  - b. Facilities Update:
- 6.5.2 Scott Leaman
  - a. Program Focus Area: *Program Focus*
- 6.5.2 Bob Noyes, Personnel Director

7. ♦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.

7.1 (I/D) REVIEW OF THE HORIZON INSTRUCTIONAL SYSTEMS' CHARTER SCHOOL 2004-05 UNAUDITED ACTUALS – Stewart *(05/06 G & O Components V-IV)*
Legislation now requires that the approving entity's school board review their charger school's unaudited actuals. This review is for informational purposes only, and does not require Board approval.

7.2 (D/A) APPROVAL RESOLUTION 05/06.03 TO ADOPT THE FY 2005-06 WESTERN PLACER UNIFIED SCHOOL DISTRICT GANN LIMIT– Stewart *(05/06 G & O Components IV-V)*
Shortly after Proposition 13, the 1978 Jarvis-Gann amendment was enacted. Proposition 4, adopted in November 1979, established constitutional limit on the allowable growth in state and local government spending. These appropriation limits, commonly called Gann Limits, allow government spending to grow at a rate no faster than inflation and change in population. Education Code Section 1629 and 42132 specify that by September 30, county office and district governing boards shall adopt a resolution identifying their estimated appropriations limits for the current year and their annual appropriations limit for the preceding year.

7.3 (D/A) APPROVAL OF THE FY 2004-05 UNAUDITED ACTUALS Stewart *(05/06 G & O Components IV-V)*
The FY 2004-05 State unaudited actuals will be presented to the Board of Trustees.

7.4 (I/D) FIRST READING OF NEW CSBA POLICIES AND REGULATIONS AS REVIEWED BY THE DISTRICT POLICY COMMITTEE – Yohe *(05/06 G & O components I-V)*

The Board of Trustees will review the new CSBA policies and regulations as reviewed by the District Policy Committee.

- BP 0520.3
- AR 0520.3
- AR 1312.4
- E 1312.4

7.5 (D/A) APPROVAL OF REVISIONS OF POLICY AND REGULATIONS AS REVIEWED BY THE DISTRICT POLICY COMMITTEE – Yohe *(05/06 G & O components I-V)*

The Board of Trustees will consider adoption of the CSBA revisions as reviewed by the District Policy Committee.

- BP 0450
- AR 0450
- BP 1312.3
- BP 2121
- BP 3100
- AR 3100
- BP 3460
- AR 3460
- BP 3516
- AR 3516
- AR 3516.3
- AR 3541.1
- BP 3553
- AR 3553
- AR 4112.2
- AR 4112.22
- BP 4113
- AR 4117.14
- BP 4143.1
- AR 4143.1
- AR 4331
- AR 5112.2
- BP 5113.2
- AR 5113.2
- BP 5141.4
- AR 5141.4
- BP 5144.1
- BP 6142.1
- AR 6143
- AR 6146.1
- BP 6161.1
- BP 6162.51
- AR 6162.51
- BB 9223
- E 9320
- BB 9321

7.6 (D/A) **RATIFY AGREEMENT BETWEEN WESTERN PLACER UNIFIED SCHOOL DISTRICT AND THE WESTERN PLACER TEACHERS' ASSOCIATION TO MEET AND NEGOTIATE – Noyes** *(05/06 G & O Components IV-V)*
The current negotiated agreement between the Western Placer Unified School District and the Western Placer Teachers' Association will expire on June 30, 2006. Consequently, both the school district and the teachers' association submit their intention to meet and negotiate a new contract. All articles of the contract will be reviewed. Both parties intend to communicate to the Board of Trustees their perspective of how the bargaining process in proceeding throughout the school year.

7.7 (A) **HEALTH AIDE TO HEALTH CLERK PROMOTIONS & DECENTRALIZATION OF HEALTH SERVICES DISTRICTWIDE – Noyes** *(05/06 G & O Components IV)*
Due to the increased number of students at each site within the district and the increased number of sites, it has become necessary to decentralize health services. Currently, each site has a 3.0 hour health aide to accommodate the need of each school. Also, one employee works a total of 5 hours as a health clerk and 3 hours as a health aide, attempting to service all sites. The proposal submitted will promote all health aides to health clerks and increase their pay at each campus by .5 hours to ensure additional duties can be accomplished beginning October 1, 2005. Sheridan Elementary School will receive a 2.0 hours health clerk. The 8.0 hour aide/clerk, will be reduced in hours to 3.5 hours of health clerk time to equalize clerk time throughout the district, and this action will become effective after the 45 day layoff notice has been served.

7.8 (D) **LIGHTHOUSE FAMILY RESOURCE CENTER AND WESTERN PLACER UNIFIED SCHOOL DISTRICT COUNSELING CENTER–Leaman** *(05/06 G & O Components IV-III)*
Based on a prior discussion with the Board, plan for the Lighthouse Family Resource Center and the Western Placer Unified School District Counseling Center are progressing. The Board will be updated on activities of the two entities and the start of the Ferreria/Johnson Counseling program at the Western Placer Unified School District Counseling Center.

7.9 (I/D) **SHERIDAN MIDDLE SCHOOL PROGRAM – Leaman** *(05/06 G & O Components IV-III)*
Under adopted Board goal number two for 2005-06, the district office is to prepare a written recommendation in the spring of 2006 concerning the future configuration of Sheridan School. As

discussed in the spring of this year, a process outline for the group is attached.

7.10 (D/A) ASSISTANT SUPERINTENDENT PROPOSAL – Leaman/Stewart *(05/06 G & O Components IV-V)*
The Assistant Superintendents request two items:
1) Beginning October 2005, suspend implementation of the Assistant Superintendent salary formula until the district's financial status is more clear. By taking this action, the Board agrees to engage in discussion with the Assistant Superintendents no later than February, 2006 concerning salary.
2) Ammend the Assistant Superintendents contract's with an extension of one year through June 30, 2009.

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
- Carlin C. Coppin Elementary School Land Plan/Gladding Parkway
- Budget Suspensions for the 2004/05 School Year

8.2 BOARD MEMBER REPORTS/COMMENTS

9. ESTABLISHMENT OF NEXT MEETING(S)

- The President will establish the following meeting(s):
  >October 4, 2005, 7:00 p.m., 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: 9/15/05
h:\wpfiles\board\agendas\9/20/05

DISCLOSURE

OF ACTION

TAKEN IN

CLOSED SESSION,

IF ANY

WESTERN PLACER UNIFIED SCHOOL DISTRICT

CLOSED SESSION AGENDA

PLACE: **Twelve Bridges Conference Room, 2450 Eastridge Dr., Lincoln**
DATE: **September 20, 2005**
TIME: **6:15 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

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

BOARD OF TRUSTEE GLOBAL DISTRICT GOALS

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.
2. Fosters 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, local government, business, service organizations, etc. as partners in the education of our students
5. Promote student health and nutrition in order to enhance readiness for learning.

COMPLIANCE CHECK LIST

Complies with Board Policy ___
Complies with Site Plan (LIP) ___
Complies with Governance & Management Document ___
Complies with Mission Statement ___
Funding Sign-Off by J. Stewart ___
Personnel Sign-Off by B. Noyes BN
Program Sign Off by S. Leaman ___
SBLT Involvement ___
Complies with Board Policy ___

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:

Ratification of the WPUSD/ CSEA Western Placer Chapter #741 Collective Bargaining Contract

AGENDA ITEM AREA:

Action

REQUESTED BY:

Bob Noyes, Director of Human Services

ENCLOSURES:

yes (41)

MEETING DATE

September 20, 2005

BACKGROUND:

On January 4, 2005 the Western Placer Unified School District and the California Employees association and its Western Placer Chapter #741 began formal negotiations to discuss and bargain the entire contract articles. On May 24, 2005 both sides completed the contract changes, excluding Article IV (Employee Benefits) and Article VI (Salaries) which will be discussed at the first session of negotiations on September 28, 2005. The classified employees ratified the contract changes on August 18, 2005. The district's negotiating team tentatively agreed to the contract changes and is requesting the board to ratify the agreement effective July 1, 2004 through June 30, 2007. It shall remain in effect until a successor agreement is reached between the parties.

SUPERINTENDENT'S RECOMMENDATION: Administration recommends the Board of Trustees ratify the classified contract as presented.

SPECIAL ORDER OF BUSINESS

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World	
BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	*COMPLIANCE CHECK LIST*
1. Develop and continually upgrade a well articulated-K2 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ____ Complies with Site Plan (LIP) ____
2. Fosters a safe, caring environment where individual differences are valued and respected.	Complies with Governance & Management Document ____ Complies with Mission Statement ____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attativeness.	Funding Sign-Off by J. Stewart ____
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students.	Personnel Sign-Off by B. Noyes ____ Program Sign Off by S. Leaman ____ SBLT Involvement ____
5. Promote student health and nutrition in order to enhance readiness for learning.	Complies with Board Policy ____

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
Twelve Bridges Elementary School Featured

AGENDA ITEM AREA:
Special Order of Business

REQUESTED BY:
Board of Trustees

ENCLOSURES:
Yes

MEETING DATE:
September 20, 2005

BACKGROUND:

Introduction of staff by Mr. Lyche. Board Members will break up in small groups to discuss how Twelve Bridges Elementary School addresses the following concerns:

- High-Achievers
- Low-Achievers
- English Learners
- Behavioral & Emotional Issues
- Budgetary Issues

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees enjoy the presentation from Twelve Bridges Elementary School.

Home of the Tigers
Twelve Bridges Elementary
Western Placer Unified School District
"Pursuit of Excellence"

Board Meeting Agenda

Twelve Bridges Elementary School
Tuesday, September 20, 2005

7:00-7:05 Welcome by Mr. Lyche

7:05-7:10 Introduction of new staff members

7:10-7:20 Board Members meet with various staff members in small groups to discuss how Twelve Bridges Elementary School addresses the following concerns:

- High-Achievers
- Low-Achievers
- English-Learners
- Behavioral & Emotional Issues
- Budgetary Issues

7:20-7:30 Question & Answer Session in Small Groups

7:30-7:40 De-briefing with board members sharing what they learned from each group.

7:40-7:45 Closing Remarks from Mr. Lyche to the Board

2450 Eastridge Drive Lincoln, Ca 95648
(916) 434-5220 Office (916) 434-5201 Fax

3.1.1

CONSENT

AGENDA

ITEMS

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World	
BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	*COMPLIANCE CHECK LIST*
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ____ Complies with Site Plan (LIP) ____
2. Fosters a safe, caring environment where individual differences are valued and respected.	Complies with Governance & Management Document ____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Complies with Mission Statement ____ Funding Sign-Off by J. Stewart ____
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students	Personnel Sign-Off by B. Noyes BN Program Sign Off by S. Leaman ____ SBLT Involvement ____
5. Promote student health and nutrition in order to enhance readiness for learning.	Complies with Board Policy ____

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
Ratification of
Classified Employment

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Bob Noyes
Director, Human Services

ENCLOSURES:

MEETING DATE:
September 20, 2005

BACKGROUND:

The Board of Trustees will consider ratification of employment of:

Kristin Krisinger – Bus Driver (.50) FTE – Transportation Dept.
Michell Veenstra – Bus Driver (.64) FTE – Transportation Dept.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends ratification of employment of the individuals listed above.

Boardfactsheet.doc

4.1.9

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World	
BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	COMPLIANCE CHECK LIST
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ___ Complies with Site Plan (LIP) ___
2. Fosters a safe, caring environment where individual differences are valued and respected.	Complies with Governance & Management Document ___ Complies with Mission Statement ___
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart ___
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students	Personnel Sign-Off by B. Noyes BN Program Sign Off by S. Leaman ___ SBLT Involvement ___
5. Promote student health and nutrition in order to enhance readiness for learning.	Complies with Board Policy ___

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
Ratification of Short-term Classified Employment

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Bob Noyes BN
Director, Human Services

ENCLOSURES:

MEETING DATE:
September 20, 2005

BACKGROUND:

The Board of Trustees will consider ratification of short-term employment of:

Cindy Baker – School Clerk I – Maintenance Department

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends ratification of short-term employment of the individual listed above.

Boardfactsheet.doc

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World	
BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	*COMPLIANCE CHECK LIST*
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ___ Complies with Site Plan (LIP) ___
2. Fosters a safe, caring environment where individual differences are valued and respected.	Complies with Governance & Management Document ___ Complies with Mission Statement ___
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart ___
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students	Personnel Sign-Off by B. Noyes BN Program Sign Off by S. Leaman ___ SBLT Involvement ___
5. Promote student health and nutrition in order to enhance readiness for learning.	Complies with Board Policy ___

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
Ratification of Classified Additional Position

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Bob Noyes
Director, Human Services

ENCLOSURES:

MEETING DATE:
September 20, 2005

BACKGROUND:

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

Maryann Allen – 20 minute Campus/Café Supervisor - COE
Sandra Walker – 1 Hr. 20 Minute Campus/Café Supervisor – TBE

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends ratification of classified additional positions for the individuals listed above.

Boardfactsheet.doc

4.1.c

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	COMPLIANCE CHECK LIST
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ___ Complies with Site Plan (LIP) ___
2. Fosters a safe, caring environment where individual differences are valued and respected.	Complies with Governance & Management Document ___ Complies with Mission Statement ___
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart ___
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students	Personnel Sign-Off by B. Noyes ___ Program Sign Off by S. Leaman ___ SBLT Involvement ___
5. Promote student health and nutrition in order to enhance readiness for learning.	Complies with Board Policy ___

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:

Ratification of Classified Transfer

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:
Bob Noyes
Director, Human Services

ENCLOSURES:

MEETING DATE:
September 20, 2005

BACKGROUND:

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

Lisa Miller - from 2 hr. Instructional Aide at FRE to the 3 hr. Special Education Instructional Aide position at GEM

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees ratify the transfer as listed.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Personnel Department

To: Lisa Miller
GEM

From: Peggy Van Lengen, Personnel Acct. Tech.

Date: September 12, 2005

Subject: Transfer

After the selection process was discussed and the seniority list taken into consideration, it was determined that you will be transferring from your current 2 hr. Instructional Aide position at FRE to the 3 hr. (8:00 a.m. – 11:00 a.m.) Special Ed. Instructional Aide position at GEMS effective September 19, 2005.

If you have any questions regarding this transfer, please call me at 645-5293.

Congratulations!

4.1.d.1

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World	
BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	*COMPLIANCE CHECK LIST*
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ___ Complies with Site Plan (LIP) ___
2. Fosters a safe, caring environment where individual differences are valued and respected.	Complies with Governance & Management Document ___ Complies with Mission Statement ___
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart ___ Personnel Sign-Off by B. Noyes BN
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students	Program Sign Off by S. Leaman ___ SBLT Involvement ___
5. Promote student health and nutrition in order to enhance readiness for learning.	Complies with Board Policy ___

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING

FACT SHEET

SUBJECT:
Ratification of Certificated Reassignment

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Bob Noyes
Director, Human Services

ENCLOSURES:

MEETING DATE:
September 20, 2005

BACKGROUND:

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

Emily Coffee – from 3rd Grade Teacher to 4th/5th Combo Teacher - COE
Alexis Dodge – from 2nd Grade Teacher to 5th Grade Teacher - COE

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees ratify the reassignment of the individuals listed above.

4.1.e

APPENDIX H

2005 - 2006
CERTIFICATED STAFFING
ASSIGNMENT NOTICE

TO: Emily Coffee

SCHOOL: Creekside Oaks

Your assignment for the 2005 - 2006 school year will be:
If categorical, please specify.

4/5 combination 100268

took Mary Jane Krueger

Emily Coffee 9/1/05 Ms Reynolds 9-7-05
Signature/Teacher Date Signature/Principal Date

Your signature means the following:

1. **Your assignment for the 2005-2006 school year will be as described above.**
2. **The school district must be informed by June 30th of this school year of a change in your employment status or effective July 1, 2005, your signature is a binding agreement to commit your services to the Western Placer Unified School District for the 2005-2006 school year (Education Code 44420/Title 5, Section 5500), except for employee initiated assignments or transfers, according to the certificated contract. Failure to fulfill this commitment may result in the suspension of your credential.**

cc: Teacher
Principal
Director of Human Services

assign

4.1.e.1

APPENDIX H

2005 - 2006
CERTIFICATED STAFFING
ASSIGNMENT NOTICE

TO: Alexis Dodge

SCHOOL: Creekside Oaks

Your assignment for the 2005 - 2006 school year will be:
If categorical, please specify.

Fifth Grade 100134

took Connie Trinkaus place

A. Dodge 9/7/05 Ms. Bonnell 9-7-05
Signature/Teacher Date Signature/Principal Date

Your signature means the following:

1. **Your assignment for the 2005-2006 school year will be as described above.**
2. **The school district must be informed by June 30th of this school year of a change in your employment status or effective July 1, 2005, your signature is a binding agreement to commit your services to the Western Placer Unified School District for the 2005-2006 school year (Education Code 44420/Title 5, Section 5500), except for employee initiated assignments or transfers, according to the certificated contract. Failure to fulfill this commitment may result in the suspension of your credential.**

cc: Teacher
Principal
Director of Human Services

assign

H.1.e.2

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World	
BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	*COMPLIANCE CHECK LIST*
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ___ Complies with Site Plan (LIP) ___
2. Fosters a safe, caring environment where individual differences are valued and respected.	Complies with Governance & Management Document ___
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Complies with Mission Statement ___ Funding Sign-Off by J. Stewart ___
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students	Personnel Sign-Off by B. Noyes BN Program Sign Off by S. Leaman ___ SBLT Involvement ___
5. Promote student health and nutrition in order to enhance readiness for learning.	Complies with Board Policy ___

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING

FACT SHEET

SUBJECT:
Ratification of Certificated Transfers

AGENDA ITEM AREA:
Consent Agenda

REQUESTED BY:
Bob Noyes
Director, Human Services

ENCLOSURES:

MEETING DATE:
September 20, 2005

BACKGROUND:

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

Shavaun Clements – from 4th Grade Teacher at TBE to 1st Grade Teacher at FSS
Becky Hill – from Kindergarten Teacher at COE to Kindergarten Teacher at FRE
Mary Jane Krueger – from 4th/5th Combo Teacher at COE to Lang. Arts/Soc. Stud. Teacher at GEMS
Angie Gibson – from 2nd Grade Teacher at CCC to 4th Grade Teacher at TBE
Connie Trenkamp – from 5th Grade Teacher at COE to 4th Grade Teacher at TBE

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees ratify the transfers of the individuals listed above.

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: The Western Placer Unified School District is committed to the pursuit of excellence in all of its endeavors.
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:

Ratify the Agreement Between the Western Placer Unified School District and Blackburn Consulting for Twelve Bridges High School Site Development Phase I Special Inspection and Testing Services.

SUBJECT AREA:

Consent Agenda

REQUESTED BY:

Jay M. Stewart
Assistant Superintendent, Business Services

ENCLOSURES:

Yes

BOARD MEETING DATE:

September 20, 2005

BACKGROUND:

The attached agreement authorizes Blackburn Consulting to perform the required special inspection and testing services for the Phase I development of the Twelve Bridges High School Site. The total estimated fee is $77,789.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees ratify the agreement between the Western Placer Unified School District and Blackburn Consulting for Twelve Bridges High School site development phase I special inspection and testing services.

2437 Front St. ▪ West Sacramento, CA 95691
(916) 375-8706 ▪ Fax: (916) 375-9709

blackburn consulting

3265 Fortune Court ▪ Auburn, CA 95602-7847
(530) 887-1494 ▪ Fax: (530) 887-1495

Geotechnical/Geo-Environmental/Materials Engineering & Forensics ▪ Construction Management and Inspections

September 2, 2005

Mr. Ken Gammelgard
Western Placer Unified School District
810 J Street
Lincoln, CA 95648
Phone (916) 645-5100
Fax (916) 645-6582

Subject: **Twelve Bridges High School-Site Development Phase 1**
Lincoln, California
Revised Special Inspection and Testing Services Proposal

Dear Mr. Gammelgard,

At the request of NTD Architects, Blackburn Consulting, Inc. (BCI) prepared this revised proposal to provide special inspection and testing services during construction of the Twelve Bridges High School-Site Development Phase 1 in Lincoln, California. We revised our August 30, 2005 proposal to include full-time concrete batch plant inspection as an alternate, and we also reduced our technician hourly rates. For our review, NTD Architects provided the DSA approved plans and project manual (including Addendums 1-3) for the project. Below, we present our proposed Scope of Services, BCI Field Inspector Qualifications, Fee, Technician Scheduling and Agreement.

Scope of Services

We understand that a task specific construction schedule is not yet available for the project, but the contract period for completing the work is 120 days. We estimated a schedule based on the 120-day contract period, our knowledge of the project, review of the above plans and specifications, and our experience with similar projects. BCI will perform special inspection and testing under our current DSA Lab Certification (LEA #157).

We propose the following scope of services based on our estimated construction schedule:

Task 1: Project Plan and Specification Review/Pre-construction Meeting

We will review the DSA-approved plans and specifications for conformance with our geotechnical report for the project. BCI will prepare a letter with our comments and recommended changes, if any. Prior to construction, BCI's project manager and field technician will attend the pre-construction meeting.

Task 2: Geotechnical Observation and Testing

BCI will perform near full-time geotechnical observation and nuclear density testing during mass

grading, trench backfill, pavement subgrade, sidewalk subgrade, ditch subgrade and retaining wall backfill due to the generally rocky untestable nature of on-site fill materials. We will provide part-time geotechnical observation and testing during compaction of pavement and sidewalk aggregate base.

BCI will perform maximum density curves on fill material as needed to evaluate fill compaction. We will perform expansion index testing where necessary to evaluate potentially expansive on-site material.

Task 3: Reinforcing Steel, Concrete and Asphalt Special Inspection and Testing

BCI will identify and tag reinforcing steel at the shop and perform tensile and bend tests per the project specifications. We will review mix designs for each type of concrete, sample concrete, and perform compression, slump, temperature and air content tests in accordance with the DSA approved project manual. For the proposed public improvements, we will perform reinforcing steel identification and concrete sampling and testing in accordance with current City of Lincoln Public Facilities Improvement Standards. BCI will perform initial concrete batch plant inspections per DSA requirements assuming that the plant will obtain a waiver. We included full-time batch plant inspection as an alternate fee estimate if a waiver is not obtained.

During asphalt concrete (AC) placement, BCI will monitor AC temperature, verify minimum equipment and roller passes, and perform nuclear density testing to verify compaction. BCI will obtain a sample of the AC for laboratory maximum density, stability, gradation and oil content testing. We will also obtain 10 cores from the completed pavement section to check pavement thickness, correlate our nuclear gauge results, and to determine core density.

Task 4: Daily Field Reports

We will prepare Daily Field Reports (DFR's) to document our inspection and testing services during construction. The DFR's will be reviewed by a BCI engineer and provided to you, the Project Architect, Project Structural Engineer, Project Inspector and DSA on a weekly basis. Preliminary DFR's will be provided to the Project Inspector on a daily basis. Our field technician will verbally communicate any out-of-conformance observations or tests to the contractor and Project Inspector on a daily basis.

Our observation and testing services should not be considered direction or supervision of the contractor's work. The contractor is responsible for performing the work in accordance with the DSA-approved, specifications and geotechnical report.

Task 5: Laboratory Verified Reports

BCI will prepare and submit Laboratory Verified Reports per DSA Requirements. These reports will summarize our special inspection and testing services and include an opinion as to the conformance of the work with the DSA-approved plans and specifications, and our geotechnical report recommendations. For the public improvements, we will prepare a summary of our special inspection and testing services in accordance with the City of Lincoln Public Facilities Improvement Standards.

4.2.2

BCI Field Inspector Qualifications

BCI will assign Mr. Scott Tadlock, our field technician manager, to perform special inspection and testing for this project. Mr. Tadlock has nearly 10 years of experience performing special inspection and testing on school, hospital, university and other public sector projects. We attach Mr. Tadlock's resume for further reference.

Fee

We will perform the scope of services outlined above on a time and expense basis for an estimated fee of $73,367, or $77,789 if the alternative full-time concrete batch plant inspection is required. We will not exceed this fee without a change in scope and your authorization. An itemization of our fee estimate is attached. Additional requested services, including overtime, will be billed on a time and expense basis in accordance with our current fee schedule.

The above fee estimate is based on our estimated construction schedule for the 120-day contract period. Our final budget will depend on the contractor's actual schedule during construction. Once a construction schedule is available, we can revise this proposal if desired.

Technician Scheduling

Please provide at least 24 hours notice when scheduling our field observation and testing services. We understand that this is not always possible and will make every effort to respond if shorter notice is provided.

Agreement

If the above scope of services and fee estimate is acceptable, please sign the attached Agreement and return a copy to us as our authorization to proceed. We look forward to a successful project. Please call if you have questions or require additional information.

Sincerely,

BLACKBURN CONSULTING, INC.

David J. Morrell, P.E.
Project Manager

Reviewed by:

Robert B. Lokteff, G.E.
Senior Project Manager

Copy: 1 to Addressee
1 to NTDStichler Architects/Mr. Jeff Green

Attachments: Inspector Resume
Fee Itemization
Agreement

4.2.3

SCOTT TADLOCK

Field Technician Manager

REGISTRATION

ICC Structural Steel/Welding Special Inspector #5036886-85

ICC Reinforced Concrete Special Inspector #5036886-48

ICC Structural Masonry Special Inspector #5036886-84

Nuclear Gauge Certified

ACI Concrete Field Technician Grade 1 #977955

AFFILIATIONS

American Welding Society

International Code Counsel

Mr. Tadlock has nearly 10 years experience in field inspections, geotechnical observations and testing and construction project management from large commercial/residential to public work projects. Mr. Tadlock is currently certified by the International Code Counsel Certified in Structural Steel, Reinforced Concrete, and Reinforced Masonry. Mr. Tadlock is currently managing 5 technicians on various construction projects.

REPRESENTATIVE EXPERIENCE

- **Davis High School (Davis, CA):** Mr. Tadlock performed observation and testing during mass grading, which included building pad chemical stabilization and various underground utilities. Mr. Tadlock also performed structural inspections and testing on concrete and asphalt concrete pavement.
- **Davis Jr. High (Davis, CA):** Mr. Tadlock performed observation and testing during mass grading, which included chemical stabilization and various underground utilities. Mr. Tadlock also performed structural inspections and testing on concrete.
- **Metro Air Park (Sacramento County, CA):** Mr. Tadlock performed geotechnical observation and testing for mass grading operations including excavation of 2 detention basins, 2 lakes, storm and french drain systems, over 3 square mile site. Mr. Tadlock also inspected the steel reinforcement and concrete placement for various outfall structures on the project.
- **United States Federal Courthouse (Sacramento, CA):** Mr. Tadlock performed concrete, masonry, structural steel, and fire-proofing inspections during the construction of the Federal Courthouse in Sacramento, CA. Mr. Tadlock also performed floor flatness testing 15 suspended deck slabs.
- **Napa State Hospital Renovations (Napa, CA):** Mr. Tadlock performed observation and testing during the construction of three building pads and associated underground utilities for the project. Mr. Tadlock also performed structural inspections including reinforced concrete, masonry and structural steel.
- **University of California, Davis Facilities Building (Davis, CA):** Mr. Tadlock performed structural inspections for the project including asphalt concrete, concrete, masonry, high strength bolting, welding inspections (shop and field), and structural steel. Mr. Tadlock also observed foundation excavation.
- **Additional Projects,** Highland Point (Roseville, CA) Four story structural steel frame tilt, Solano Business Park (Fairfield, CA), CCPOA Building (West Sacramento), SBA Office Building (Rancho Cordova, CA), Folsom Sports Complex (Folsom, CA).

Twelve Bridges High School-
Site Development Phase 1

Revised Fee Estimate for Special Inspection and Testing Services

blackburn consulting

2437 Front Street
West Sacramento, CA 95691
Ph: (916) 375-8706
Fax: (916) 375-8709

Date: September 2, 2005

Task	Item	Quantity	Rate	Unit	Mult.	Item cost	Task Subtotal
Plan Review &	Proj. Mgr.	6	$140	hour	1	$840	
Preconst. Mtg	Tech-Prevailing Wage	1	$82	hour	1	$82	
	Tech-Offsite	3	$70	hour	1	$210	
	Mileage	140	$0.60	mile	1	$84	
							$ 1,216
Mass Grading	Tech-Prevailing Wage	224	$82	hour	1	$18,368	
(28, 8-hour days	Tech-Offsite	28	$70	hour	1	$1,960	
plus travel)	Tech-Offsite Overtime	14	$105	hour	1	$1,470	
	Nuclear Density Tests	30	$8	ea	1	$240	
	Proj. Mgr.-visits, review	10	$140	hour	1	$1,400	
	Mileage	2030	$0.60	mile	1	$1,218	
							$ 24,656
Utility Backfill	Tech-Prevailing Wage	200	$82	hour	1	$16,400	
(25, 8-hour days	Tech-Offsite	25	$70	hour	1	$1,750	
plus travel)	Tech-Offsite Overtime	13	$105	hour	1	$1,365	
	Nuclear Density Tests	30	$8	ea	1	$240	
	Proj. Mgr.-Review	8	$140	hour	1	$1,120	
	Mileage	2240	$0.60	mile	1	$1,344	
							$ 22,219
Pavement/Sidewalk	Tech-Prevailing Wage	21	$82	hour	1	$1,722	
Subgrade &	Tech-Offsite	9	$70	hour	1	$630	
Aggregate Base	Nuclear Density Tests	30	$8	ea	1	$240	
(6, 4-hour days	Proj. Mgr.-review	2	$140	hour	1	$280	
plus travel)	Mileage	420	$0.60	mile	1	$252	
							$ 3,124
Ditch Retaining	Tech-Prevailing Wage	36	$82	hour	1	$2,952	
Wall Backfill	Tech-Offsite	9	$70	hour	1	$630	
6, 6-hour days	Nuclear Density Tests	20	$8	ea	1	$160	
plus travel)	Proj. Mgr.-review	3	$140	hour	1	$420	
	Mileage	420	$0.60	mile	1	$252	
							$ 4,414
Reinforcing	Tech-Shop & Travel	16	$70.00	hour	1	$1,120	
Steel Tagging,	Tech. Manager	2	$90.00	hour	1	$180	
Sampling, &	Sr. Engineer	2	$115.00	hour	1	$230	
Testing	Mileage	700	$0.60	mile	1	$420	
(4, 4-hour days)	Tensile Tests	6	$65.00	test	1	$390	
							$2,340
Concrete Inspection,	Tech-Prevailing Wage	25	$82	hour	1	$2,050	
Sampling & Cyl. PU	Tech-Offsite & Cyl. PU	30	$70	hour	1	$2,100	
(10 pours, 4-hr days	Tech-Initial Plant Insp.	4	$70	hour	1	$280	
plus 1.5-hr/cyl. PU)	Proj. Mgr.-review	3	$140	hour	1	$420	
	Compression Tests	40	$25	each	1	$1,000	
	Mileage	2100	$0.60	mile	1	$1,260	
							$ 7,110

4.2.5

REVISED FEE ESTIMATE ITEMIZATION-Continued

Special Inspection and Testing Services

Project: Twelve Bridges High School-Site Development Phase 1

Date: September 2, 2005

Task	Item	Quantity	Rate	Unit	Mult.	Item cost	Task Subtotal
Asphalt Concrete	Tech-Prev. Wage	16	$82	hour	1	$1,312	
Observation &	Tech-Offsite	3	$70	hour	1	$210	
Testing	Project Manager	6	$140	hour	1	$840	
(2 pave days, 8-hour	Mileage	210	$0.60	mile	1	$126	
days plus travel)	Field Tech.-Coring	8	$85	hour	1	$680	
	Core Bit Charge	1	$300	each	1	$300	
	Coring Machine	1	$160	day	1	$160	
	AC Core Density Tests	10	$55	test	1.2	$660	
	AC Max Density, Stab., Extraction-Gradation	1	$600	test	1.2	$720	
							$ 5,008
Soil Laboratory	Maximum Density Curve	4	$250	test	1	$1,000	
	Expansion Index	2	$200	test	1	$400	
							$ 1,400
Submittal Letters	Proj. Mgr.	10	$140	hour	1	$1,400	
nd Final Letter	Senior Proj. Mgr	3	$160	hour	1	$480	
							$ 1,880
Total Fee Estimate							**$ 73,367**
Alternative for	Tech-Batch Plant Insp.	36	$82	hour	1	$2,952	
Full-time Concrete	Tech-Offsite	15	$70	hour	1	$1,050	
Batch Plant Inspection	Mileage	700	$0.60	mile	1	$420	
Assuming No DSA							$ 4,422
Waiver							
Total Fee Estimate with Alternate Full-time Batch Plant Inspection							**$ 77,789**

4.26

blackburn consulting

5 Fortune Court, Auburn, CA 95602-7847
one: (530) 887-1494, Fax: (530) 887-1495

AGREEMENT

Sign and Return

"We", **"Us"** and **"Our"** means **Blackburn Consulting Inc. (BCI)**. **"You"** and **"Your"** means the **Western Placer Unified School District** and Your successors or assigns. **You** and **Us** will be jointly referred to as "we", or "us".

SERVICES
We will provide the Special Inspection and Testing Services listed under "Scope of Services" in accordance with the standard care of geotechnical engineers providing similar services under similar conditions. **We** do not warrant or guarantee **Our** Services. **We** are not responsible for other parties' interpretations or use of information we develop.

SCOPE of SERVICES
Provide Special Inspection and Testing Services for Twelve Bridges High School-Site Development Phase 1 as outlined in Our September 2, 2005 proposal to You.

PAYMENT
You will pay our invoices upon receipt. You will pay a late payment charge at the rate of 1 ½% per month beginning 30 days after receipt. At **Our** option, **We** may suspend or terminate this Agreement and withhold services/documents if payments are not made when due.

SUBSURFACE CONDITION
You will provide **Us** with all information **You** have, or can reasonably obtain, concerning the Project, including subsurface conditions and the location of subsurface or hidden pipes, utilities or structures. **We** will attempt to avoid damage to subsurface structures, but are not responsible for any damage to subsurface pipes, utilities or structures **You** have not disclosed to **Us**.

HAZARDOUS MATERIALS
We will not investigate, treat, transport or dispose or arrange for transport, treatment or disposal of Hazardous Materials. If hazardous materials are discovered at the project site, we can terminate our obligations under this Agreement.

LIMITATIONS ON REMEDIES
Your remedy against **Us**, **Our** employees and/or subcontractors for damages arising from Services or from this Agreement is limited to $250,000 under this Agreement. **You** can increase **Your** remedy limit against us to $1MM by increasing our fees by 20%. To raise **your** remedy limits, either check the box below, or notify **us** in writing before **we** commence services. Neither of us will be liable for consequential damages incurred by either of us.

☐ Raise remedy to $1MM in exchange for 20% fee increase.

INDEMNIFICATION
You agree to indemnify **us** for all remedies arising from any parties or third parties in excess of the limits chosen above.

INSURANCE
We will maintain claims made professional liability insurance, general liability, and automobile liability insurance. **You** have, or will purchase, property insurance sufficient to protect any property in which **You** have an insurable interest. We waive any claims against each other for damage to property covered, or that should have been covered by property insurance required by this paragraph, including subrogated claims.

MEDIATION
Prior to any litigation, arbitration or other proceeding, we will attempt to mediate any dispute between us. The American Arbitration Association will conduct the mediation, unless we otherwise agree. We will equally share all fees and costs of the mediation.

TERMINATION
Either of us may terminate this Agreement for convenience or cause by giving 3 days written notice. If either party terminates this agreement, **You** shall pay **Us** for all work performed prior to termination

FULL AND FINAL AGREEMENT
This Agreement is the full and final agreement between us, supersedes any prior agreements, and may not be modified except by a writing executed by both of us.

TIME BAR TO LEGAL ACTION
All legal actions by either party against the other in any way connected with this Agreement shall be barred after 10 years from the date of **Our** substantial completion.

BIOLOGICAL POLLUTANTS
Our scope does not include investigation or detection of any Biological Pollutants in or around any structure. **You** agree that **We** have no liability for any claim regarding bodily injury or property damage alleged or actual, caused by any Biological Pollutants in or around any structure. In addition, **You** will defend, indemnity, and hold **Us** harmless from any 3rd party claim for damages alleged or actual, caused by any Biological Pollutants in or around any structure, except for damages caused by **Our** sole negligence. "Biological Pollutants" includes molds, fungi, spores, bacteria, and viruses, and the byproducts of any such biological organisms.

CONSTRUCTION MONITORING
You understand that **our** geotechnical report is preliminary. **Our** firm must monitor construction to review **our** assumptions in the geotechnical report and make changes where necessary. If **you** or another party hire another firm to monitor construction, BCI will not be responsible for any other parties' interpretation of **Our** Report.

CLIENT: ~~WESTERN PLACER UNIFIED~~ SCHOOL DISTRICT
Signature: Jay Stewart
Print Name/Title: Jay M. Stewart, Asst Supt.
Date: 9/8/05

BLACKBURN CONSULTING INC.
Signature: Robert B. Lokteff
Print Name/Title: Robert B. Lokteff, Sr. Project Manager
Date: September 2, 2005

4.2.7

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

BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	COMPLIANCE CHECK LIST
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ____ Complies with Site Plan (LIP) ____ Complies with Governance & Management Document ____
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with District Goals ____ Complies with District Mission Statement ____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart ____
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Personnel Sign-Off by B. Noyes ____ Program Sign Off by S. Leaman ____ SBLT Involvement ____ Initial

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
Adoption of Resolution
Establishing A Reduction
Of Classified Employee Hours

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Bob Noyes, Director
Human Services

ENCLOSURES:
Resolution

MEETING DATE:
September 20, 2005

BACKGROUND:
Due to the number of students at each site within the district and the increased number of sites, it has become necessary to decentralize health services by the following extent:

One Health Clerk and Health Aide, Teri Ball at COE, whose hours are to be reduced a total of 4 ½ hours per day.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees adopt Resolution Establishing a Reduction of Classified Employee Hours.

Boardfactsheet.doc

RESOLUTION
05/06.04

WHEREAS, due to lack of work and/or lack of funds, this Board hereby finds it is in the best interest of this school district, that as of November 7, 2005 certain services now being provided by the District be reduced or discontinued by the following extent:

One 5 hour Health Clerk and 3 hour Health Aide position will be reduced by 4 ½ hours

NOW, THEREFORE, BE IT RESOLVED that as of November 7, 2005, this classified position of the District is to be reduced or discontinued to the extent set forth above.

NOW, THEREFORE, BE IT RESOLVED that the reduction approved by this Resolution will not be implemented until consultation with CSEA and its Western Placer Chapter #741 as provided for in Article IX of the collective bargaining agreement, is completed.

BE IT FURTHER RESOLVED that the District Superintendent be and hereby is authorized and directed to give notice of layoff/reduction of employment to one classified employee of the District pursuant to the District's rules and regulations and applicable provisions of the Education Code not later than 45 days prior to the effective date of layoff as set forth above.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board on September 20, 2005, by the following vote:

AYES:

NOES:

ABSENT:

Date:_____

Governing Board of the Western Placer Unified School District

By_____
Secretary of the Governing Board

WESTERN PLACER UNIFIED SCHOOL DISTRICT

810 J Street
Lincoln, CA 95648

(916) 645-6350
(916) 645-6356 FAX

Superintendent
Roger R. Yohe

Board of Trustees
Melanie Eustice
Paul Long
James McLeod
[illegible] Mentze
[illegible]nis Sonnenburg

Asst. Superintendent, Business Services
Jay M. Stewart

Asst. Superintendent, Educational Services
Scott Leaman

Director, Human Services
Robert Noyes

September 13, 2005

Teri Ball
342 L Street
Lincoln, CA 95648

Dear Teri:

This letter is sent to you as the official notification that your three (3) hour Health Aide position at Creekside Oaks Elementary will be eliminated and your five (5) hour Health Clerk position reduced to 3 ½ hours due to the fact that it has become necessary to decentralize health services.

The Western Placer Unified School District's Board of Trustees will review the reduction of your hours and take action at the September 20, 2005 board meeting held at Twelve Bridges Elementary School. If action is taken to formally reduce your work hours, you will be allowed to complete your current work assignment through November 4, 2005. After the 45-day lay-off notice timeline is completed you will have the option to do one of the following:

1. Choose to accept a voluntary reduction in assigned time in lieu of layoff and be granted the same reemployment rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months (63 months total of reemployment eligibility). If you choose this option, you will retain your three and one-half hours per day at Creekside Oaks Elementary.

2 Accept the official lay-off notice due to decentralization and be eligible for reemployment for a period of 39 months and be reemployed in preference to new applicants within the same job classification. If you choose this option, you will retain your four and one-half hours within the school district if it becomes available.

If I can be of any assistance in this matter, please call me at 645-6350 or the WPCSEA President, Joe Ross at 434-5092.

Sincerely,

Bob Noyes

Bob Noyes, Director of Human Services
Western Placer Unified School District

Cc: Joe Ross, President WPCSEA

Enc.

WESTERN PLACER UNIFIED SCHOOL DISTRICT

810 J Street
Lincoln, CA 95648

(916) 645-6350
(916) 645-6356 FAX

Superintendent
Roger R. Yohe

Board of Trustees
Melanie Eustice
Paul Long
James McLeod
[illegible] Mentze
[illegible]nis Sonnenburg

Asst. Superintendent, Business Services
Jay M. Stewart

Asst. Superintendent, Educational Services
Scott Leaman

Director, Human Services
Robert Noyes

September 13, 2005

Joe Ross, CSEA President
1098 Woodcreek Oak #2507
Roseville, CA 95747

Dear Joe:

As per the classified employee contract between the Western Placer Unified School District and the Western Placer Classified Employees' Association, I am hereby serving notice to you that Teri Ball, a 5 hr. Health Clerk and 3 hr. Health Aide at Creekside Oaks Elementary will be reduced to a 3 ½ hr. Health Clerk effective November 7, 2005. Due to the number of students at each site within the district and the increased number of sites, it has become necessary to decentralize health services.

The Western Placer Unified School District will be presented a resolution for action regarding the reduction of position on September 20, 2005.

Please contact me to negotiate impact(s) and effect(s) of the action, if you feel it is necessary.

Respectfully,

Bob Noyes, Director of Human Services
Western Placer Unified School District

Enc.

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

BOARD OF TRUSTEE GLOBAL DISTRICT GOALS

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.
2. Fosters 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, local government, business, service organizations, etc. as partners in the education of our students
5. Promote student health and nutrition in order to enhance readiness for learning.

COMPLIANCE CHECK LIST

Complies with Board Policy ___
Complies with Site Plan (UP) ___
Complies with Governance & Management Document ___
Complies with Mission Statement ___
Funding Sign-Off by J. Stewart ___
Personnel Sign-Off by B. Noyes BN
Program Sign Off by S. Leaman ___
SBLT Involvement ___
Complies with Board Policy ___

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
Health Aide to Health Clerk Promotions & Decentralization Of Health Services Districtwide

AGENDA ITEM AREA:
Action

REQUESTED BY:
BN
Bob Noyes, Director of Human Services

ENCLOSURES:
yes (5)

MEETING DATE
September 20, 2005

BACKGROUND:
Due to the increased number of students at each site within the district and the increased number of sites, it has become necessary to decentralize health services. Currently, each site has a 3.0 hour health aide to accommodate the needs of each school. Also, one employee works a total of 5 hours as a health clerk and 3 hours as a health aide, attempting to service all sites. The proposal submitted will promote all health aides to health clerks and increase their pay at each campus by .5 hours to ensure additional duties can be accomplished beginning October 1, 2005. Sheridan Elementary School will receive a 2.0 hour health clerk. The 8.0 hour aide/clerk, will be reduced in hours to 3.5 hours of health clerk time to equalize clerk time throughout the district, and this action will become effective after the 45 day layoff notice has been served.

SUPERINTENDENT'S RECOMMENDATION: Administration recommends the Board of Trustees approve the promotions and additional work hours described above.

4.3.4

REPORTS

AND

COMMUNICATION

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World.		
BOARD OF TRUSTEE/DISTRICT GOALS	***COMPLIANCE CHECK LIST***	
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.	Complies with Board Polic Complies with Site Plan (LIP)	— —
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with Governance & Management Document Complies with District Goals	— —
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Complies with District Mission Statement Funding Sign-Off by J. Stewart	— —
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Personnel Sign-Off by B. Noyes Program Sign Off by S. Leaman	
5. Promote student health and nutrition in order to enhance readiness for learning.	SBLT Involvement	—

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
Program Focus

AGENDA ITEM AREA:
Reports

REQUESTED BY:
Scott Leaman

ENCLOSURES:

MEETING DATE:
September 20, 2005

BACKGROUND:

The results of the recently released Program Improvement status of district schools will be presented to the Board.

ADMINISTRATION'S RECOMMENDATION:
No Action is required on this item.

INFORMATION

DISCUSSION

ACTION ITEMS

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: The Western Placer Unified School District is committed to the pursuit of excellence in all of its endeavors.
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:

Review of the Horizon Instructional Systems' Charter School 2004-05 Unaudited Actuals.

SUBJECT AREA:

Information/ Discussion

REQUESTED BY:

Jay M. Stewart
Assistant Superintendent, Business Services

ENCLOSURES:

Yes

BOARD MEETING DATE:

September 20, 2005

BACKGROUND:

Legislation now requires that the approving entity's school board review their charter school's unaudited actuals. This review is for informational purposes only, and does not require Board approval.

SUPERINTENDENT'S RECOMMENDATION:

No action required.

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2004 to June 30, 2005

CHARTER SCHOOL CERTIFICATION

Charter School Name: Horizon Instructional Systems
CDS #: 31669513130168
Charter Approving Entity: Western Placer Unified School District
County: Placer
Charter #: 015

For information regarding this report, please contact:

For Approving Entity:	For Charter School:
Jay Stewart	Cliff Bautista
Name	Name
Assistant Superintendent, Business	Chief Business Official
Title	Title
(916) 434-5095	(916) 408-5241
Telephone	Telephone
j_stewart@wpusd.k12.ca.us	cbautista@hiscs.org
E-mail address	E-mail address

To the entity that approved the charter school:

(___) 2004-05 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Signed: Cliff Bautista Date: 9/8/05
Charter School Official
(Original signature required)

Printed Name: Cliff Bautista Title: Chief Business Official

To the County Superintendent of Schools:

(___) 2004-05 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)

Printed Name: _____ Title: _____

To the Superintendent of Public Instruction:

(___) 2004-05 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
County Superintendent/Designee
(Original signature required)

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2004 to June 30, 2005

Charter School Name: Horizon Instructional Systems
CDS #: 31669513130168
Charter Approving Entity: Western Placer Unified School District
County: Placer
Charter #: 015

This charter school uses the following basis of accounting:
Please enter an "X" in the applicable box below; check only one box

[X] **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)
[ ] **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. Revenue Limit Sources				
State Aid - Current Year	8011			0.00
Charter Schools Gen. Purpose Entitlement - State Aid	8015	5,643,390.00		5,643,390.00
State Aid - Prior Years	8019	(442,733.00)		(442,733.00)
Tax Relief Subventions (for rev. limit funded schools)	8020-8039			0.00
County and District Taxes (for rev. limit funded schools)	8040-8079			0.00
Miscellaneous Funds (for rev. limit funded schools)	8080-8089			0.00
Revenue Limit Transfers (for rev. limit funded schools):				
PERS Reduction Transfer	8092			0.00
Other Revenue Limit Transfers	8091, 8097			0.00
Total, Revenue Limit Sources		5,200,657.00	0.00	5,200,657.00
2. Federal Revenues (see NOTE on last page)				
No Child Left Behind	8290			0.00
Special Education - Federal	8181, 8182		204,207.00	204,207.00
Child Nutrition - Federal	8220			0.00
Other Federal Revenues	8110, 8260-8299	861.25		861.25
Total, Federal Revenues		861.25	204,207.00	205,068.25
3. Other State Revenues				
Charter Schools Categorical Block Grant	8480	777,411.00		777,411.00
Special Education - State	StateRevSE			0.00
All Other State Revenues	StateRevAO	341,380.29	67,206.96	408,587.25
Total, Other State Revenues		1,118,791.29	67,206.96	1,185,998.25
4. Other Local Revenues				
Transfers from Sponsoring LEAs to Charter Schools in Lieu of Property Taxes	8780	9,164,000.99		9,164,000.99
All Other Local Revenues	LocalRevAO	82,375.89	495,716.41	578,092.30
Total, Local Revenues		9,246,376.88	495,716.41	9,742,093.29
5. TOTAL REVENUES		15,566,686.42	767,130.37	16,333,816.79
B. EXPENDITURES				
1. Certificated Salaries				
Teachers' Salaries	1100	4,981,087.14	252,098.53	5,233,185.67
Certificated Pupil Support Salaries	1200	512,845.49	48,621.96	561,467.45
Certificated Supervisors' and Administrators' Salaries	1300	602,807.69	110,504.11	713,311.80
Other Certificated Salaries	1900	30,199.28	285,089.73	315,289.01
Total, Certificated Salaries		6,126,939.60	696,314.33	6,823,253.93
2. Non-certificated Salaries				
Instructional Aides' Salaries	2100	177,685.77	6,200.20	183,885.97
Non-certificated Support Salaries	2200			0.00
Non-certificated Supervisors' and Administrators' Sal.	2300	409,950.85		409,950.85
Clerical and Office Salaries	2400	1,429,114.86	87,523.07	1,516,637.93
Other Non-certificated Salaries	2900			0.00
Total, Non-certificated Salaries		2,016,751.48	93,723.27	2,110,474.75

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2004 to June 30, 2005

Charter School Name: Horizon Instructional Systems

CDS #: 31669513130168

Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102	508,575.74	57,782.23	566,357.97
PERS	3201-3202	183,900.31	8,408.96	192,309.27
OASDI / Medicare / Alternative	3301-3302	250,982.86	17,191.30	268,174.16
Health and Welfare Benefits	3401-3402	842,602.93	85,801.51	928,404.44
Unemployment Insurance	3501-3502	67,573.62	5,209.01	72,782.63
Workers' Compensation Insurance	3601-3602	246,188.13	22,389.83	268,577.96
Retiree Benefits	3701-3702			0.00
PERS Reduction (for revenue limit funded schools)	3801-3802			0.00
Other Employee Benefits	3901-3902	4,803.48	298.12	5,101.60
Total, Employee Benefits		2,104,627.07	197,080.96	2,301,708.03
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	127,204.27		127,204.27
Books and Other Reference Materials	4200	27,947.08		27,947.08
Materials and Supplies	4300	2,173,241.61	14,375.55	2,187,617.16
Noncapitalized Equipment	4400			0.00
Food	4700			0.00
Total, Books and Supplies		2,328,392.96	14,375.55	2,342,768.51
5. Services and Other Operating Expenditures				
Travel and Conferences	5200	74,897.91	24,110.33	99,008.24
Dues and Memberships	5300	36,590.93		36,590.93
Insurance	5400	52,986.00		52,986.00
Operations and Housekeeping Services	5500	73,859.21		73,859.21
Rentals, Leases, Repairs, and Noncap. Improvements	5600	791,938.10	63,426.20	855,364.30
Professional/Consulting Services and Operating Expend.	5800	633,114.04	92,052.58	725,166.62
Communications	5900	216,697.76	3,982.01	220,679.77
Total, Services and Other Operating Expenditures		1,880,083.95	183,571.12	2,063,655.07
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 for modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Depreciation Expense (for accrual basis only)	*6900*	41,751.33		41,751.33
Total, Capital Outlay		41,751.33	0.00	41,751.33
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7280-7299			0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total, Other Outgo		0.00	0.00	0.00
8. TOTAL EXPENDITURES		14,498,546.39	1,185,065.23	15,683,611.62
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		1,068,140.03	(417,934.86)	650,205.17

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2004 to June 30, 2005

Charter School Name: Horizon Instructional Systems

CDS #: 31669513130168

Description	Object Code	Unrestricted	Restricted	Total
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(485,141.82)	485,141.82	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(485,141.82)	485,141.82	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		582,998.21	67,206.96	650,205.17
F. FUND BALANCE, RESERVES				
1. Beginning Fund Balance				
a. As of July 1	9791	2,075,054.12	166,889.39	2,241,943.51
b. Adjustments/Restatements to Beginning Balance	9793, 9795	86,526.00		86,526.00
c. Adjusted Beginning Balance		2,161,580.12	166,889.39	2,328,469.51
2. Ending Fund Balance, June 30 (E + F.1.c.)		2,744,578.33	234,096.35	2,978,674.68
Components of Ending Fund Balance (Optional):				
Reserve for Revolving Cash (equals object 9130)	9711	10,000.00	0.00	10,000.00
Reserve for Stores (equals object 9320)	9712	260,836.16	0.00	260,836.16
Reserve for Prepaid Expenditures (equals object 9330)	9713	0.00	0.00	0.00
Reserve for All Others	9719			0.00
General Reserve	9730			0.00
Legally Restricted Balance	9740		234,096.35	234,096.35
Designated for Economic Uncertainties	9770	724,927.31		724,927.31
Other Designations	9775, 9780	1,748,814.86		1,748,814.86
Undesignated / Unappropriated Amount	9790	0.00	0.00	0.00
G. ASSETS				
1. Cash				
In County Treasury	9110	1,663,488.63	158,746.80	1,822,235.43
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	7,714.97		7,714.97
In Revolving Fund	9130	10,000.00		10,000.00
With Fiscal Agent	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	1,318,170.16	93,226.18	1,411,396.34
4. Due from Grantor Government	9290			0.00
5. Stores	9320	260,836.16		260,836.16
6. Prepaid Expenditures (Expenses)	9330			0.00
7. Other Current Assets	9340			0.00
8. *Capital Assets (for accrual basis only)*	*9400-9499*	9,294.67		9,294.67
9. TOTAL ASSETS		3,269,504.59	251,972.98	3,521,477.57
H. LIABILITIES				
1. Accounts Payable	9500	479,467.14	17,876.63	497,343.77
2. Due to Grantor Government	9590			0.00
3. Current Loans	9640			0.00
4. Deferred Revenue	9650			0.00
5. *Long-Term Liabilities (for accrual basis only)*	*9660-9669*	45,459.12		45,459.12
6. TOTAL LIABILITIES		524,926.26	17,876.63	542,802.89
I. FUND BALANCE				
Ending Fund Balance, June 30 (G9-H6)				
(must agree with Line F2)		2,744,578.33	234,096.35	2,978,674.68

7.1.4

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2004 to June 30, 2005

Charter School Name: Horizon Instructional Systems

CDS #: 31669513130168

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A.2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED:

1. Federal Revenues Used for Capital Outlay and Debt Service:
Included in the Capital Outlay and Debt Service expenditures reported in sections B.6 and B.7 are the following amounts paid out of federal funds:

	Federal Program Name (Indicate if NONE)	Capital Outlay	Debt Service	Total
a.		$		0.00
b.				0.00
c.				0.00
d.	NONE			0.00
e.				0.00
f.				0.00
g.				0.00
h.				0.00
i.				0.00
j.				0.00
	TOTAL	0.00	0.00	0.00

2 ›mmunity Services Expenditures:
›luded in the expenditures reported in Section B are the following amounts expended for Community Services paid out of state and local funds:

	Objects of Expenditures	Amount Enter "0.00" if none
a.	Certificated Personnel Salaries	$
b.	Non-certificated Personnel Salaries	
c.	Employee Benefits	
d.	Books and Supplies	
e.	Services and Other Operating Expenditures	
	TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: The Western Placer Unified School District is committed to the pursuit of excellence in all of its endeavors.
BOARD OF TRUSTEES/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:

Approve Resolution 05/06.03 to Adopt the FY 2005-06 Western Placer Unified School District Gann Limit.

SUBJECT AREA:

Discussion/Action

REQUESTED BY:

Jay M. Stewart
Assistant Superintendent, Business Services

ENCLOSURES:

Yes

BOARD MEETING DATE:

September 20, 2005

BACKGROUND:

Shortly after Proposition 13, the 1978 Jarvis-Gann amendment was enacted. Proposition 4, adopted in November 1979, established constitutional limit on the allowable growth in state and local government spending. These appropriation limits, commonly called Gann Limits, allow government spending to grow at a rate no faster than inflation and change in population.

Education Code Sections 1629 and 42132 specify that by September 30, county office and district governing boards shall adopt a resolution identifying their estimated appropriations limits for the current year and their annual appropriations limit for the preceding year.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees approve Resolution 05/06.03 to adopt the FY 2005-06 Western Placer Unified School District Gann Limit.

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Resolution No. 05/06.03

A RESOLUTION BEFORE THE GOVERNING)
BOARD OF THE WESTERN PLACER UNIFIED)
SCHOOL DISTRICT ADOPTING THE 2005-06)
GANN LIMIT)

The following **RESOLUTION** was duly passed and adopted by the Board of Trustees of the above-entitled district at a regular meeting held on the 20th day of September, 2005, by roll call vote.

AYES:
NOES:
ABSENT:

WHEREAS, in November 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIIIB to the California Constitution; and

WHEREAS, in the provisions of that Article establish maximum appropriation limits, commonly called "Gann Limits", for public agencies including school districts; and

WHEREAS, the District must establish a Gann Limit for the 2004-05 fiscal year and a projected Gann Limit for the 2005-06 fiscal year in accordance with the provisions of Article XIIIB and applicable statutory law; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does provide public notice that the attached calculations and documentation of the Gann limits for the 2004-05 and 2005-06 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED, that this Board does hereby declare that the appropriations in the Budget for the 2004-05 and 2005-06 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED, that the Superintendent provide copies of this resolution along with the appropriate attachments to interested citizens of this District.

THE FOREGOING RESOLUTION was duly passed by the Governing Board of the Western Placer Unified School District on the 20th day of September 2005.

_____
President of the Board

ATTEST:

_____
Clerk

	2004-05 Calculations			2005-06 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
A. PRIOR YEAR DATA (2003-04 Actual Appropriations Limit and Gann ADA are from district's prior year Gann Report to the CDE)		2003-04 Actual			2004-05 Actual	
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	17,871,275.97		17,871,275.97			20,146,310.85
2. PRIOR YEAR GANN ADA (Preload/Line B9, PY column)	4,148.63		4,148.63			4,528.40
ADJUSTMENTS TO PRIOR YEAR LIMIT		Adjustments to 2003-04			Adjustments to 2004-05	
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit is entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2004-05 data should tie to Principal Apportionment Attendance Software reports)		2004-05 P2 Report			2005-06 P2 Estimate	
1. Total K-12 ADA (Form A, Line 10)	4,208.99		4,208.99	4,459.99		4,459.99
2. ROC/P ADA (Form A, Line 12)			0.00			0.00
3. Total Charter Schools ADA (Form A, Line 26)	179.63		179.63	179.29		179.29
4. Total Supplemental Instructional Hours (Form A, Lines 21 and 27)	97,844.00		97,844.00	97,844.00		97,844.00
5. Divide Line B4 by 700 (Round to 2 decimals)			139.78			139.78
6. TOTAL P2 ADA (Lines B1 through B3 plus B5)			4,528.40			4,779.06
THER ADA (om Principal Apportionment Attendance Software)						
7. Apprentice Hours - High School						
8. Divide Line B7 by 525 (Round to 2 decimals)			0.00			0.00
9. TOTAL CURRENT YEAR GANN ADA (Sum Lines B6 plus B8)			4,528.40			4,779.06
C. LOCAL PROCEEDS OF TAXES DATA TAXES AND SUBVENTIONS (Funds 01, 09, and 62)		2004-05 Actual			2005-06 Budget	
1. Homeowners' Exemption (Object 8021)	248,812.52		248,812.52	238,155.00		238,155.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	18.00		18.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	18,077,938.13		18,077,938.13	18,373,839.00		18,373,839.00
5. Unsecured Roll Taxes (Object 8042)	685,349.36		685,349.36	589,219.00		589,219.00
6. Prior Years' Taxes (Object 8043)	0.00		0.00	12,816.00		12,816.00
7. Supplemental Taxes (Object 8044)	1,106,452.87		1,106,452.87	870,812.00		870,812.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	1,567,616.34		1,567,616.34	1,801,269.00		1,801,269.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (Objects 8047 & 8625) (Only if not counted in redevelopment agency's limit)	28,546.00		28,546.00	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-Revenue Limit Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers from Sponsoring LEAs to Charter Schools in Lieu of Property Taxes (Object 8780)	0.00		0.00	0.00		0.00
16. Less: Transfers to Charter Schools in Lieu of Property Taxes (Object 7280)	9,164,000.99		9,164,000.99	8,055,260.00		8,055,260.00
17. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15 minus C16)	12,550,732.23	0.00	12,550,732.23	13,830,850.00	0.00	13,830,850.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
18. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
TOTAL LOCAL PROCEEDS OF TAXES (Lines C17 plus C18)	12,550,732.23	0.00	12,550,732.23	13,830,850.00	0.00	13,830,850.00

	2004-05 Calculations			2005-06 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
EXCLUDED APPROPRIATIONS						
20. Medicare (Enter federally mandated amounts only from objs. 3301 and 3302; do not include negotiated amounts)						
OTHER EXCLUSIONS						
21. Americans with Disabilities Act						
22. Unreimbursed Court Mandated Desegregation Costs for Court (For court orders imposed on or after November 6, 1979)						
23. Other Unfunded Court/Federal Mandates						
24. TOTAL EXCLUSIONS (Lines C20 through C23)			0.00			0.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
25. Revenue Limit State Aid - Current Year (Object 8011)	7,893,133.62		7,893,133.62	9,024,628.00		9,024,628.00
26. Revenue Limit State Aid - Prior Years (Object 8019)	785,587.00		785,587.00	0.00		0.00
27. ROC/P Apportionment - CY (Res. 6350, Object 8311)	0.00		0.00	0.00		0.00
28. ROC/P Apportionment - PY (Res. 6350, Object 8319)	0.00		0.00	0.00		0.00
29. Charter Schs. Gen. Purpose Entitlement (Object 8015)	0.00		0.00	0.00		0.00
30. Charter Schs. Categorical Block Grant (Object 8480)	0.00		0.00	0.00		0.00
31. Class Size Reduction, K-3 (Object 8434)	1,149,792.00		1,149,792.00	1,208,430.00		1,208,430.00
32. Class Size Reduction, 9 (Object 8435)	0.00		0.00	0.00		0.00
33. SUBTOTAL STATE AID RECEIVED (Lines C25 through C32)	9,828,512.62	0.00	9,828,512.62	10,233,058.00	0.00	10,233,058.00
ADD BACK TRANSFERS TO COUNTY						
34. County Office Funds Transfer (Form RL, Line 32)	213,965.00		213,965.00	239,851.00		239,851.00
35. TOTAL STATE AID (Lines C33 plus C34)	10,042,477.62	0.00	10,042,477.62	10,472,909.00	0.00	10,472,909.00
35. a. Supplemental Instruction Funds Included Above (Form RL, Lines 33 through 35)	197,836.00		197,836.00	175,000.35		175,000.35
DATA FOR INTEREST CALCULATION						
Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	37,719,494.10		37,719,494.10	38,257,184.00		38,257,184.00
Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	209,472.19		209,472.19	130,000.00		130,000.00
APPROPRIATIONS LIMIT CALCULATIONS		**2004-05 Actual**			**2005-06 Budget**	
D. PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			17,871,275.97			20,146,310.85
2. Inflation Adjustment			1.0328			1.0526
3. Program Population Adjustment (Lines B9 divided by [A2 plus A7]) (Round to four decimals)			1.0915			1.0554
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			20,146,310.85			22,380,819.58
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C19)			12,550,732.23			13,830,850.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of $120 times Line B9 or $2,400; but not greater than Line C35 or less than zero)			543,408.00			573,487.20
b. Maximum State Aid in Local Limit (Lesser of Line C35 or Lines D4 minus D5 plus C24; but not less than zero)			7,595,578.62			8,549,969.58
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			7,595,578.62			8,549,969.58
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C37 divided by [Lines C36 minus C37] times [Lines D5 plus D6c])			112,505.72			76,310.55
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			12,663,237.95			13,907,160.55
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C24; but not greater than Line C35 or less than zero)			7,483,072.90			8,473,659.03
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			12,663,237.95			
b. State Subventions (Line D8)			7,483,072.90			
c. Less: Excluded Appropriations (Line C24)			0.00			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			20,146,310.85			

	2004-05 Calculations			2005-06 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
10. Adjustments to the Limit Per Government Code Section 7902.1 (Line D9d minus D4; if negative, then zero)			0.00			
If not zero report amount to: Tom Campbell, Director, State Department of Finance, Attention: School Gann Limits, State Capitol, Room 1145, Sacramento, CA 95814						
Summary		**2004-05 Actual**			**2005-06 Budget**	
11. Adjusted Appropriations Limit (Lines D4 plus D10)			20,146,310.85			22,380,819.58
12. Appropriations Subject to the Limit (Line D9d)			20,146,310.85			

* Please provide below an explanation for each entry in the adjustments column:

Jay M. Stewart
Gann Contact Person

(916) 645-6387
Contact Phone Number

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING FACT SHEET

MISSION STATEMENT: The Western Placer Unified School District is committed to the pursuit of excellence in all of its endeavors.
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:

Approval of the FY 2004-05 Unaudited Actuals

SUBJECT AREA:

Discussion/Action

REQUESTED BY:

Jay M. Stewart
Assistant Superintendent, Business Services

ENCLOSURES:

Yes

BOARD MEETING DATE:

September 20, 2005

BACKGROUND:

The FY 2004-05 State unaudited actuals will be presented to the Board of Trustees.

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees approve the FY 2004-05 State unaudited actuals.

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

(X) 2004/05 UNAUDITED ACTUAL FINANCIAL REPORT. This report is hereby filed by the governing board of the school district. (Pursuant to E.C. 42100)

Signed _____ Date of Meeting: Sep 20, 2005
Clerk/Secretary of the Governing Board
(Original signature required)

To the Superintendent of Public Instruction:

(___) 2004/05 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools. (Pursuant to E.C. 42100)

Signed _____ Date: _____
County Superintendent/Designee
(Original signature required)

For additional information on the unaudited actual reports, please contact:

County Office of Education	School District
Joel Toste	Jay M. Stewart
Name	Name
Director, District Businees Services	Assistant Superintendent
Title	Title
(530) 889-5919	(916) 645-6387
Telephone	Telephone
jtoste@placercoe.k12.ca.us	j_stewart@wpusd.k12.ca.us
E-mail Address	E-mail Address

SELECTION OF BUDGET ADOPTION CYCLE:

Pursuant to E.C. 42127 (i), this school district elects to use the following budget adoption cycle for the 2006/07 budget year:

(S) Budget Adoption Cycle ('D' for Dual or 'S' for Single)

Following is a summary of the critical data elements contained in your unaudited actuals data. Since this data may have fiscal implications for your agency, please verify the accuracy of this data before filing your unaudited actual financial reports with your reporting agency.

Form	Description	Value
CEA	Percent of Current Cost of Education Expended for Classroom Compensation (Must equal or exceed 60% for elementary, 55% for unified, and 50% for high school districts or future apportionments may be affected.)	64.16%
	CEA Deficiency Amount (Applicable to districts not exempt from the requirement and not meeting the minimum classroom compensation percentage - see Form CEA for further details.)	$0.00
CORR	Total Cost for the Education of Adults in County Correctional Facilities (If the amount received for this program exceeds actual costs, the next apportionment is subject to reduction [EC 1909, 41841.5].)	
DAY	Excess Program Revenues (Must spend 90% of revenues on direct instructional and documented support costs [EC 48660.2]. A positive number here indicates that less than 90% was spent, subjecting the next apportionment to reduction.)	
GANN	Adjustments to Appropriations Limit Per Government Code Section 7902.1 (If this amount is not zero, it represents an increase to your appropriations limit. The Department of Finance must be notified of increases within 45 days of budget adoption.)	$0.00
	Adjusted Appropriations Limit	$20,146,310.85
	Appropriations Subject to Limit (These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7906 and Education Code Section 42132.)	$20,146,310.85
ICR	Indirect Cost Rate (Fixed with Carry Forward Indirect Cost Rate for use in 2006/07, subject to CDE approval.)	5.13%
ROP	Amount in Excess of Allowable Contribution (Contributions must not exceed 15% of expenditures [EC 52321(b)]. A positive number here indicates that more than 15% was contributed, subjecting the next apportionment to reduction.)	
	Amount in Excess of Allowable Ending Balance (Net ending balance must not exceed 15% of expenditures [EC 52321(c)(1)]. A positive number here indicates that the ending balance exceeds 15% of expenditures, subjecting the next apportionment to reduction.)	
TRAN	Approved Transportation Expense - Home-to-School (If the amount received for this program, including supplemental grant add-on, exceeds actual costs, the next apportionment is subject to reduction [EC 41851(c)].)	$621,970.47
	Approved Transportation Expense - SH/OH (If the amount received for this program exceeds actual costs, the next apportionment is subject to reduction [EC 41851.5(c)].)	$0.00

Desc[illegible]on	2004/05 Unaudited Actuals P-2 ADA	2004/05 Unaudited Actuals Annual ADA	2004/05 Unaudited Actuals Revenue Limit ADA	2005/06 Budget Estimated P-2 ADA	2005/06 Budget Estimated Annual ADA	2005/06 Budget Estimated Revenue Limit ADA
ELEMENTARY						
1. General Education			3,041.74	3,079.90	3,074.97	3,079.90
a. Kindergarten	370.70	374.57				
b. Grades One through Three	1,010.70	1,016.36				
c. Grades Four through Six	986.25	992.73				
d. Grades Seven and Eight	621.89	620.53				
e. Opportunity Schools						
f. Home and Hospital		0.21				
g. Community Day Schools						
2. Special Education						
a. Special Day Class	51.44	48.97		56.05	55.96	56.05
b. Skilled Nursing Facility - E.C. 56836.16						
c. NPS - E.C. 56366(a)(7)	0.76	0.57		0.76	0.76	0.76
d. NPS - E.C. 56836.16						
3. TOTAL, ELEMENTARY	3,041.74	3,053.94	3,041.74	3,136.71	3,131.69	3,136.71
HIGH SCHOOL						
4. General Education			1,121.26	1,259.70	1,257.74	1,259.70
a. Grades Nine through Twelve	1,038.34	1,028.82				
b. Continuation Education	61.12	57.68				
c. Opportunity Schools						
d. Home and Hospital	0.42	0.84				
e. Community Day Schools						
5. Special Education						
a. Special Day Class	19.15	18.32		15.36	15.34	15.36
b. Skilled Nursing Facility - E.C. 56836.16						
c. NPS - E.C. 56366(a)(7)	2.23	2.38		2.23	2.23	2.23
d. NPS - E.C. 56836.16						
6. TOTAL, HIGH SCHOOL	1,121.26	1,108.04	1,121.26	1,277.29	1,275.31	1,277.29
COUN[illegible]UPPLEMENT						
7. Co[illegible], Community Schools						
a. Elementary	2.14	2.14	2.14	2.14	2.14	2.14
b. High School	2.33	2.33	2.33	2.33	2.33	2.33
8. Special Education						
a. Special Day Class - Elementary	36.47	36.47	36.47	36.47	36.47	36.47
b. Special Day Class - High School	5.05	5.05	5.05	5.05	5.05	5.05
c. Skilled Nursing Facility - Elementary						
d. Skilled Nursing Facility - High School						
e. NPS, Nonsectarian - Elementary						
f. NPS, Nonsectarian - High School						
g. NPS/LCI - Elementary						
h. NPS/LCI - High School						
9. TOTAL, ADA REPORTED BY COUNTY OFFICES	45.99	45.99	45.99	45.99	45.99	45.99
10. TOTAL, K-12 ADA (sum lines 3, 6, and 9)	4,208.99	4,207.97	4,208.99	4,459.99	4,452.99	4,459.99
11. ADA for Necessary Small Schools also included in lines 3 and 6.						
12. REGIONAL OCCUPATIONAL CENTERS & PROGRAMS						

7.3.4

Description	2004/05 Unaudited Actuals			2005/06 Budget		
	P-2 ADA	Annual ADA	Revenue Limit ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Revenue Limit ADA
CLASSES FOR ADULTS						
3. Concurrently Enrolled Secondary Students						
4. Adults Enrolled, State Apportioned	22.77	23.74	23.74	23.00	23.00	23.00
5. Students 21 Years or Older and Students 19 or Older NOT Continuously Enrolled Since Their 18th Birthday, Participating in Full-Time Independent Study.						
6. TOTAL, CLASSES FOR ADULTS (sum lines 13 through 15)	22.77	23.74	23.74	23.00	23.00	23.00
7. Adults in Correctional Facilities						
8. TOTAL, ADA (sum lines 10, 12, 16, and 17)	4,231.76	4,231.71	4,232.73	4,482.99	4,475.99	4,482.99
SUPPLEMENTAL INSTRUCTIONAL HOURS						
9. ELEMENTARY	86,720.00	86,720.00	86,720.00	86,720.00	86,720.00	86,720.00
0. HIGH SCHOOL	11,124.00	11,124.00	11,124.00	11,124.00	11,124.00	11,124.00
1. TOTAL, SUPPLEMENTAL INSTRUCTIONAL HOURS (sum lines 19 and 20)	97,844.00	97,844.00	97,844.00	97,844.00	97,844.00	97,844.00
OMMUNITY DAY SCHOOLS - Additional Funds						
2. ELEMENTARY						
a. 5th & 6th Hours (ADA)						
b. 7th & 8th Pupil Hours (Hours)						
3. HIGH SCHOOL						
a. 5th & 6th Hours (ADA)						
b. 7th & 8th Pupil Hours (Hours)						
HARTER SCHOOLS						
4. Block Grant Funded Charters						
a. Charters Sponsored by Unified Districts (enter ADA for pupils residing in the Unified District)	179.63	182.13	179.63	179.29	179.29	179.29
b. All Other Block Grant Funded Charters						
5. Revenue Limit Funded Charters						
6. TOTAL, CHARTER SCHOOLS ADA (sum lines 24a, 24b and 25)	179.63	182.13	179.63	179.29	179.29	179.29
7. SUPPLEMENTAL INSTRUCTIONAL HOURS						

7.3.5

Description	Principal Appt. Software Data ID	2004/05 Unaudited Actuals	2005/06 Budget
BASE REVENUE LIMIT PER ADA			
1. Base Revenue Limit per ADA (prior year)	0025	4,813.69	4,949.34
2. Inflation Increase	0041	117.00	209.00
3. All Other Adjustments	0042, 0525	18.65	
4. TOTAL, BASE REVENUE LIMIT PER ADA (Sum Lines 1 through 3)	0024	4,949.34	5,158.34
REVENUE LIMIT SUBJECT TO DEFICIT			
5. Total Base Revenue Limit			
a. Base Revenue Limit Per ADA (from Line 4)	0024	4,949.34	5,158.34
b. Total Revenue Limit ADA	0033	4,388.62	4,639.28
c. Total Base Revenue Limit (Lines 5a times 5b)	0269	21,720,772.51	23,930,983.60
6. Allowance for Necessary Small School	0489		
7. Gain or Loss from Interdistrict Attendance Agreements (PL 81-874)	0272		
8. Meals for Needy Pupils	0090		
9. Other Revenue Limit Adjustments	- - -		
10. Beginning Teacher Salary Incentive Funding	0138	84,491.00	88,224.00
11. Less: Class Size Penalties Adjustment	0173		
12. TOTAL, BEFORE DEFICIT (Sum Lines 5c through 10 minus Line 11)	0082	21,805,263.51	24,019,207.60
DEFICIT CALCULATION			
13. Deficit Factor (E.C. Section 42238.146(a)(1))	0281	0.99677	1.00000
14. REVENUE LIMIT (Line 12 times Line 13)	0282	21,734,832.51	24,019,207.60
15. Deficit Factor (E.C. Section 42238.146(a)(2))	0283	0.98174	0.98871
16. DEFICITED REVENUE LIMIT (Line 14 times Line 15)	0284	21,337,954.47	23,748,030.75
OTHER REVENUE LIMIT ITEMS NET OF ANY DEFICIT			
17. Unemployment Insurance Revenue	0060	124,116.29	85,088.00
18. Continuation High School Revenue	0066		126,121.00
19. Less: Longer Day/Year Penalty	0287		
20. Less: Excess ROC/P Reserves Adjustment	0288		
21. Less: PERS Reduction	0195	98,687.91	124,553.00
22. PERS Safety Adjustment	0205		
23. TOTAL, OTHER REVENUE LIMIT ITEMS NET OF ANY DEFICIT (Sum Lines 17, 18 and 22, minus Lines 19 through 21)	0088	25,428.38	86,656.00
24. TOTAL, REVENUE LIMIT (Sum Lines 16 and 23)	- - -	21,363,382.85	23,834,686.75

Description	Principal Appt. Software Data ID	2004/05 Unaudited Actuals	2005/06 Budget
REVENUE LIMIT - LOCAL SOURCES			
25. Property Taxes	0117	21,686,187.22	21,886,110.00
26. Miscellaneous Taxes	0078		
27. Community Redevelopment Funds	0079		
28. Less: Charter Schools In-lieu Taxes	0124	9,164,000.99	8,055,259.00
29. TOTAL, REVENUE LIMIT - LOCAL SOURCES (Sum Lines 25 through 27, minus Line 28)	- - -	12,522,186.23	13,830,851.00
30. Charter School General Purpose Block Grant Offset (Unified Districts Only)	0293	931,934.00	914,357.10
31. STATE AID PORTION OF REVENUE LIMIT (Sum Line 24, minus Lines 29 and 30. If negative, then zero)	- - -	7,909,262.62	9,089,478.65
OTHER ITEMS			
32. Less: County Office Funds Transfer	9014/0458	213,965.00	239,851.00
33. Core Academic Program	9001	85,144.00	86,750.35
34. California High School Exit Exam	9002		
35. Pupil Promotion and Retention and Low STAR Score Programs	9003	112,692.00	88,250.00
36. Apprenticeship Funding	9006		
37. Community Day School Additional Funding	9007		
38. All Other Adjustments	- - -		
39. TOTAL, OTHER ITEMS (Sum Lines 33 through 38, minus Line 32)	- - -	(16,129.00)	(64,850.65)
40. TOTAL, STATE AID PORTION OF REVENUE LIMIT (Sum Lines 31 and 39) (This amount should agree with object 8011)	9999	7,893,133.62	9,024,628.00

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2005/06 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
A. REVENUES									
1) Revenue Limit Sources		8010-8099	30,463,595.75	0.00	30,463,595.75	31,035,291.00	0.00	31,035,291.00	1.9%
2) Federal Revenue		8100-8299	6,794.00	1,722,302.61	1,729,096.61	0.00	1,830,757.00	1,830,757.00	5.9%
3) Other State Revenue		8300-8599	1,796,479.90	1,541,724.93	3,338,204.83	1,809,680.00	1,565,009.00	3,374,689.00	1.1%
4) Other Local Revenue		8600-8799	967,925.50	1,220,671.41	2,188,596.91	729,942.00	1,286,505.00	2,016,447.00	-7.9%
5) TOTAL, REVENUES			33,234,795.15	4,484,698.95	37,719,494.10	33,574,913.00	4,682,271.00	38,257,184.00	1.4%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	12,413,448.57	1,905,769.81	14,319,218.38	13,100,495.00	1,869,583.00	14,970,078.00	4.5%
2) Classified Salaries		2000-2999	2,489,054.97	1,598,357.63	4,087,412.60	2,652,284.00	1,558,166.00	4,210,450.00	3.0%
3) Employee Benefits		3000-3999	4,239,175.52	1,079,344.39	5,318,519.91	5,016,033.00	1,203,302.00	6,219,335.00	16.9%
4) Books and Supplies		4000-4999	651,065.25	777,584.59	1,428,649.84	639,543.00	1,295,585.00	1,935,128.00	35.5%
5) Services and Other Operating Expenditures		5000-5999	1,715,865.35	407,363.53	2,123,228.88	1,673,800.00	278,704.00	1,952,504.00	-8.0%
6) Capital Outlay		6000-6999	22,489.98	0.00	22,489.98	12,000.00	0.00	12,000.00	-46.6%
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)		7100-7299 7400-7499	10,235,360.99	98,998.20	10,334,359.19	8,732,855.00	67,121.00	8,799,976.00	-14.8%
8) Transfers of Indirect/Direct Support Costs		7300-7399	(166,064.15)	24,795.07	(141,269.08)	(233,851.00)	88,336.00	(145,515.00)	3.0%
9) TOTAL, EXPENDITURES			31,600,396.48	5,892,213.22	37,492,609.70	31,593,159.00	6,360,797.00	37,953,956.00	1.2%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			1,634,398.67	(1,407,514.27)	226,884.40	1,981,754.00	(1,678,526.00)	303,228.00	33.6%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8910-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses									
a) Sources		8930-8979	22,489.98	0.00	22,489.98	0.00	0.00	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(1,571,687.48)	1,571,687.48	0.00	(1,680,905.00)	1,680,905.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(1,549,197.50)	1,571,687.48	22,489.98	(1,680,905.00)	1,680,905.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2005/06 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			85,201.17	164,173.21	249,374.38	300,849.00	2,379.00	303,228.00	21.6%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	406,838.48	393,094.95	799,933.43	492,039.65	557,268.16	1,049,307.81	31.2%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			406,838.48	393,094.95	799,933.43	492,039.65	557,268.16	1,049,307.81	31.2%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			406,838.48	393,094.95	799,933.43	492,039.65	557,268.16	1,049,307.81	31.2%
2) Ending Balance, June 30 (E + F1e)			492,039.65	557,268.16	1,049,307.81	792,888.65	559,647.16	1,352,535.81	28.9%
Components of Ending Fund Balance									
a) Reserve for Revolving Cash		9711	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Expenditures		9713	63,000.00	0.00	63,000.00	63,000.00	0.00	63,000.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Legally Restricted Balance		9740	0.00	557,268.16	557,268.16	0.00	559,647.16	559,647.16	0.4%
b) Designated Amounts									
Designated for Economic Uncertainties		9770	427,039.65	0.00	427,039.65	727,888.65	0.00	727,888.65	70.4%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) Undesignated Amount		9790	0.00	0.00	0.00				
d) Unappropriated Amount		9790				0.00	0.00	0.00	

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals Unrestricted (A)	2004/05 Unaudited Actuals Restricted (B)	2004/05 Unaudited Actuals Total Fund col. A + B (C)	2005/06 Budget Unrestricted (D)	2005/06 Budget Restricted (E)	2005/06 Budget Total Fund col. D + E (F)	% Diff Column C & F
G. ASSETS									
1) Cash									
a) in County Treasury		9110	3,605,369.84	239,445.02	3,844,814.86				
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00	0.00	0.00				
b) in Banks		9120	0.00	0.00	0.00				
c) in Revolving Fund		9130	2,000.00	0.00	2,000.00				
d) with Fiscal Agent		9135	5,000,000.00	0.00	5,000,000.00				
e) collections awaiting deposit		9140	0.00	0.00	0.00				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	1,320,090.12	800,099.23	2,120,189.35				
4) Due from Grantor Government		9290	0.00	0.00	0.00				
5) Due from Other Funds		9310	0.00	0.00	0.00				
6) Stores		9320	0.00	0.00	0.00				
7) Prepaid Expenditures		9330	63,000.00	0.00	63,000.00				
8) Other Current Assets		9340	0.00	0.00	0.00				
9) Fixed Assets		9400							
10) TOTAL, ASSETS			9,990,459.96	1,039,544.25	11,030,004.21				
H. LIABILITIES									
1) Accounts Payable		9500	4,498,420.31	59,742.97	4,558,163.28				
2) Due to Grantor Governments		9590	0.00	0.00	0.00				
3) Due to Other Funds		9610	0.00	0.00	0.00				
4) Current Loans		9640	5,000,000.00	0.00	5,000,000.00				
5) Deferred Revenue		9650	0.00	422,533.12	422,533.12				
6) Long-Term Liabilities		9660							
7) TOTAL, LIABILITIES			9,498,420.31	482,276.09	9,980,696.40				
I. FUND EQUITY									
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			492,039.65	557,268.16	1,049,307.81				

7,310

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
REVENUES					
1) Revenue Limit Sources		8010-8099	54,418.25	52,560.00	-3.4%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	10,328.82	0.00	-100.0%
4) Other Local Revenue		8600-8799	1,483.00	1,000.00	-32.6%
5) TOTAL, REVENUES			66,230.07	53,560.00	-19.1%
EXPENDITURES					
1) Certificated Salaries		1000-1999	46,307.40	36,815.00	-20.5%
2) Classified Salaries		2000-2999	6,394.66	4,710.00	-26.3%
3) Employee Benefits		3000-3999	9,952.97	9,315.00	-6.4%
4) Books and Supplies		4000-4999	(805.69)	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	570.36	1,000.00	75.3%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Transfers of Indirect/Direct Support Costs		7300-7399	491.85	0.00	-100.0%
9) TOTAL, EXPENDITURES			62,911.55	51,840.00	-17.6%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			3,318.52	1,720.00	-48.2%
OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

7.3.11

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
NET `EASE (DECREASE) IN FUND BAL (C + D4)			3,318.52	1,720.00	-48.2%
FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	22,369.50	25,688.02	14.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			22,369.50	25,688.02	14.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance			22,369.50	25,688.02	14.8%
2) Ending Balance, June 30 (E + F1e)			25,688.02	27,408.02	6.7%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
lly Restricted Balance		9740	0.00	0.00	0.0%
b) nated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	25,688.02	27,408.02	6.7%
Adult Ed Programs	6390	9780	*25,688.02*		
Adult Ed Programs	0000	9780		*(6,179.00)*	
Adult Ed Programs	6390	9780		*33,587.02*	
c) Undesignated Amount		9790	0.00		
d) Unappropriated Amount		9790		0.00	

7.3.12

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
. ASS					
1) Ca					
a) in County Treasury		9110	48,903.91		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	13,289.25		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TO ASSETS			62,193.16		
. LIABILITIES					
1) Accounts Payable		9500	2,302.54		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	34,202.60		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			36,505.14		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			25,688.02		

7.3.13

escription	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
REVE''ES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	2,068.00	0.00	-100.0%
3) Other State Revenue		8300-8599	276,560.87	215,000.00	-22.3%
4) Other Local Revenue		8600-8799	2,086.82	1,000.00	-52.1%
5) TOTAL, REVENUES			280,715.69	216,000.00	-23.1%
EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	6,573.51	12,850.00	95.5%
5) Services and Other Operating Expenditures		5000-5999	193,970.00	204,250.00	5.3%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Tr s of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			200,543.51	217,100.00	8.3%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			80,172.18	(1,100.00)	-101.4%
OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

escription	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
. NET ' 'EASE (DECREASE) IN FUND BAL E (C + D4)			80,172.18	(1,100.00)	-101.4%
. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	17,006.78	97,178.96	471.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			17,006.78	97,178.96	471.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance			17,006.78	97,178.96	471.4%
2) Ending Balance, June 30 (E + F1e)			97,178.96	96,078.96	-1.1%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
ally Restricted Balance		9740	0.00	0.00	0.0%
b) gnated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	97,178.96	96,078.96	-1.1%
Program Reserves	6130	9780	*80,171.71*		
Facility Renovation	6140	9780	*17,007.25*		
Preschool Programs	6055	9780		*(1,100.00)*	
Prechool Programs	6130	9780		*80,171.71*	
Facility Renovation	6140	9780		*17,007.25*	
c) Undesignated Amount		9790	0.00		
d) Unappropriated Amount		9790		0.00	

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
. ASS[illegible]					
1) C					
a) in County Treasury		9110	130,916.96		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	3,359.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			134,275.96		
. LIAB. .IES					
1) Accounts Payable		9500	37,097.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			37,097.00		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			97,178.96		

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	425,784.26	440,000.00	3.3%
3) Other State Revenue		8300-8599	28,006.43	31,000.00	10.7%
4) Other Local Revenue		8600-8799	701,816.48	618,900.00	-11.8%
5) TOTAL, REVENUES			1,155,607.17	1,089,900.00	-5.7%
EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	471,732.11	433,890.00	-8.0%
3) Employee Benefits		3000-3999	174,149.18	172,390.00	-1.0%
4) Books and Supplies		4000-4999	544,178.36	469,000.00	-13.8%
5) Services and Other Operating Expenditures		5000-5999	11,603.48	9,400.00	-19.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Transfers of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,201,663.13	1,084,680.00	-9.7%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(46,055.96)	5,220.00	-111.3%
OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

escription	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
NET `EASE (DECREASE) IN FUND BAL E (C + D4)			(46,055.96)	5,220.00	-111.3%
FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,398.25	(44,657.71)	-3293.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,398.25	(44,657.71)	-3293.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance			1,398.25	(44,657.71)	-3293.8%
2) Ending Balance, June 30 (E + F1e)			(44,657.71)	(39,437.71)	-11.7%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
lly Restricted Balance		9740	0.00	0.00	0.0%
b) gnated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.0%
c) Undesignated Amount		9790	(44,657.71)		
d) Unappropriated Amount		9790		(39,437.71)	

7.3.18

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
ASS'					
1) Ca.					
a) in County Treasury		9110	(168,060.11)		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	124,992.79		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
0) TC ASSETS			(43,067.32)		

7.3.19

escription	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
LIABILITIES					
1) Accounts Payable		9500	1,590.39		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			1,590.39		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			(44,657.71)		

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	271,545.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	7,968.40	6,000.00	-24.7%
5) TOTAL, REVENUES			279,513.40	6,000.00	-97.9%
EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	33,111.42	30,000.00	-9.4%
6) Capital Outlay		6000-6999	22,000.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Tr s of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			55,111.42	30,000.00	-45.6%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			224,401.98	(24,000.00)	-110.7%
OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
NET [illegible]EASE (DECREASE) IN FUND BAL [illegible]: (C + D4)			224,401.98	(24,000.00)	-110.7%
FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	276,303.57	500,705.55	81.2%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			276,303.57	500,705.55	81.2%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance			276,303.57	500,705.55	81.2%
2) Ending Balance, June 30 (E + F1e)			500,705.55	476,705.55	-4.8%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
[illegible]lly Restricted Balance		9740	0.00	0.00	0.0%
b) [illegible]nated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	500,705.55	476,705.55	-4.8%
Projects	0000	9780	*59,897.62*		
Projects	6205	9780	*440,807.93*		
Projects	0000	9780		*59,897.62*	
Projects	6205	9780		*416,807.93*	
c) Undesignated Amount		9790	0.00		
d) Unappropriated Amount		9790		0.00	

7.3.22

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
. ASSE					
1) Ca					
a) in County Treasury		9110	500,705.55		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
0) TOTAL, ASSETS			500,705.55		
LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			500,705.55		

ıscription	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
REV[illegible]S					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	4,282,094.22	1,904,250.00	-55.5%
5) TOTAL, REVENUES			4,282,094.22	1,904,250.00	-55.5%
EXPENDITURES					
1) Certificated Salaries		1000-1999	96,107.04	96,110.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	20,519.48	23,950.00	16.7%
4) Books and Supplies		4000-4999	13,869.57	1,500.00	-89.2%
5) Services and Other Operating Expenditures		5000-5999	2,205,462.32	81,800.00	-96.3%
6) Capital Outlay		6000-6999	54,627,349.05	1,200,000.00	-97.8%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	2,100,222.00	1,323,675.00	-37.0%
8) Tr s of Indirect/Direct Support Costs		7300-7399	140,777.23	145,515.00	3.4%
9) TOTAL, EXPENDITURES			59,204,306.69	2,872,550.00	-95.1%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(54,922,212.47)	(968,300.00)	-98.2%
OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8910-8929	2,905,500.00	0.00	-100.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	53,414,900.00	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			56,320,400.00	0.00	-100.0%

7.3.24

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,398,187.53	(968,300.00)	-169.3%
FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	31,457,943.27	32,856,130.80	4.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			31,457,943.27	32,856,130.80	4.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance			31,457,943.27	32,856,130.80	4.4%
2) Ending Balance, June 30 (E + F1e)			32,856,130.80	31,887,830.80	-2.9%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
ally Restricted Balance		9740	0.00	0.00	0.0%
b) nated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	32,856,130.80	31,887,830.80	-2.9%
School Facility Projects	0000	9780	*32,856,130.80*		
School Facility Projects	0000	9780		*31,887,830.80*	
c) Undesignated Amount		9790	0.00		
d) Unappropriated Amount		9790		0.00	

scription	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
ASS					
1) Ca					
a) in County Treasury		9110	1,533,320.06		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	32,261,182.26		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			33,794,502.32		
LIABILITIES					
1) Accounts Payable		9500	938,371.52		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			938,371.52		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			32,856,130.80		

7.3.26

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	15,942,274.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	71,030.31	70,000.00	-1.5%
5) TOTAL, REVENUES			16,013,304.31	70,000.00	-99.6%
EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	11,228,634.00	0.00	-100.0%
8) Tr[illegible] of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			11,228,634.00	0.00	-100.0%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			4,784,670.31	70,000.00	-98.5%
OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
NET ' 'EASE (DECREASE) IN FUND BAL : (C + D4)			4,784,670.31	70,000.00	-98.5%
FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	11,230,291.89	16,014,962.20	42.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			11,230,291.89	16,014,962.20	42.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance			11,230,291.89	16,014,962.20	42.6%
2) Ending Balance, June 30 (E + F1e)			16,014,962.20	16,084,962.20	0.4%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
' ılly Restricted Balance		9740	0.00	0.00	0.0%
b) ,nated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	16,014,962.20	16,084,962.20	0.4%
School Facility Projects	0000	9780	*155,078.05*		
School Facility Projects	9010	9780	*15,859,884.15*		
School Facility Projects	0000	9780		*225,078.05*	
School Facility Projects	9010	9780		*15,859,884.15*	
c) Undesignated Amount		9790	0.00		
d) Unappropriated Amount		9790		0.00	

7.3.28

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
ASSE					
1) Ca					
a) in County Treasury		9110	1,046,113.20		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	14,968,849.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL ASSETS			16,014,962.20		
LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			16,014,962.20		

7.3.29

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	473,367.21	253,850.00	-46.4%
5) TOTAL, REVENUES			473,367.21	253,850.00	-46.4%
EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	432.69	0.00	-100.0%
6) Capital Outlay		6000-6999	448,550.37	225,000.00	-49.8%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	27,847.36	27,850.00	0.0%
8) Tr s of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			476,830.42	252,850.00	-47.0%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(3,463.21)	1,000.00	-128.9%
OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

escription	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
NET [illegible]EASE (DECREASE) IN FUND BAL [illegible]E (C + D4)			(3,463.21)	1,000.00	-128.9%
FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	105,506.32	102,043.11	-3.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			105,506.32	102,043.11	-3.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance			105,506.32	102,043.11	-3.3%
2) Ending Balance, June 30 (E + F1e)			102,043.11	103,043.11	1.0%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
[illegible]lly Restricted Balance		9740	0.00	0.00	0.0%
b) [illegible]gnated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	102,043.11	103,043.11	1.0%
Lincoln High Home Construction	0000	9780	*102,043.11*		
Lincoln High Home Construction	0000	9780		*103,043.11*	
c) Undesignated Amount		9790	0.00		
d) Unappropriated Amount		9790		0.00	

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
. ASSETS					
1) Cash					
a) in County Treasury		9110	32,909.33		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	69,219.77		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			102,129.10		
. LIABILITIES					
1) Accounts Payable		9500	85.99		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			85.99		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			102,043.11		

7.3.32

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3,715,187.79	4,549,700.00	22.5%
5) TOTAL, REVENUES			3,715,187.79	4,549,700.00	22.5%
EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	73,692.02	94,000.00	27.6%
6) Capital Outlay		6000-6999	439,427.24	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Tr s of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			513,119.26	94,000.00	-81.7%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			3,202,068.53	4,455,700.00	39.2%
OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	3,064,940.00	100,000.00	-96.7%
2) Other Sources/Uses					
a) Sources		8930-8979	439,427.24	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(2,625,512.76)	(100,000.00)	-96.2%

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			576,555.77	4,355,700.00	655.5%
FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,421,941.74	1,998,497.51	40.5%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,421,941.74	1,998,497.51	40.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance			1,421,941.74	1,998,497.51	40.5%
2) Ending Balance, June 30 (E + F1e)			1,998,497.51	6,354,197.51	217.9%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
ılly Restricted Balance		9740	0.00	0.00	0.0%
b) ,nated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	1,998,497.51	6,354,197.51	217.9%
Facility Support	0000	9780	*1,998,497.51*		
Facility Support	0000	9780		*6,354,197.51*	
c) Undesignated Amount		9790	0.00		
d) Unappropriated Amount		9790		0.00	

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
ASS					
1) C					
a) in County Treasury		9110	1,998,582.52		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			1,998,582.52		
LIABILITIES					
1) Accounts Payable		9500	85.01		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			85.01		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			1,998,497.51		

7.3.35

BOND DESCRIPTION		1993 B & I	Total
OUTSTANDING BONDED INDEBTEDNESS	July 1	12,447,283.80	12,447,283.80
Bonds from Acquired District			0.00
Bonds Sold			0.00
Subtotal		12,447,283.80	12,447,283.80
Less: Bonds to Acquiring District			0.00
Less: Bonds Redeemed		745,000.00	745,000.00
OUTSTANDING BONDED INDEBTEDNESS	June 30	11,702,283.80	11,702,283.80
1. Restricted Balance, July 1	2004/05	802,645.37	802,645.37
2. Tax Receipts	2004/05	1,025,627.59	1,025,627.59
3. State and Federal Apportionments	2004/05	14,137.99	14,137.99
4. Other Designated Revenue	2004/05	9,990.68	9,990.68
5. Subtotal (Sum of lines 1 through 4)		1,852,401.63	1,852,401.63
6. Less: Actual Expenditures or Other Uses	2004/05	924,900.00	924,900.00
7. Restricted Balance, June 30 (Line 5 minus 6)	2004/05	927,501.63	927,501.63
8. Estimated Tax Receipts on the Unsecured Roll	2005/06	23,928.59	23,928.59
9. Estimated State and Federal Apportionments	2005/06	14,137.99	14,137.99
10. Other Estimated Revenue	2005/06	9,990.68	9,990.68
11. Subtotal (Sum of lines 7 through 10)		975,558.89	975,558.89
12. Amount Budgeted for Expenditures, Other Uses, Transfers, and/or Reserve	2005/06	2,080,000.00	2,080,000.00
13. Maximum Amount: District Secured Tax Requirements (Line 12 minus 11)	2005/06	1,104,441.11	1,104,441.11
14. TAX RATE (For use by County Auditor or entry of data secured from auditor)			
a) COMPUTED	2005/06		0.00000
b) LEVIED	2005/06		0.00000

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	14,137.99	0.00	-100.0%
4) Other Local Revenue		8600-8799	1,035,618.27	0.00	-100.0%
5) TOTAL, REVENUES			1,049,756.26	0.00	-100.0%
EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	924,900.00	0.00	-100.0%
8) Ti s of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			924,900.00	0.00	-100.0%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			124,856.26	0.00	-100.0%
OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

escription	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
NET `EASE (DECREASE) IN FUND BAL E (C + D4)			124,856.26	0.00	-100.0%
FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	802,645.37	927,501.63	15.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			802,645.37	927,501.63	15.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance			802,645.37	927,501.63	15.6%
2) Ending Balance, June 30 (E + F1e)			927,501.63	927,501.63	0.0%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
`lly Restricted Balance		9740	0.00	0.00	0.0%
b) `gnated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	0.00	0.00	0.0%
c) Undesignated Amount		9790	927,501.63		
d) Unappropriated Amount		9790		927,501.63	

escription	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
. ASS					
1) C.					
a) in County Treasury		9110	927,501.63		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TO . ASSETS			927,501.63		
. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			927,501.63		

7.3.39

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	(758.33)	0.00	-100.0%
5) TOTAL, REVENUES			(758.33)	0.00	-100.0%
. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	158,928.63	95,890.00	-39.7%
8) T 's of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			158,928.63	95,890.00	-39.7%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(159,686.96)	(95,890.00)	-40.0%
OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8910-8929	159,440.00	100,000.00	-37.3%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			159,440.00	100,000.00	-37.3%

escription	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
NET REASE (DECREASE) IN FUND BAL E (C + D4)			(246.96)	4,110.00	-1764.2%
FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	102.46	(144.50)	-241.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			102.46	(144.50)	-241.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance			102.46	(144.50)	-241.0%
2) Ending Balance, June 30 (E + F1e)			(144.50)	3,965.50	-2844.3%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
lly Restricted Balance		9740	0.00	0.00	0.0%
b) gnated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	0.00	3,965.50	New
Debt Service	0000	9780		3,965.50	
c) Undesignated Amount		9790	(144.50)		
d) Unappropriated Amount		9790		0.00	

7.3.41

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
. ASS					
1) Ca					
a) in County Treasury		9110	(144.50)		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TC ' . ASSETS			(144.50)		
. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			(144.50)		

7,3,42

escription	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
. REVE''IES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	78.10	75.00	-4.0%
5) TOTAL, REVENUES			78.10	75.00	-4.0%
EXPENSES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	0.00	0.00	0.0%
6) Depreciation		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) T 's of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			0.00	0.00	0.0%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			78.10	75.00	-4.0%
OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

escription	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
. NET ' 'REASE (DECREASE) IN NE' ETS (C + D4)			78.10	75.00	-4.0%
NET ASSETS					
1) Beginning Net Assets					
a) As of July 1 - Unaudited		9791	153,874.02	153,952.12	0.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			153,874.02	153,952.12	0.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Assets			153,874.02	153,952.12	0.1%
2) Ending Net Assets, June 30 (E + F1e)			153,952.12	154,027.12	0.0%
Components of Ending Net Assets					
a) Reserve for					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	200.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
' 'ally Restricted Balance		9740	0.00	0.00	0.0%
b) ,nated Amounts					
Designated for Economic Uncertainties		9770	0.00	0.00	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	153,752.12	154,027.12	0.2%
Scholarships	0000	9780	*153,752.12*		
Scholarships	0000	9780		*154,027.12*	
c) Undesignated Amount		9790	0.00		
d) Unappropriated Amount		9790		0.00	

escription	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
. ASS					
1) C					
a) in County Treasury		9110	3,597.41		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	1,233.75		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	154,220.96		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	200.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets					
a) Land		9410	0.00		
b. Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	0.00		
e) Accumulated Depreciation - Buildings		9435	0.00		
f) Equipment		9440	0.00		
g) Accumulated Depreciation - Equipment		9445	0.00		
h) Work in Progress		9450	0.00		
10) TOTAL, ASSETS			159,252.12		

Description	Resource Codes	Object Codes	2004/05 Unaudited Actuals	2005/06 Budget	Percent Difference
. LIAF ES					
1) Accounts Payable		9500	5,300.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities					
a) Other Postemployment Benefits		9664	0.00		
b) Compensated Absences		9665	0.00		
c) COPs Payable		9666	0.00		
d) Capital Leases Payable		9667	0.00		
e) Lease Revenue Bonds Payable		9668	0.00		
f) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			5,300.00		
NET ASSETS					
Net Assets, June 30 (mus ee with line F2) (G10 - H7)			153,952.12		

ART I - CURRENT XPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides) (See Note 2) (4b)	EDP No.	Current Expense-Part II (Col 3 - Col 4) (5)	EDP No.
)00 - C... ...icated alaries	14,319,218.38	301	12,911.08	303	14,306,307.30	305	594,260.78		307	13,712,046.52	309
)00 - Classified Salaries	4,087,412.60	311	110,600.37	313	3,976,812.23	315	498,485.97		317	3,478,326.26	319
)00 - Employee Benefits :xcluding 3800)	5,220,000.18	321	129,269.15	323	5,090,731.03	325	180,384.89		327	4,910,346.14	329
)00 - Books, Supplies quip Replace. (6500)	1,428,649.84	331	32,962.73	333	1,395,687.11	335	372,571.28		337	1,023,115.83	339
)00 - Services. . . & 300) Direct Support	1,981,959.80	341	17,613.15	343	1,964,346.65	345	127,908.16		347	1,836,438.49	349
				TOTAL	26,733,884.32	365			TOTAL	24,960,273.24	369

ote 1 - In Column 2, report expenditures for the following programs: Nonagency, Community Services, Food Services, Fringe Benefits for Retired Persons, and Facilities Acquisition & Construction.

ote 2 - In Column 4, report expenditures for: Transportation, Lottery Expenditures, Special Education Students in Nonpublic Schools, and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of E.C. Section 41372.

ART II: MINIMUM CLASSROOM COMPENSATION (Function 1000-1999)	Object		EDP No.
Teacher Salaries as Per E.C. 41011	1100	12,110,192.18	375
Salaries of Instruct. Aides Per E.C. 41011	2100	592,634.21	380
STRS	3101 & 3102	991,778.34	382
PERS	3201 & 3202	64,158.46	383
OASDI - Regular, Medicare and Alternative	3301 & 3302	206,632.61	384
Health & Welfare Benefits - Teachers & Aides (E.C. 41372) (Include Health, Dental, Vision, Pharmaceutical, and Ann... Plans)	3401 & 3402	1,500,830.97	385
Ur ...yment Insurance for Teachers & Instruct. Aides	3501 & 3502	88,594.33	390
Wo...s' Compensation Insurance for Teachers and Instruct. Aides	3601 & 3602	421,456.44	392
Other Benefits (E.C. 22310)	3901 & 3902	41,737.96	393
). SUB - TOTAL Salaries and Benefits (Sum Lines 1 - 9)		16,018,015.50	395
. Less: Teacher and Instruct. Aide Salaries and Benefits deducted in Column 2		0.00	
:a. Less: Teacher and Instruct. Aide Salaries and Benefits (other than Lottery) deducted in Column 4a		3,160.90	396
b. Less: Teacher and Instruct. Aide Salaries and Benefits (other than Lottery) deducted in Column 4b			396
. TOTAL SALARIES AND BENEFITS		16,014,854.60	397
. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 14 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provision of E.C. 41372		64.16%	
. District is exempt from E.C. 41372 because it meets the provisions under E.C. 41374. (If exempt, enter 'X')			

ART III: DEFICIENCY AMOUNT

deficiency amount (line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under E.C. 41372 and not exempt under the ovisions of E.C. 41374.

Minimum percentage required (60% elementary, 55% unified, 50% high)	55.00%
Percentage spent by this district (Part II, Line 14)	64.16%
Percentage below the minimum (Part III, Line 1 minus Line 2)	0.00%
District's Current Expense of Education (Part I, EDP 369)	
Deficiency Amount (Part III, Line 3 times Line 4)	0.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable	13,963,075.00	1,464,152.00	15,427,227.00	697,350.00	745,000.00	15,379,577.00	860,000.00
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable	54,032,173.00	2,068,691.00	56,100,864.00	35,000,000.00	11,716,134.00	79,384,730.00	975,000.00
Capital Leases Payable	710,876.00	933,063.00	1,643,939.00	367,696.98	584,678.87	1,426,957.11	450,622.81
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00	15,000,000.00		15,000,000.00	
Other Postemployment Benefits	366,106.40	66,905.60	433,012.00		84,368.40	348,643.60	87,582.00
Compensated Absences Payable	95,996.99	10,890.01	106,887.00	26,523.61		133,410.61	42,425.22
Governmental activities long-term liabilities	69,168,227.39	4,543,701.61	73,711,929.00	51,091,570.59	13,130,181.27	111,673,318.32	2,415,630.03
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Other Postemployment Benefits			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

7,3,48

MISSION STATEMENT Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World	
BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	*COMPLIANCE CHECK LIST*
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ____ Complies with Site Plan (LEP) ____
2. Fosters a safe, caring environment where individual differences are valued and respected.	Complies with Governance & Management Document ____ Complies with Mission Statement ____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart ____
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students.	Personnel Sign-Off by B. Noyes ____ Program Sign Off by S. Leaman ____ SSLT Involvement ____
5. Promote student health and nutrition in order to enhance readiness for learning.	Complies with Board Policy ____

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
First Reading of New Policies As See by the District Policy Committee

AGENDA ITEM AREA:
Information/Discussion

REQUESTED BY:
Roger R. Yohe,
District Superintendent

ENCLOSURES:
Policies & Regulations

MEETING DATE:
September 20, 2005

BACKGROUND:

The District Policy Committee and the Management Team have reviewed the following new policies/regulations/exhibits as per CSBA. This group of new policies are being reviewed on a first reading basis.

- BP 0520.3
- AR 0520.3
- AR 1312.4
- E 1312.4

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees review these new policies/regulations and exhibits as submitted by the Policy Committee.

Philosophy-Goals-Objectives and Comprehensive Plans

TITLE I PROGRAM IMPROVEMENT DISTRICTS

The Governing Board shall review and analyze districtwide performance in making adequate yearly progress toward student academic 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 under the federal No Child Left Behind Act within three to four years, the Board shall determine whether to conduct a voluntary self-assessment using state-established criteria and to revise the Title I Local Educational Agency (LEA) plan based on the results of that assessment. (Education Code 52055.57)

(cf. 6171 - Title I Programs)

Prevention of Local Educational Agency Intervention Program

Whenever notified by the CDE that the district is at risk of being identified for program improvement within two years, the Board shall determine whether the district will participate in the state's voluntary prevention program. The Board shall hold a public hearing at a regularly scheduled meeting if it elects not to participate in the prevention program, in order to discuss the reasons and rationale for not participating and to explain the manner in which it intends to address the needs of the district. (Education Code 52055.57)

Program Improvement

If the district is identified for program improvement, the Superintendent shall administer a district self-assessment process, and develop and implement a new or revised LEA plan

Philosophy-Goals-Objectives and Comprehensive Plans

TITLE I PROGRAM IMPROVEMENT DISTRICTS

in accordance with law and administrative regulation. (20 USC 6316; Education Code 52055.57)

The LEA plan shall be approved by the Board and submitted to the CDE.

The Superintendent shall utilize local and state resources available to provide technical assistance and support. He/she also shall work closely with individual school sites identified for program improvement to raise student achievement in accordance with school plans.

(cf. 0520 - Intervention for Underperforming Schools)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)

The Superintendent shall regularly report to the Board regarding the implementation of the LEA plan.

High Number/High Percentage of Program Improvement Schools

If the district is not identified for program improvement or the prevention program described above, but has 10 or more schools or 55 percent of its schools identified for program improvement, it shall use any funding provided by the state to support such schools and to determine barriers to improved student academic achievement in those schools. (Education Code 52055.57)

Legal Reference:
EDUCATION CODE
52055.57 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

Philosophy-Goals-Objectives and Comprehensive Plans

TITLE I PROGRAM IMPROVEMENT DISTRICTS
Management Resources:
U.S. DEPARTMENT OF EDUCATION GUIDANCE
LEA and School Improvement Non-Regulatory Guidance, January 7, 2004
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

Adopted:

5000b\bp0520.3

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Philosophy-Goals-Objectives and Comprehensive Plans

TITLE I PROGRAM IMPROVEMENT DISTRICTS

Prevention of Local Educational Agency Intervention Program

Whenever the district is notified that it is at risk of being identified within two years for program improvement under the federal No Child Left Behind Act, and the Governing Board elects to participate in the state's Prevention of Local Educational Agency Intervention Program, the district shall complete all of the following actions: (Education Code 52055.57)

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

2. No later than 30 days after the Board elects to participate in the program, 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 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 Local Educational Agency (LEA) plan revised in accordance with item #3 below

3. Revise and expeditiously implement the LEA plan to reflect the findings of the verified self-assessment.

(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 6171 - Title I Programs)

Requirements for Program Improvement District

If the district is identified for program improvement:

1. The Superintendent or designee shall 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)

(cf. 5145.6 - Parental Notifications)

2. The district shall conduct a self-assessment using research-based materials and criteria provided by the CDE. (Education Code 52055.57)

3. No later than 90 days after the district's identification for program improvement, the Board shall contract with a county office of education, or another external entity after working with the County Superintendent of Schools, in order to verify the district's self-assessment. (Education Code 52055.57)

4. Within three months after the district's identification for program improvement, the Superintendent or designee shall develop or revise the LEA 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

   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

Philosophy-Goals-Objectives and Comprehensive Plans

TITLE I PROGRAM IMPROVEMENT DISTRICTS

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. 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. The Board shall contract with an external provider to provide support and implement recommendations to resolve shortcomings identified in the verified self-assessment. (Education Code 52055.57)

6. The district shall implement the LEA 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 identification for program improvement. (20 USC 6316; 34 CFR 200.52)

The district shall exit the program improvement status when it either makes adequate yearly progress or meets the current districtwide Academic Performance Index threshold for the socioeconomically disadvantaged subgroup. If it fails to meet either of these criteria after one year in program improvement, it shall continue to implement its revised LEA plan in the second year. If the district fails to achieve these goals by the end of the second year, 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)

Adopted:
5000b\ar0520.3

Community Relations
WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

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

1. Instructional materials

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

    b. A student does not have access to instructional materials to use at home or after school in order to complete required homework assignments.

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

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

2. Teacher vacancy or misassignment

    a. A semester begins and a certificated teacher is not assigned to teach the class.

Vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (Education Code 33126)

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

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

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

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

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

3. Facilities

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

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

Filing of Complaint

A complaint alleging any condition(s) specified above shall be filed with the principal or designee. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee within 10 working days. (Education Code 35186)

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

Community Relations
WILLIAMS UNIFORM COMPLAINT PROCEDURES

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186)

If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Governing Board at a regularly scheduled hearing. (Education Code 36186)

For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3 above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction. (Education Code 35186)

Complaints and written responses shall be public records. (Education Code 35186)

(cf. 1340 - Access to District Records)

Reports

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

Forms and Notices

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

Legal Reference:
EDUCATION CODE
1240 County superintendent of schools, duties
17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account
33126 School Accountability Report Card

Community Relations
WILLIAMS UNIFORM COMPLAINT PROCEDURES

35186 Alternative uniform complaint procedure
60119 Hearing on sufficiency of instructional materials
CODE OF REGULATIONS, TITLE 5
4600-4671 Uniform complaint procedures

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Williams case:
http://www.cde.ca.gov/eo/ce/wc/index.asp

Adopted:
1000b\ar1312.4

7.4.10

WESTERN PLACER UNIFIED SCHOOL DISTRICT

E 1312.4 (a)

Community Relations
WILLIAMS UNIFORM COMPLAINT PROCEDURES

NOTICE TO PARENTS/GUARDIANS: COMPLAINT RIGHTS

Parents/Guardians:

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.

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

3. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the school district's or California Department of Education's website.

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.
Response requested? _____ Yes _____ No

Name:_____
Address:_____
Phone Number: Day:_____ Evening: _____

Issue(s) of the complaint: Please check all that apply:

1. Textbooks and instructional materials:
   ____ A student lacks textbooks or instructional materials to use in class.
   ____ A student does not have access to instructional materials to use at home or after school to complete homework assignments.

7.4.11

Community Relations
WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

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

2. Teacher vacancy or misassignment:
   ____ A semester begins and a certificated teacher is not assigned to teach the class.
   ____ A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.
   ____ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions:
   ____ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff as defined in AR 1312.4.

Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary to fully describe the situation: _____

_____

_____

_____

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

Robert Noyes, Director of Human Services
Western Placer Unified School District
810 J Street
Lincoln, CA 95648

Adopted:
1000b\E1312.4

7.4.12

MISSION STATEMENT Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World	
BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	*COMPLIANCE CHECK LIST*
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ____ Complies with Site Plan (LIP) ____
2. Fosters a safe, caring environment where individual differences are valued and respected.	Complies with Governance & Management Document ____ Complies with Mission Statement ____
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attativeness.	Funding Sign-Off by J. Stewart ____
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students.	Personnel Sign-Off by B. Noyes ____ Program Sign Off by S. Leaman ____ SBLT Involvement ____
5. Promote student health and nutrition in order to enhance readiness for learning.	Complies with Board Policy ____

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
Adoption of Policy Revisions As Reviewed by the District Policy Committee

AGENDA ITEM AREA:
Discussion/Action

REQUESTED BY:
Roger R. Yohe,
District Superintendent

ENCLOSURES:
Policies/Regulations

MEETING DATE:
September 20, 2005

BACKGROUND:

The District Policy committee and the management Team have reviewed the following revised policies/regulations/exhibits as per CSBA. These revisions are ready for adoption.

- BP 0450
- AR 0450
- BP 1312.3
- BP 2121
- BP 3100
- AR 3100
- BP 3460
- AR 3460
- BP 3516
- AR 3516
- AR 3516.3
- AR 3541.1
- BP 3553
- AR 3553
- AR 4112.2
- AR 4112.22

- BP 4113
- AR 4117.14
- BP 4143.1
- AR 4143.1
- AR 4331
- AR 5112.2
- BP 5113.2
- AR 5113.2
- BP 5141.4
- AR 5141.4
- BP 5144.1
- BP 6142.1
- AR 6143
- AR 6146.1
- BP 6161.1
- BP 6162.51
- AR 6162.51
- BB 9223
- E 9320
- BB 9321

SUPERINTENDENT'S RECOMMENDATION:

Administration recommends the Board of Trustees approve the above policies and regulations as submitted by the Polciy Committee.

rk\h:\wpfiles\Board\format4

Philosophy-Goals-Objectives and Comprehensive Plans BP 0450 (a)

COMPREHENSIVE SAFETY PLAN

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment. Strategies for violence prevention, high expectations for student behavior, including respect for others are elements of this policy. (See AR 0450)

(cf. 5131 – Conduct)

School Site Safety Plan

The site based leadership team/school site council at each district school shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school. (Education Code 32281)

Each principal or designee shall ensure the development of a comprehensive site-level safety plan, in accordance with law, tailored to the specific concerns of each school. The plan shall take into account the school's staff, available resources and building design, as well as other factors unique to the site.

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)

The school safety plan shall take into account the school's staffing, available resources and building design, as well as other factors unique to the site.

The school's safety plan shall be reviewed and updated annually by March 1 of each year. Each school shall forward the safety plan to the district for approval. New school campuses shall develop a safety plan within one year of initiating operation. (Education Code 35294.6)

(cf. 0510 - School Accountability Report Card)

Each school shall forward the safety plan to the Board for approval. (E. C. 32288) The Board shall approve the plan at a regularly scheduled meeting of the Board and the adoption of the plan shall not be a consent item. At a minimum, the Board shall discuss both of the following: (Education Code 35294.22)

COMPREHENSIVE SAFETY PLAN

Districtwide Safety Plan

The Superintendent or designee shall oversee the development of a comprehensive districtwide safety plan that identifies major safety concerns as well as the district's goals and priorities for safe schools. The plan shall include violence prevention strategies and actions to be taken in the event of a crisis. The Superintendent or designee may appoint a district-level safety committee to assist with the development of the safety plan.

The district's comprehensive safety plan shall be regularly reviewed and updated in order to reflect changed circumstances and to evaluate the district's progress in achieving safety goals and objectives. In addition, school safety plans and programs shall be reviewed and revised as needed to ensure consistency with the goals and objectives of the district's comprehensive plan.

1. How the safety plan addresses the needs of the school and students within that school

2. How the site based leadership team/ school site council or safety planning committee considered the "three essential components" when writing the plan, including (a) assuring each student a safe physical environment; (b) assuring each student a safe, respectful, accepting and emotionally nurturing environment; and (c) providing each student resiliency skills

The Board shall review the comprehensive districtwide and/or school safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32282)

The principal or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 35294.2)

(cf. 1340 - Access to District Records)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of sex discrimination
32260-32262 Interagency School Safety Demonstration Act of 1985
32270 School safety cadre
32280-32289 School safety plans
32290 Safety devices
35147 School site councils and advisory committees
35183 School dress code; uniforms
35291 Rules
35291.5 School-adopted discipline rules

COMPREHENSIVE SAFETY PLAN

35294.10-35294.15 School Safety and Violence Prevention Act
35294.20-35294.25 Double Your Cash program
41510-41514 School safety and consolidated grant
48900-48927 Suspension and expulsion
48950 Speech and other communication
67381 Violent crime
PENAL CODE
628-628.6 Reporting of school crime
11164-11174.3 Child Abuse and Neglect Reporting Act
CALIFORNIA CONSTITUTION
Article 1, Section 28(c) Right to Safe Schools
UNITED STATES CODE, TITLE 20
7101-7165 Safe and Drug Free Schools and Communities, especially:
7114 Application for local educational agencies
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act

Management Resources:
CSBA PUBLICATIONS
911! A Manual for Schools and the Media During a Campus Crisis, 2001
Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999
CDE PUBLICATIONS
Safe Schools: A Planning Guide for Action, 2002
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003
Early Warning, Timely Response: A Guide to Safe Schools, August 1998
WEB SITES
CSBA: http://www.csba.org
American Red Cross: http://www.redcross.org
California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss
California Office of Emergency Services: http://www.oes.ca.gov
California Seismic Safety Commission: http://www.seismic.ca.gov
Federal Bureau of Investigation: http://www.fbi.gov
National Alliance for Safe Schools: http://www.safeschools.org
National School Safety Center: http://www.nssc1.org
U.S. Department of Education, Safe Schools: http://www.ed.gov/about/offices/list/osers/osep/gtss.html

Adopted: 1997
Revised: 11/19/02, 8/5/03, 8/2/04
Q:1000b\bp0450

WESTERN PLACER UNIFIED SCHOOL DISTRICT

AR 0450 (a)

PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS

Comprehensive Safety Plan
Development and Review of Safety Plan

The Site Based Leadership Team/School Site Council shall write and develop a comprehensive safety plan relevant to the needs and resources of that particular school. The Site Based Leadership Team/School Site Council shall consult with local law enforcement in the writing and development of the plan, as well as other Site Based Leadership Team and safety committees, when practical. *(Education Code 32281 ,32282)*

(cf. 0420- School Plans/Site Councils)

In addition, the Site Based Leadership Team/School Site Council may consult with other local agencies as appropriate, including health care and emergency service providers.

(cf. 1400 - Relations between other Governmental Agencies and the Schools)

The Site Based Leadership Team/School Site Council may delegate the responsibility for writing and developing a school safety plan to a school safety planning committee. This committee shall be composed of the following members: *(Education Code =32281*

1. The principal or designee

2. One teacher who is a representative of the recognized certificated employee organization

3. One Parent/guardian whose child attends the school

4. One classified employee who is a representative of the recognized classified employee organization.

5. Other members, if desired

Before adopting its comprehensive school safety plan, the Site Based Leadership Team/School Site Council or School Safety Planning school committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. *(Education Code 32288)*

PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS **AR 0450(b)**

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code *32288)*

1. The local mayor

2. Local law enforcement; county law enforcement

3. A representative of the local school employee organization

4 A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs

(cf. 1230 - School-Connected Organizations)

5. A representative of each teacher organization at the school site

(cf. 4140/4240 - Bargaining Units)

6. A representative of the student body government

7. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code *32288)*

1. A representative of the local churches

2. Local civic leaders

3. Local business organizations

(cf. 1220 - Citizen Advisory Committees)
(cf. 1700 - Relations between Private Industry and the Schools)

The school site council or safety planning committee may consider incorporating into the plan the following "three essential components" and/or the strategies recommended in Education Code 35294.21:

1. Assuring each student a safe physical environment

2. Assuring each student a safe, respectful, accepting and emotionally nurturing environment

3. Developing each student's resiliency skills

The school site council or safety planning committee shall evaluate, and amend as necessary, the safety plan at least once a year to ensure that the plan is properly implemented. (Education Code 35294.2)

Content of the Safety Plan

The districtwide and/or school site safety plan shall include, but not be limited to an assessment of the current status of school crime committed on campuses and at school-related functions. (Education Code 32282)

The plan also shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following

1. Child abuse reporting procedures consistent with Penal Code 11164

(cf. 5141.4 - Child Abuse Reporting Procedures)

2. Routine and emergency disaster procedures including, but not limited to, adaptations for students with disabilities in accordance with the Americans with Disabilities Act

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 6159 - Individualized Education Program)

   a. An earthquake emergency procedure system in accordance with Education Code 32282

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.3 - Earthquake Emergency Procedure System)

b. A procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 1330 - Use of School Facilities)
(cf. 3516.1 - Fire Drills and Fires)
(cf. 3516.2 - Bomb Threats)
(cf. 3516.5 - Emergency Schedules)
(cf. 3543 - Transportation Safety and Emergencies)

3. Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations.

(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079
(cf. 4158/4258/4358 - Employee Security)

5. A discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Education Code 200-262.4

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)

6. If the school has adopted a dress code prohibiting students from wearing "gang related apparel," the provisions of that dress code and the definition of "gang-related apparel."

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly environment conducive to learning at the school

(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

10. Hate crime reporting procedures pursuant to Penal Code 628-268.6

(cf. 3515.1 - Crime Data Reporting)
(cf. 5145.9 - Hate-Motivated Behavior)

Among the strategies for providing a safe environment, the school safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management and conflict resolution.

(cf. 5138 – Conflict Resolution/Peer Mediation)
(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5113 - Absences and Excuses)
(cf. 5136 - Gangs)

1. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying and hazing, as well as behavioral expectations and consequences for violations.

3. Curriculum that emphasizes prevention and alternatives to violence. This curriculum may include multicultural education, character/values education, media analysis skills, conflict resolution and community service learning.

(cf. 6141.6 - Multicultural education)
(cf. 6142.4 - Learning through Community Service)
(cf. 1240 - Volunteer Assistance)
(cf. 6020 - Parent Involvement)
(cf. 5020 – Parent Rights and Responsibilities)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus.

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol. These prevention efforts shall reflect expectations for drug-free schools and support for recovering students.

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

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system and the schools that lead to the development of a set of common goals and community wide strategies for violence prevention and instruction.

7. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school

(cf. 3514.1 - Hazardous Substances)
(cf. 3514.2 - Integrated Pest Management)
(cf. 1020 - Youth Services)

8. Procedures for receiving verification from law enforcement that a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

9. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures. Ground security measures may include procedures for the closing of campuses to outsiders, securing the campus perimeter, and protecting buildings against vandalism. In addition, methods for effective enforcement and prevention shall be considered, including the presence of law enforcement on campus.

(cf. 1250 - Visitors/Outsiders)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police Department)
(cf. 3530 - Risk Management/Insurance)
(cf. 5112.5 - Open/Closed Campus)
(cf. 5131.5 - Theft, Vandalism and Graffiti)

10. Districtwide and school-site crisis intervention strategies, which may include the following:

a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.2 – Disruptions)
(cf. 3515.5 – Sex Offender Notification)
(cf. 5131.4 – Campus Disturbances)

b. Assignment of staff members responsible for each identified task and procedure

c. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan

d. Coordination of communication to schools, Governing Board members, parents/guardians, media, police, fire department, and maintenance department.

(cf. 1112 – Media Relations)
(cf. 9010 – Public Statements)

e. Development of a districtwide method for the reporting of violent incidents

f. Development of follow-up procedures that may be required after the crisis has occurred, such as counseling

11. Staff training in violence prevention and intervention techniques, including preparation to implement the elements of the school's safety plan

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

Adopted: 6/3/97
Revised: 10/20/98, 5/2/00, 11/19/02, 8/05/03, 8/2/04
Q:1000\AR0450

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BP 1312.3(a)

COMMUNITY RELATIONS

Uniform Complaint Procedures

The Governing Board recognizes that the district is responsible for complying with applicable state and federal laws and regulations governing educational programs.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, race, ancestry, national origin, religion, age, sex, sexual orientation, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical programs, migrant education, vocational education, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 450 – Comprehensive Safety Plan)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 – Williams Uniform Complaint Procedures)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5141.4 - Child Abuse Reporting Procedures)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Vocational Education)
(cf. 6200 - Adult Education)

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

7.5.12

COMMUNITY RELATIONS

Uniform Complaint Procedures

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board prohibits retaliation in any form for participating in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Legal Reference:
EDUCATION CODE
200-262.3 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18172 School libraries
32289 School safety plan, uniform complaint procedure
35186 Alternative uniform complaint procedure
48985 Notices in language other than English
49060-49079 Student records
49490-49590 Child nutrition programs
52160-52178 Bilingual education programs
52300-52499.6 Vocational education
52500-52616.24 Adult schools
52800-52870 School-based coordinated programs
54000-54041 Economic impact aid programs
54100-54145 Miller-Unruh Basic Reading Act
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56885 Special education programs
59000-59300 Special schools and centers
62000-62005.5 Evaluation and sunsetting of programs
64000-64001 Consolidated application process
CODE OF REGULATIONS, TITLE 5
3080 Application of section
4600-4671 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

7.5.13

COMMUNITY RELATIONS

Uniform Complaint Procedures

PENAL CODE
422.6 Interference with constitutional right or privilege
UNITED STATES CODE, TITLE 20
6301-6577 Title I Basic Programs
6601-6777 Title II Preparing and Recruiting High Quality Teachers and Principals
6801-6871 Title III, Language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act, including
7114 Local educational program, safety plans
7201-7283g Title V Promoting Informed Parental Choice and Innovative Programs
7301- 7372 Title VI Rural and Low-Income School Programs

Management Resources:
WEB SITES
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/offices/OCR

Adopted: 11/4/97
Revised: 8/4/98, 2/4/03, 1/6/04
Q:1000/bp1312.3

ADMINISTRATION

Superintendent's Contract

In approving employment contracts with the Superintendent, the Governing Board wishes to encourage the Superintendent's long-term commitment to the district and community while carefully considering the financial and legal implications of the contract in order to protect the district from any potentially adverse obligations.

(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 4312.1 - Contracts)
(cf. 9000 - Role of the Board)

The Board shall designate two representative to negotiate with the Superintendent on its behalf and shall consult legal counsel to draft the contract document.

The Board shall deliberate in closed session about the terms of the contract. (Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Terms of the contract shall remain confidential until the ratification process commences.

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board shall ratify the Superintendent's contract in an open meeting, which shall be reflected in the Board's minutes. Copies of the contract shall be available to the public upon request. (Government Code 53262)

(cf. 3580 - District Records)

The contract shall include, but not necessarily be limited to, the term of the contract, conditions for termination of the contract, salary, benefits, and commitment to an annual evaluation. The contract should also include general responsibilities and duties of the Superintendent.

(cf. 2110 - Superintendent Responsibilities and Duties)

ADMINISTRATION

Superintendent's Contract

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

The term of the contract shall be for no more than four years. (Education Code 35031)

During the term of the contract, , the Board may reemploy the Superintendent on those terms and conditions mutually agreed upon by the Board and Superintendent. (Education Code 35031)

The Superintendent's contract shall be extended only by Board action and subsequent to a satisfactory evaluation of the Superintendent's performance.

(cf. 2140 - Evaluation of the Superintendent)

In the event that the Board determines not to reemploy the Superintendent, the Board shall provide written notice to the Superintendent at least 45 days in advance of the expiration of the term of the contract. (Education Code 35031)

The Superintendent's contract shall include a provision specifying the maximum cash settlement that the Superintendent may receive upon termination of the contract. However, if the unexpired term of the contract is greater than 18 months, the maximum cash settlement shall be no more than the Superintendent's monthly salary multiplied by 18. The cash settlement shall not include any noncash items other than health benefits, which may be continued for the unexpired term of the contract up to 18 months or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

If the Board terminates the Superintendent's contract upon its belief and subsequent confirmation pursuant to an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal practices, the maximum settlement shall be within the limits prescribed by law, as determined by an administrative law judge. (Government Code 53260)

Legal Reference:
EDUCATION CODE
35031 Term of employment
41325-41329.3 Conditions of emergency apportionment
GOVERNMENT CODE
53260-53264 Employment contracts

7.5.16

ADMINISTRATION

Superintendent's Contract

54954 Time and place of regular meetings
54957 Closed session personnel matters
54957.1 Closed session, public report of action taken

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Governance: Superintendent Selection and Employment, 2004
WEB SITES
CSBA, Single District Governance Services: http://www.csba.org/sds
Association of California School Administrators: http://www.acsa.org

Adopted: 1/3/95
Revised: 6/18/02
New - 1994/1995 School Year (Total District Policy Book Review)
Q:2000\bp2121

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BP 3100(a)

BUSINESS

Business and Non-Instructional Operations

Budget

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

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

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations. (Education Code 42122)

Single Budget Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127.

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

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

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

(cf. 1220 - Citizen Advisory Committees)
(cf. 3020 - Fiscal Policy Team)

7.5.18

Business and Non-Instructional Operations

Budget

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

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of 5 CCR 15443.

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

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

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. Budget amendments may be submitted for Board approval when final figures for the previous year budget are available, collective bargaining agreements are made, expenditures or reserves must be decreased due to a decline in district income, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, and/or other significant changes occur that impact budget projections.

(cf. 3110 - Transfer of Funds)

Legal Reference:
EDUCATION CODE
33127 Development of standards and criteria for local budgets and expenditures
33128 Standards and criteria
33129 Standards and criteria; use by local agencies
35035 Powers and duties of superintendent
35161 Powers and duties, generally, of governing boards
42103 Public hearing on proposed budget; requirements for content of proposed budget; publication of notice of hearing
42103.3 Public budget information; CDE sampling and suggested improvements
42120-42129 Budget requirements
42132 Resolutions identifying estimated appropriations limit
42602 Use of unbudgeted funds
42610 Appropriation of excess funds and limitation thereon

7.5.19

Business and Non-Instructional Operations

Budget

45253 Annual budget of personnel commission
45254 First year budget of personnel commission
GOVERNMENT CODE
7900-7914 Expenditure limitations
CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15452 Criteria and standards for school district budgets

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Governance: Budget Planning and Adoption, 2005
Maximizing School Board Governance: Understanding District Budgets, 2005
CDE PUBLICATIONS
California School Accounting Manual
GOVERNMENTAL ACCOUNTING STANDARDS BOARD
Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004
WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Department of Education, Finance and Grants: http://www.cde.ca.gov/fg
California Department of Finance: http://www.dof.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
Governmental Accounting Standards Board: http://www.gasb.org
Legislative Analyst's Office: http://www.lao.ca.gov
School Services of California, Inc.: http://www.sscal.com

Adopted: 4/25/83
Reviewed: 4/3/95
Revised: 1/6/04
1994/1994 School Year (Total District Policy Book Review)
Q:3000\\bp3100

BUSINESS

Business and Non-Instructional Operations

BUDGET

Budget Adoption and Submission Process

Before adopting the budget for the subsequent fiscal year the Governing Board shall hold a public hearing. The proposed budget shall be available for public inspection at least three working days before this hearing. *(Education Code 42103, 42127)*

An agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. *(Education Code 42127)*

The Superintendent or designee shall notify the County Superintendent of Schools of the location, dates, and times at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days before the hearing.

Any district resident may appear at the public hearing and speak to the proposed budget or any item on the budget. The hearing may conclude when all residents who so desire have had the opportunity to be heard. *(Education Code 42103)* Sufficient time shall be allowed so that the budget can still be adopted by July 1.

(cf. 9320 - Meetings and Notices)
(cf. 9323 - Meeting Conduct)

The district's budget shall be presented in the format prescribed by the Superintendent of Public Instruction. (Education Code 42126)

The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review. *(Education Code 42127)*

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. *(Education Code 42127)*

7.5.21

BUSINESS

Business and Non-Instructional Operations

BUDGET

If the County Superintendent disapproves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. *(Education Code 42127)*

Adopted: 4/3/95
Revised: 1/6/04
New - 1994/1995 School Year (Total District Policy Book Review)
Q:3000\ar3100

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Financial Accountability and Reports

The Governing Board is committed to ensuring accountability to the public for the fiscal health of the district. The Board shall adopt sound fiscal policies and oversee the district's financial condition and ensure that the financial systems support the district's goals for student achievement.

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

The Superintendent or designee shall regularly keep the Board informed about the district's finances and shall submit timely financial reports so that the Board can take appropriate action to ensure the district's financial stability.

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education.

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

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

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

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Financial Accountability and Reports

Audit Committee

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

1. Make recommendations regarding the selection of the external independent auditor

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

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

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

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

6. Provide input on the effectiveness of the independent auditor

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

(cf. 1220 - Citizen Advisory Committees)

Fiscal Policy Team

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

7.5.24

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Financial Accountability and Reports

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

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Governance: Fiscal Accountability, 2005
CDE COMMUNICATIONS
1208.00 Audit Resolution Process: Repayment Plans
GOVERNMENTAL ACCOUNTING STANDARDS BOARD
Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004
U.S. GENERAL ACCOUNTING OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS
Financial Audit Manual, revised 2003
STATE CONTROLLER PUBLICATIONS

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Financial Accountability and Reports

Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)
WEB SITES
CSBA: http://www.csba.org
California Association of School Business Officials: http://www.casbo.org
California County Superintendents Educational Services Association: http://www.ccsesa.org
California Department of Education, Finance and Grants: http://www.cde.ca.gov/fg
Education Audit Appeals Panel: http://www.eaap.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
Governmental Accounting Standards Board: http://www.gasb.org
School Services of California: http://www.sscal.com
State Controller's Office: http://www.sco.ca.gov
U.S. Government Accounting Office: http://www.gao.gov

Adopted: 4/3/95
Revised: 8/96, 10/20/98, 5/7/02, 4/20/04
New - 1994/1995 School Year (Total District Policy Book Review)
Q:3000\bp3460

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Financial Accountability and Reports

Interim Reports

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

(cf. 1340 - Access to District Records)

Within 45 days after the close of the period reported, the Board shall assess these reports of the district's financial condition on the basis of criteria adopted by the State Board of Education pursuant to Education Code 33127 and on current information regarding the adopted state budget, district property tax revenues if any, and ending balances for the preceding year. The Board shall approve the fiscal reports and send the County Superintendent of Schools these reports and its certification of the district's financial status based on current projections, in accordance with the following: *(Education Code 42131)*

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

2. A "qualified certification" will indicate that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

3. A "negative certification" will indicate that the district, will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year.

If the Board files a qualified or negative certification for the second report of the fiscal year, or if its second report is classified as qualified or negative by the County Superintendent of Schools, the Superintendent or designee shall provide to the County

Superintendent of Schools, the Controller, and the Superintendent of Public Instruction, no later than June 1, a financial statement that reports data for the period ending April 30 and projects the district's fund and cash balances as of June 30. *(Education Code 42131)*

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

(cf. 4141/4241 - Collective Bargaining Agreement)

Annual Financial Report

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

The district's annual financial statements shall include:

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

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

   b. Comparisons of the current year to the prior year

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

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

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

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

2. Basic financial statements, including:

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

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

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

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

Appropriations Limit Report

The Board shall adopt a resolution by September 30 of each year to identify the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding year. Documentation used to identify these limits shall be made available to the public on the day of the meeting. *(Education Code 42132)*

(cf. 1340 - Access to District Records)

Non-Voter-Approved Debt Report

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

Audit Report

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

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

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

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

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

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

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

The Board shall ensure that the audit contains: (Education Code 41020)

1. A statement that the audit was conducted pursuant to standards and procedures established in the audit guides developed by the State Controller

2. A summary of audit exceptions and management improvement recommendations

3. The auditor's evaluation as to whether there is substantial doubt about the district's ability to continue as a going concern for a reasonable period of time

4. To the extent possible, a description of the specific correction or plan of correction to address any problem identified by the auditor

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

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

(cf. 9322 - Agenda/Meeting Materials)

Accrued Benefits and Claims Report

The Superintendent or designee shall plan for the implementation of the Governmental Accounting Standards Board Statement 45, including the procurement of a qualified actuary to perform the required actuarial study. In addition, the Superintendent or designee shall recommend actions to the Board that mitigate the financial impact to the district as a result of this change in the method of accounting for post-employment health and welfare benefits.

(cf. 4154/4254/4354 - Health and Welfare Benefits)

The Superintendent or designee shall annually provide the Board, at a public meeting information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The Board shall disclose, as a separate agenda item, whether or not it will reserve in the budget sufficient amounts to fund the present value of these claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. . The Board shall annually certify to the County Superintendent of Schools the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. *(Education Code 42140)*

Investment Reports

Within 30 days of the end of each quarter, the Superintendent or designee shall provide the Board with quarterly reports of district investments that are more than $25,000 which include the following: *(Government Code 53646)*

1. The extent to which the portfolio complies and/or does not comply with the district's investment policy.

(cf. 3430 - Investing)

2. A statement denoting the district's ability to meet its pool's expenditure requirements for the next six months, or provide an explanation of why sufficient money shall or may not be available.

3. The most recent statement(s) received from the state's local agency investment fund, the National Credit Union Share Insurance Fund-insured accounts in a credit union or from FDIC-insured accounts in a bank or savings and loan association, in a county investment pool or in any combination of these.

4. The type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments and monies held by the district other than those specified in item #3 above.

5. A description of any district funds, investments or programs that are under the management of contracted parties, including lending programs.

6. The current market value, and the source of this valuation for all securities held by the district and under management of any outside party that is not another local agency or the state's local agency investment fund.

In the above report, a subsidiary ledger of investments may be used in accordance with accepted accounting practices. *(Government Code 53646)*

Adopted: 4/3/95
Revised: 8/96, 1/6/98, 10/20/98, 5/18/99, 4/20/04
New - 1994/1995 School Year (Total District Policy Book Review)
Q:3000(a)\AR3460

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BUSINESS AND NONINSTRUCTIONAL OPERATIONS **BP 3516(a)**

Emergencies and Disaster Preparedness Plan

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)
(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling all emergencies and disasters and which shall be included in the comprehensive school safety plan.

Legal Reference:
EDUCATION CODE
32001 Fire alarms and drills
32040 Duty to equip school with first aid kit
32280-32289 School safety plans
38132 Mass care and welfare shelters
39834 Operating overloaded bus
46390-46392 Emergency average daily attendance in case of disaster
49505 Natural disaster; meals for homeless students; reimbursement
GOVERNMENT CODE
3100 Public employees as disaster service workers
8607 Standardized emergency management system

CODE OF REGULATIONS, TITLE 5
550 Fire drills
560 Civil defense and disaster preparedness plans
CODE OF REGULATIONS, TITLE 19
2400-2450 Standardized emergency management system

Management Resources:
CSBA PUBLICATIONS
911! A Manual for Schools and the Media During a Campus Crisis, 2001
CDE PROGRAM ADVISORIES
0224.94 Contingency Planning for School Campus Emergencies, CIL: 93/94-04
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Standardized Emergency Management System (SEMS) Guidelines, March 1995
SEMS Approved Course of Instruction, March 1995
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003
Early Warning, Timely Response: A Guide to Safe Schools, August 1998

WEB SITES
CSBA: http://www.csba.org
American Red Cross: http://www.redcross.org
California Department of Education, Crisis Preparedness: http://www.cde.ca.gov/ls/ss/cp
California Office of Emergency Services: http://www.oes.ca.gov
California Seismic Safety Commission: http://www.seismic.ca.gov
Federal Bureau of Investigation: http://www.fbi.gov
Federal Emergency Management Agency: http://www.fema.gov
U.S. Department of Education, Emergency Planning:
http://www.ed.gov/admins/lead/safety/emergencyplan/index.html
U.S. Department of Homeland Security: http://www.dhs.gov/dhspublic

Adopted: 6/3/97
Revised:
3000\bp3516

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BUSINESS AND NONINSTRUCTIONAL OPERATIONS AR 3516 (a)

Emergencies and Disaster Preparedness Plan

Components of the Plan

Routine and emergency disaster procedures shall be included in the comprehensive school safety plan in accordance with Education Code 32282.

(cf. 0450 - Comprehensive Safety Plan)

In addition, the Superintendent or designee shall ensure that district and school site procedures address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff

(cf. 3516.1 - Fire Drills and Fires)

2. Earthquake or other natural disasters

(cf. 3516.3 - Earthquake Emergency Procedure System)

3. Environmental hazards

(cf. 3514 - Environmental Safety)
(cf. 3514.2 - Integrated Pest Management)

4. Attack or disturbance, or threat of attack or disturbance, by an individual or group

(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 5131.4 - Campus Disturbances)

5. Bomb threat or actual detonation

(cf. 3516.2 - Bomb Threats)

6. Biological, radiological, chemical and other terrorist activities, or heightened warning of such activities

The Superintendent or designee shall also ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to the following:

1. Regular inspection of school facilities and equipment and identification of risks

(cf. 3530 - Risk Management/Insurance)

2. Instruction and practice for students and employees regarding emergency plans

3. The roles and responsibilities of staff during a disaster or other emergency

4. Personal safety and security, including the supervision, evacuation, and release of students, the administration of first aid, and the closure of the school if necessary

(cf. 3516.5 - Emergency Schedules)

5. Communications among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency

(cf. 1112 - Media Relations)

6. Cooperation with other agencies, including guidelines for law enforcement involvement and intervention

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

7. Steps to be taken following the disaster or emergency, including inspection of school facilities and provision of mental health services for students and staff as needed

(cf. 6164.2 - Guidance/Counseling Staff)

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines when updating district and site-level emergency and disaster preparedness plans.

The Superintendent or designee may provide a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety. (Education Code 39834)

(cf. 3543 - Transportation Safety and Emergencies)

School Response to an Emergency

The principal or designee shall assume overall control and supervision of activities at the school site during an emergency. He/she may use his/her discretion in emergency situations which do not permit execution of prearranged plans.

Students may be released to the custody of a parent/guardian or other adult in accordance with Board policy and administrative regulation. When reference to the emergency card is impossible, individual students shall be released to parents/guardians, persons authorized by the parents/guardians, or authorized persons representing public agencies that may take responsibility, when necessary, for the safety of the student. All such persons shall present identification before a student is released to their custody.

(cf. 5142 - Safety)

The Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation (CPR). The Superintendent or designee shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR inservice training to be offered at least once a year for district staff.

All staff, students, and parents/guardians shall receive information about district and school site procedures to be followed in the event of an emergency. Procedures shall be regularly reviewed and practiced. Evacuation routes shall be posted in classrooms, multipurpose rooms, and other school facilities as appropriate.

Adopted: 6/3/97
Revised:
3000\AR3516

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Earthquake Emergency Procedure System

An earthquake emergency procedure system shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom. (Education Code 32282)

Earthquake emergency procedures shall be incorporated into the comprehensive safety plan. The procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff.

2. A drop procedure in which students and staff members:

    a. Take cover under a table or desk.

    b. Drop to their knees

    c. Protect their head with their arms

    d. Face away from the windows.

3. Protective measures to be taken before, during and after an earthquake.

4. A training program to ensure that all students and all certificated and classified staff are aware of, and properly skilled in, the earthquake emergency procedure system.

School disaster plans shall outline roles, responsibilities and procedures for students and staff.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergency and Disaster Preparedness Plan)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent or designee may work with the California Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall identify and address potential earthquake hazards in classrooms and other district facilities. Equipment and furniture, such as bookshelves, cabinets, computers, and laboratory equipment, shall be secured to the extent possible, and heavy objects moved from high shelves, in order to minimize hazards in the event of an earthquake.

Earthquake emergency procedures also shall outline roles and responsibilities of students and staff during and after an earthquake.

Earthquake Education

Students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by teachers or other staff in such an emergency.

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools. *(Education Code 35297)*

Students also shall be taught to take the following safety precautions during an earthquake if adults are not present to give specific directions:

1. If you are in the open, stay there.

2. Move away from buildings, trees, and exposed wires.

3. After the earthquake, if you are on your way to school, continue to school.

4. After the earthquake, if you are on your way home, continue home.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.

2. In laboratories, burners should be extinguished if possible before taking cover.

3 As soon as possible, teachers shall move the students away from windows, shelves, and heavy objects and furniture that may fall.

4. Teachers shall have students leave the building in an orderly manner when the earthquake is over.

Earthquake While on School Grounds

When an earthquake occurs, the following actions shall be taken by teachers or other persons in authority and students who are outdoors on school grounds;

1. The staff shall direct students to walk away from buildings, trees, poles, or exposed wires.

2. The staff shall have students perform the drop procedure, covering as much skin surface as possible, closing eyes, and covering ears.

3. Staff and students shall stay in the open until the earthquake is over, or until further directions are given.

Earthquake While on the Bus

When students are on the school bus and an earthquake occurs, the following actions shall be taken;

1. The bus driver shall pull to the side of the road away from any buildings, poles, wires, overhead structures, or bridges, if possible, and have students perform and drop procedure.

2. The driver shall set the brakes, turn off the ignition, and wait until the earthquake is over before proceeding on the route.

3. As soon as possible, the driver shall contact the director of transportation for instructions.

Subsequent Emergency Procedures

After the earthquake has subsided, the following actions shall be taken:

1. Small fires shall be extinguished if possible.

2. In outside assembly areas, staff shall provide assistance to any injured students, take roll, and report missing students to the principal or designee.

3. The principal shall request assistance as needed from the county or city civil defense office or fire and police departments. He/she shall consider the possibility of aftershocks and shall determine the advisability of closing the school, with the advise of the county or city officials, as appropriate. He/she shall also contact the Superintendent or designee for further instructions.

4. The principal shall post staff at a safe distance from all building entrances to see that no one reenters until the buildings are declared safe. Monitors may be custodians, teachers, or students.

5. Following the earthquake, the principal and custodian shall inspect all buildings for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings. The principal shall notify utility companies of any break or suspected break in lines which may present an additional hazard. If damage has occurred, the custodian shall shut off all utilities at the main valve.

6. Staff or students shall not light any stoves or burners after the earthquake until the area is declared safe.

7. If the principal believes the school is damaged sufficiently to be a hazard, he/she shall notify the Superintendent or designee and ask that the county or city building inspector check for structural failure and equipment adequacy. Until this is done, the building shall not be occupied.

Legal Reference:
EDUCATION CODE
32280-32289 School safety plans

Management Resources:
FEMA PUBLICATIONS
Guidebook for Developing a School Earthquake Safety Program, 1990
WEB SITES
American Red Cross: http://www.redcross.org
California Office of Emergency Services: http://www.oes.ca.gov
California Seismic Safety Commission: http://www.seismic.ca.gov
Federal Emergency Management Agency (FEMA): http://www.fema.gov/hazards/earthquakes

Adopted: 11/4/97
3000\AR3516.3

BUSINESS

Business and Non-Instructional Operations

Transportation For School-Related Trips

The district may provide transportation for students, employees and other individuals for field trips and excursions approved according to Governing Board policy and administrative regulations.

(cf. 3541 - Transportation Routes and Services)
(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip.

(cf. 3312.2 - Education Travel Program Contracts)
(cf. 3540 - Transportation)

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parent/guardian.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Board.

(cf. 1230 - School Connected Organizations)

The Superintendent or designee shall ensure that the district has sufficient liability insurance when field trips or excursions involve either transportation by district vehicles or travel to and from a foreign country. When a trip to a foreign country is authorized, liability insurance shall be secured from a carrier licensed to transact insurance business in that country and documentation carried by the supervisor at all times. *(Education Code 35330)*

(cf. 3530 - Risk Management/Insurance)

Transportation by Private Vehicle

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who has a good driving record and who has registered with the district for such purposes. Drivers shall be required to possess a valid California driver's license and liability insurance of at least $300,000.00 per occurrence.

(cf. 1240 - Volunteer Assistance)
Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

All student passengers shall provide permission slips signed by their parents/guardians. Teachers shall ensure that all drivers have a copy of each student's permission slip.

Vehicle owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents or violations which may occur.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Motor trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall also ensure that manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

Passenger Restraint Systems

All drivers and passengers shall wear seat belts in accordance with law. *(Vehicle Code 27315* 27360, 27360.5, 27363)

1. A child who is under age 6 or under 60 pounds, unless exempted in accordance with Vehicle Code 27360 or 27363, is properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards

2. All other children are properly secured in either a child passenger restraint system or safety belt

3. All other passengers wear seat belts

Legal Reference:
EDUCATION CODE
35330 Excursions and field trips
35332 Transportation by air
39830 School bus
39830.1 School pupil activity bus
39860 Transportation to special activities by district
44808 Liability when students not on school property
VEHICLE CODE
27315 Mandatory use of seat belts in private passenger vehicles
27360-27360.5 Child passenger restraint systems
27363 Child passenger restraint systems, exemptions

Management Resources:
WEB SITES

TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued) AR 3541.1(c)

California Department of Motor Vehicles: http://www.dmv.ca.gov
California Highway Patrol: http://www.chp.ca.gov
California Office of Traffic Safety: http://www.ots.ca.gov
National Highway Traffic Safety Administration: http://www.nhtsa.dot.gov
National Transportation Safety Board: http://www.ntsb.gov

Adopted: 4/25/83
Revised: 4/3/95, 8/4/98, 11/19/02, 4/20/04
Q:3000a\AR3541.1

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Free and Reduced-Price Meals

The Governing Board recognizes that adequate nutrition is essential to child development and learning and that some families may be unable to provide breakfast and lunch for their children. In accordance with law, the district shall provide nutritionally adequate free and reduced price meals for students whose families meet federal eligibility criteria.

The Superintendent or designee shall recommend for Board approval a plan which ensures that students eligible to receive free or reduced price meals and milk are not treated differently from other students or easily identified by their peers.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

Upon approval of the Board, this plan shall be submitted to the California Department of Education for approval. (Education Code 49557)

All applications and records related to eligibility for the free or reduced price meal program shall be confidential except as provided by law. (Education Code 49558)

In accordance with law the Board authorizes designated employees to use individual records pertaining to student eligibility for any free and reduced price meal program solely for the purpose of.

(Education Code 49558)

1. Disaggregation of academic achievement data

2. Identification of students eligible for school choice and supplemental educational services in any school identified for program improvement

(cf. 0520.2 -Title I Program Improvement Schools)
(cf. 5125 - Student Records)

(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6171 - Title I Programs)
(cf. 6190 - Evaluation of the Instructional Program)

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information as provided by Education Code 49557.2.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Free and Reduced-Price Meals

Legal Reference:
EDUCATION CODE
48980 Notice at beginning of term
49490-49494 School breakfast and lunch programs
49500-49505 School meals
49510-49520 Nutrition
49530-49536 Child Nutrition Act of 1974
49547-49548.3 Comprehensive nutrition service
49550-49560 Meals for needy students
CODE OF REGULATIONS, TITLE 5
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs
UNITED STATES CODE, TITLE 20
1232g Federal Educational Rights and Privacy Act
6301-6514 Title I programs
UNITED STATES CODE, TITLE 42
1751-1769 National lunch programs
1771-1791 Child nutrition
CODE OF FEDERAL REGULATIONS, TITLE 7
245.1-245.13 Determination of eligibility for free and reduced price meals
Management Resources:
CDE LEGAL ADVISORIES
0325.98 Education Code Section 49558 LO: 1-98
CSBA PUBLICATIONS
Healthy Food Policy Resource Guide, 2003
USDA PUBLICATIONS
Team Nutrition, Food and Nutrition Services, Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Nutrition Division: http://www.cde.ca.gov/ls/nu
California Healthy Kids Resource Center: http://www.californiahealthykids.org
California Project LEAN: http://www.californiaprojectlean.org
U.S. Department of Agriculture, Food and Nutrition Service: http://www.fns.usda.gov/cnd

Adopted: 6/3/97
Revised: 5/5/98, 10/20/98, 2/2/99, 10/5/99, 1/6/04
:3000(a)\BP3553

7.5.46

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Free or Reduced Price Lunches

The District's plan for students receiving free or reduced price meals shall ensure the following: *(Education Code 49557)*

1. The names of the students shall not be published, posted, or announced in any manner, or used for any other purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law..
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or milk.
4. The students shall not be required to use a separate dining area, go through a separate entrance, or consume their meals or milk at a different time.
5. When more than one lunch, breakfast or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

Applications and Records

An application form for free or reduced price meals shall be distributed to all parents/guardians at the beginning of each school year, together with information about eligibility standards, application procedures and appeal procedures. This form and information shall also be provided whenever a new student is enrolled. *(Education Code 49520, 48980, 7 CFR 245.5)*

(cf. 5145.6 - Parental Notifications)

Applications for free or reduced price meal programs shall be available to students at all times during the regular school day and shall contain the following statements: *(Education Code 49557, 7 CFR 245.5)*

1. Applications for free or reduced price meals may be submitted at any time during a school day.

2. Children participating in the National School Lunch and School Breakfast Programs will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

Confidentiality/Release of Records

All applications and records related to eligibility for the free or reduced price meal program shall be confidential except as provided by law. They shall be open to examination only for purposes of this program or for any investigation, prosecution, or criminal or civil proceeding conducted in connection with the administration of any free and reduced price meal program. *(Education Code 49558)*

The Governing Board designates the following district employees to use individual records pertaining to student participation in the free or reduced price meal program solely for the purpose of disaggregation of academic achievement data or for the identification of students in any program improvement school eligible for school choice and supplemental educational services pursuant to 20 USC 6316:

Assistant Superintendent of Business Services
Assistant Superintendent of Educational Services

In using these records for that purpose, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free or reduced price meal program shall be maintained in the permanent records of any students if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free or reduced price meal program shall not be publicly released.

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

3. All other confidentiality provisions required by law shall be met.

4. Information collected regarding individual students certified to participate in the free or reduced price meal program shall be destroyed when no longer needed for its intended purpose.

Adopted: 4/25/83
Revised: 4/3/95, 5/20/97, 5/5/98, 10/20/98, 1/6/04
1994/1995 School Year (Total District Policy Book Review)

Q:3000(a)/AR3553

PERSONNEL

Certificated Personnel

Certification

Registration

Each person employed by the district for a position requiring certification qualifications shall, within 60 days after beginning employment, register with the county office of education a valid credential authorizing the person to work in the position. Certificated employees also shall register renewed credentials within 60 days after the renewal. *(Education Code 44330, 44857)*

All certificated employees are personally responsible for renewing and registering their credentials and keeping them valid.

No warrant shall be drawn in favor of any person requiring certification unless he/she is properly credentialed and registered with the county. *(Education Code 45034)*

(cf. 4111 - Recruitment and Selection)
(cf. 4113 - Assignment)
(cf. 4116 - Probationary/Permanent Status)
(cf. 4131.5 - Professional Growth)

Basic Skills Proficiency Test

Prior to being hired by the Governing Board, all certificated persons whether hired on a permanent, temporary or substitute basis, shall demonstrate basic skills proficiency in reading, writing and mathematics unless exempted from this requirement by the provisions of law. *(Education Code 44830)*

Certificated persons who have not held a position requiring certification within 39 months of employment and who have not taken the state basic skills proficiency test may be hired as temporary employees, provided they pass a basic skills proficiency test developed and administered by the district. Such employees shall subsequently take the state test within one year of employment. *(Education Code 44830)*

(cf. 41212 - Temporary/Substitute Personnel)

Persons holding a designated subjects special subjects credential or vocational designated subject credential shall not be required to take the state basic skills proficiency test unless their specific credential requires the possession of a baccalaureate degree. Instead, these persons shall be assessed with district proficiency criteria established by the Board for these credentials, which shall be at least equivalent to the district test required for graduation from high school. *(Education Code 44252, 44830)*

Persons holding designated subjects/special subjects credential or a vocational designated subject credential shall be charged a fee to take the district proficiency test.

Out-of-State Credentials

The district may employ a teacher who holds a credential from another state if all of the following conditions are met Education Code 44274.2, 44275.3 or 44275.4 and obtained a preliminary or professional clear credential from the Commission on Teacher Credentialing.

(cf. 4112.5/4312.5 - Criminal Record Check)

A teacher prepared out of the state or country who has been issued a five-year California preliminary credential shall pass the state basic skills proficiency test described above within one year of the issuance date of the credential in order to be eligible to continue teaching , unless the CTC has determined that the teacher licensing body of the state in which the teacher completed his/her preparation requires an applicant to demonstrate a level of basic skills proficiency that is at least comparable and equivalent to passage of the state basic skills proficiency test. (Education Code 44274, 44275.3)

A teacher prepared in a country other than the United States who has been issued a five-year California preliminary credential shall pass the state basic skills proficiency test described above within one year of the issuance date of the credential in order to be eligible to continue teaching. (Education Code 44275.4)

To be eligible for a professional clear credential, teachers prepared out of state or out of the country must also meet legal requirements for subject matter competence, course completion, and either a fifth-year postsecondary program or an induction program for beginning teachers (Ec.C. 44274.2, 44275.3, 44275.4)

The district may employ persons with an emergency 30-day substitute permit for 30 school days or less for any one teacher during the school year. Persons with an emergency substitute permit may be employed for 20 school days or less in special education positions requiring certification, unless an extension has been approved by the Superintendent of Public Instruction. *(Education Code 56061; 5 CCR 80025 80025.4)*

Emergency Substitute Teaching Permits

Before employing such persons, the Superintendent or designee shall prepare and keep on file a signed statement of need. The statement of need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person(s) do not meet the district's specified employment criteria. *(Code of Regulations, Title 5, Section 80025)*

Emergency Teaching or Specialist Permits

Persons with emergency teaching permits or credential waivers shall not be newly hired to teach core academic subjects in programs supported by federal Title I funds. By the end of the 2005-06 school year, such persons shall not be assigned to teach core academic subjects in any classroom. (20 USC 6319, 7801; 5 CCR 6115)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 4113 - Assignment)

Before employing persons with an emergency teaching or specialist permit for more than 20 school days in special education positions or for more than 30 school days in other positions, the Board shall document that it has made a diligent search for, but has been unable to recruit, a sufficient number of certificated teachers, including teacher candidates pursuing full certification through internships or other alternative programs

The district's diligent search shall include, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring the incentives included in the Teaching as a Priority block grant pursuant to Education Code 44735, participating in the state and regional recruitment centers established pursuant to Education Code 44751 and 90530, and participating in job fairs in the state. (Education Code 44300)

(cf. 4111 - Recruitment and Selection)

The Board shall certify by an annual resolution that it has made reasonable efforts to recruit a certificated teacher for the assignment. (Education Code 44225.7)

For any assignment for which a certificated teacher is not available, the district shall make reasonable efforts to recruit an individual in the following priority order: (Education Code 44225.7)

1. A candidate who is scheduled to complete initial preparation requirements within six months

2. A candidate who is qualified to participate in an approved internship program in the region of the district

(cf. 4112.21 - Interns)

If a person who meets these priorities is not available, the district may, as a last resort, request that the Commission on Teacher Credentialing approve the assignment of a person who does not meet the above criteria. (Education Code 44225.7)

In the year of need the district shall submit to the Commission on Teacher Credentialing, on a form provided by the commission, a declaration of need for fully qualified educators. The declaration of need shall be made in the form of a motion adopted by the Board during a regularly scheduled public Board meeting. The motion shall not be part of the consent agenda. (Education Code 44300; 5 CCR 80026)

(cf. 0510 - School Accountability Report Card)
(cf. 4112.21 - District Interns)

The Superintendent or designee shall provide an orientation for teachers who are obtaining an emergency teaching or specialist permit for the first time. This orientation shall include at least an overview of the curriculum that the teacher is expected to teach and effective techniques of classroom instruction and management at the teacher's assigned level. *(Education Code 44300; 5 CCR 80026.5)*

Whenever possible, the orientation shall occur before the teacher begins his/her teaching assignment. The Superintendent or designee shall also assign an experienced educator to guide and assist the teacher. This person shall be a certificated district employee or a certificated retiree of a California school district or county office of education and must have completed at least three full years of full-time classroom teaching experience or the equivalent. *(Education Code 44300; 5 CCR 80026.5)*

The Superintendent or designee shall inform all emergency permit holders that, in accordance with rules established by the CTC, they must complete their work for a credential by June 30, 2006, and will not be able to get an emergency permit renewed after that date.

Adopted: 6/13/83
Revised: 6/13/83; 5/2/95,10/20/98, 10/5/99, 11/7/00, 9/17/02, 1/6/04, 11/2/04
q:4000a\AR4112.2

PERSONNEL

Staff Teaching Students of Limited English Proficiency

Definitions

Instruction for English language development means instruction designed specifically for limited-English-proficient students to develop their listening, speaking, reading, and writing skills in English. (Education Code 44253.2)

Specially designed academic instruction in English (SDAIE) means instruction in a subject area, delivered in English, that is specially designed to meet the needs of limited-English-proficient students. (Education Code 44253.2)

Content instruction delivered in the primary language means instruction in a subject area delivered in the primary language of the student. (Education Code 44253.2)

Teacher Qualifications

The Superintendent or designee shall ensure that a teacher providing instruction for English language development, specially designed academic instruction in English (SDAIE) and/or content instruction in any student's primary language possesses the appropriate authorization(s) issued by the Commission on Teacher Credentialing (CTC).

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 4113 - Assignment)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 6174 - Education for English Language Learners)

During the period when the teacher is pursuing training in instruction for English language development or SDAIE, he/she may be provisionally assigned to provide that instruction. (Education Code 44253.10)

Legal Reference:
EDUCATION CODE
10600-10610 California Education Information System
44225 Duties of the Commission on Teacher Credentialing
44253.1-44253.10 Certification for bilingual-crosscultural competence
44258.9 County superintendent review of teacher assignment
44259.5 Standards for teachers of all students, including English language learners
44380-44386 Alternative certification

PERSONNEL
Staff Teaching Students of Limited English Proficiency

44760-44763 Teacher supply and demand reporting
52160-52178 Bilingual-Bicultural Act of 1976
52180-52186 Bilingual teacher training assistance program
62001-62005.5 Evaluation and sunsetting of programs
CODE OF REGULATIONS, TITLE 5
6100-6125 Teacher qualifications, No Child Left Behind Act
80016 Certificate of completion of staff development to teach English learners
UNITED STATES CODE, TITLE 20
1701-1704 Equal educational opportunities
6319 Highly qualified teachers
6601-6651 Training and recruiting high-quality teachers
6801-7014 Language instruction for English learners and immigrant students
7801 Definitions, highly qualified teacher
CODE OF FEDERAL REGULATIONS, TITLE 34
200.55-200.57 Highly qualified teachers
COURT DECISIONS
Teresa P. et al v. Berkeley Unified School District et al (1989) 724 F.Supp. 698

Management Resources:
CDE PROGRAM ADVISORIES
0300.97 Programs for English learners
CTC PUBLICATIONS
Languages Other than English Single Subject Matter Standards for the Single Subject Teaching Credential, May 2004
CL-622 Serving English Learners, February 2004
CTC CODED CORRESPONDENCE
04-0001 Clarification of authorizations to teach English learners, January 12, 2004
02-0006 Authorization to teach English learners pursuant to SB 2042, April 24, 2002
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Improving Teacher Quality State Grants Title II, Part A Non-Regulatory Draft Guidance, revised January 16, 2004
WEB SITES
California Association for Bilingual Education: http://www.bilingualeducation.org
California Department of Education, English Learners: http://www.cde.ca.gov/sp/el
California Teachers of English to Speakers of Other Languages: http://www.catesol.org
Commission on Teacher Credentialing: http://www.ctc.ca.gov
U.S. Department of Education: http://www.ed.gov

Adopted: 5/7/96
Revised: 4/21/98, 11/7/00, 11/2/04
Q:4000(a)\AR4112.22

PERSONNEL

Certificated Personnel

Assignment

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which their preparation, certification, experience and aptitude qualify them.

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)
(cf. 4112.23 - Special Education Staff)
(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement.

(cf. 4114 - Transfers)
(cf. 4141/4241 - Collective Bargaining Agreement)

The Governing Board encourages the assignment of experienced and fully credentialed teachers, including those who have attained National Board for Professional Teaching Standards certification, to schools with the greatest need to improve student achievement.

Teachers shall be assigned to teach core academic subjects in Title I and non-Title I programs in accordance with the requirements of the No Child Left Behind Act pertaining to teacher qualifications. (20 USC 6319, 7801; 5 CCR 6100-6126)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 6171 - Title I Programs)

Teachers may be assigned outside the scope of their certificates or fields of study only as allowed by law and when so required in order to meet the needs of the educational program.

The Superintendent or designee may assign holders of a credential other than an emergency permit, with their consent, to teach subjects outside their credential authorization in departmentalized classes pursuant to Education Code 44258.3 The Superintendent or designee shall, with the assistance of subject matter specialists, develop procedures to verify the subject matter knowledge of the teacher before any such assignment is made

Assignment

The Superintendent or designee shall develop procedures which the Governing Board shall use to verify the subject matter knowledge of the teacher before any such assignment is made. These procedures shall be developed with the assistance of subject matter specialists and shall be submitted to the Board for approval.

(cf. 4117.3 - Personnel Reduction)

The Superintendent or designee shall periodically report to the Board on any teacher misassignments or vacancies. He/she shall report to the Board the results of the County Superintendent's review of district misassignments and vacancies, and shall provide recommendations for remedying any identified issues.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Committee on Assignments

The Superintendent or designee shall establish a committee on assignments which may grant approval for the voluntary assignment of full-time teachers to teach one or more elective courses outside their credential authorization in an area for which they have special skills or preparation.

Legal Reference:
EDUCATION CODE
33126 School accountability report card
35035 Additional powers and duties of superintendent
35186 Complaint process
37616 Assignment of teachers to year-round schools
44225.6 Commission report to the legislature re: teachers
44250-44279 Credentials and assignments of teachers
44395-44398 Incentives for assigning NBPTS-certified teachers to high-priority schools
44824 Assignment of teachers to weekend classes
44955 Reduction in number of employees

GOVERNMENT CODE
3543.2 Scope of representation
CODE OF REGULATIONS, TITLE 5
6100-6126 Teacher qualifications, No Child Left Behind Act
UNITED STATES CODE, TITLE 20
6319 Highly qualified teachers
7801 Definitions, highly qualified teacher
CODE OF FEDERAL REGULATIONS, TITLE 34
200.55-200.57 Highly qualified teachers

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Commission on Teacher Credentialing: http://www.ctc.ca.gov

Adopted: 6/13/83
Revised: 12/5/89; 5/2/95; 12/4/01, 11/2/04
1994/1995 School Year (Total District Policy Book Review)
q:4000\bp4113

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Certificated Personnel

EMPLOYMENT OF RETIRED TEACHERS

Under any of the following conditions, retired teachers employed by the district shall be exempt from the limitation on earnings specified in Education Code 24214(d), (f) and (g) for members of the State Teachers Retirement System (STRS). The teacher retired from service with an effective date on or before January 1, 2004, and is employed to provide any of the following services: (Education Code 24216.5, 24216.8)

1. Direct classroom instruction to students in grades kindergarten through 12

2. Support and assessment for new teachers through the Beginning Teacher Support and Assessment System (Education Code 44279.1-44279.7)

(cf. 4131 - Staff Development)

3. Support to individuals completing student teaching assignments

4. Support to individuals participating in a pre-internship teaching Program (Education Code 44305-44308), an alternative certification program (Education Code 44380-44386), or a school paraprofessional teacher-training program (Education Code 44390-44393)

(cf. 4112.2 - Certification)
(cf. 4112.21 - District Interns)
(cf. 4222 - Teacher Aides/Paraprofessionals)

5. Instruction and student services provided to students enrolled in special education programs pursuant to Education Code 56000-56885

6. Instruction to students enrolled in English language learner programs pursuant to Education Code 400-410 and 430-446

7.5.58

EMPLOYMENT OF RETIRED TEACHERS(Cont.)

7. Provide direct remedial instruction to students in grades 2 through 12 for the programs specified in Education Code 37252 and 37252.5 (Education Code 24216.6)

(cf. 5123 - Promotion/Acceleration/Retention)
cf. 6179 - Supplemental Instruction)

Any retired teacher may also be exempt from the limitation on earnings if the teacher returned to work after the date of retirement and, for a period of at least 12 months, has not performed creditable service as defined in Education Code 22119.5 as an employee or independent contractor within the California public school system. (Education Code 24214)

Such retired teachers shall be treated as part of a distinct class of temporary employees within the existing bargaining unit whose service shall not be included in computing the service required as a prerequisite to attainment of or eligibility for classification as a permanent employee of the district. The compensation shall be established in accordance with Education Code 24214(b) and agreed to in the collective bargaining agreement between the district and the exclusive representative for the bargaining unit. (Education Code 24216.5, 24214, 24216.6)

The Superintendent or designee shall submit documentation required by STRS to substantiate the eligibility of the temporary employment of a retired member for the exemption from the limitation on earnings. (Education Code 24216.5)

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4121 Temporary/Substitute Personnel)

The Superintendent or designee shall maintain accurate records of the retired member's compensation earned and shall report that compensation monthly to STRS regardless of the method of payment or the source of funds from which the compensation is paid. (Education Code 24216.5)

(cf. 4117.11/4317.11 - Preretirement/Part-Time Employment)
(cf. 4117.12/4317.12 - Retirement Consultancy Contracts)

EMPLOYMENT OF RETIRED TEACHERS(Cont.)

Legal Reference:
EDUCATION CODE
400-410 English language acquisition program
430-446 English learner and immigrant student federal conformity act
22119.5 Creditable service, definition
24214 Creditable service by retiree
24216.5 Exemption from earnings limitation
24216.6 Exemption from earnings limitation
37252-37253.5 Supplemental Instruction
44279.1-44279.7 Beginning Teacher Support and Assessment System
44305-44308 Pre-internship teaching program
44380-44386 Alternative certification program
44390-44393 School paraprofessional teacher training program
44830 Employment of certificated employees
44830.3 Employment of district interns
56000-56885 Special education

Management Resources:
WEB SITES
California State Teachers' Retirement System: http://www.calstrs.com

Adopted: 5/5/98
Revised: 10/5/99, 5/2/00, 6/18/01

q:4000(a)\AR4117.14

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BP 4143.1(a)
4243.1(a)

ALL PERSONNEL

Public Notice - Personnel Negotiations

Because the Governing Board has a responsibility to represent the public's interest in negotiations with employee organizations, the Board is committed to keeping the public informed about issues being negotiated, providing members of the public an opportunity to express their views, and disclosing the positions of Board members.

(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 9000 - Role of the Board)
(cf. 9010 - Public Statements)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

Public Notice

All initial contract proposals of the Board and an employee organization, which relate to matters within the scope of representation shall be presented at a public meeting and shall thereafter be public records. (Government Code 3547)

(cf. 1340 - Access to District Records)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Meeting and negotiating between district and employee organization representatives shall not take place on these initial proposals until a reasonable time has elapsed after the submission of these proposals to enable the public to become informed and to express itself regarding the proposals at a public meeting. (Government Code 3547)

After the public has had an opportunity to provide input, the Board shall adopt its initial proposal at a public meeting. (Government Code 3547)

ALL PERSONNEL

Public Notice - Personnel Negotiations

New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within 24 hours. If the Board takes a vote on any such subject, each member's vote also shall be made public within 24 hours. (Government Code 3547)

Public Disclosure

Before entering into a written agreement covering matters within the scope of representation, the Board shall disclose, at a public meeting, the major provisions of the agreement, including but not limited to the costs that would be incurred by the district under the agreement for the current and subsequent fiscal years. (Government Code 3547.5)

A copy of the proposed agreement shall be made available to the public prior to the day of the Board meeting.

The Superintendent or designee shall prepare a summary of the major provisions and changes in the proposed agreement.

Certification of Agreement

Before the Board approves any agreement, the Superintendent and chief business official shall certify in writing that any costs incurred by the district under the agreement can be met by the district during the term of the agreement. The certification shall itemize any budget revision necessary to meet the costs of the agreement in each year of its term. (Government Code 3547.5)

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:
EDUCATION CODE
42130-41234 Financial reports and certifications
GOVERNMENT CODE
3540.2 Meeting and negotiating in public educational employment
3547 Proposals relating to representation; informing public

7.5.62

ALL PERSONNEL

Public Notice - Personnel Negotiations

3547.5 Major provisions of agreement with exclusive representative
CODE OF REGULATIONS, TITLE 8
32075 PERB regional office defined
32900 EERA and HEERA public notice: requirements for governing boards to adopt policy
32910 Filing of EERA or HEERA complaint

Management Resources:
CDE MANAGEMENT ADVISORIES
0515.92 Public Disclosure of Collective Bargaining Agreements, 92-01
CSBA PUBLICATIONS
Public Notice and Disclosure, Resource Guide for Employment Relations, December 1996
Maximizing School Board Leadership: Collective Bargaining, 1996
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
Public Employment Relations Board: http://www.perb.ca.gov

Adopted: 5/2/95
Revised: 4/21/98, 5/7/02
New - Fall 1994 (Total District Policy Book Review)
Q:4000\bp4143.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT

ALL PERSONNEL

Public Notice - Personnel Negotiations

The Superintendent or designee shall prepare a summary of the agreement, which shall be available to the public prior to the Board entering into the agreement. The summary shall include, but may not necessarily be limited to:

1. Major provisions of the agreement that affect compensation, such as
   a. Direct increases in salaries and percentage change in on-schedule salaries
   b. changes in health and welfare benefits;
   c. changes in health and welfare benefit dollar contributions by the district;
   d. changes in step and column or longevity provisions;
   e. changes in overtime, differential, callback and standby pay provisions;
   f. changes in staffing ratios; one-time bonuses or off-the-schedule increases;
   g.

2. Other provisions that will result in increased costs to the district even if they do not involve an increase in employee compensation, such as class-size reduction or increased number of staff development days

3. Costs of the proposed agreement, for the current and subsequent fiscal years, categorized for salaries, benefits, other compensation and other noncompensation costs, including percent increase of total compensation (salaries, benefits, and other compensation provisions) for the average represented employee as a result of the settlement and the approximate cost to the district of providing a one percent increase in total compensation

4. Proposed source(s) of funding for the current and subsequent fiscal years including the assumptions used to determine available resources to meet the obligations of the proposed agreement.

5. Other major provisions that do not directly affect the district's costs, such as binding arbitration or grievance procedures.

A copy of the summary shall be provided to the County Office of Education.

A copy of the Governing Board's policy implementing the public notice requirements shall be available in the district office. (8 CCR 32900)

Adopted: 5/2/95
Revised: 4/21/98
New - Fall 1994 (Total District Policy Book Review)
Q:4000a\ar4143.1

Personnel

STAFF DEVELOPMENT

Staff development activities may include but are not limited to:

1. Professional education conferences or committee meetings
2. Courses offered by institutions of higher education
3. Workshops offered by the district, county office of education or state
4. Small-group activities
5. Self-directed learning
6. Observation of other schools
7. Follow-up activities that help staff implement newly acquired skills

(cf. 3350 - Travel Expenses)
(cf. 4361 - Leaves)

Principal Training Program

The Superintendent or designee shall approve a staff development program for principals and vice principals which meet the following conditions:

1. The training shall have a duration of at least 80 hours of intensive individualized support and professional development. An additional 80 hours of intensive individualized support and professional development may be completed over a period of up to two years once the initial 80 hours of training commences. (Education Code 44513)

Training shall be in the following areas: (Education Code 44511)

a. School financial and personnel management , including hiring, recruitment, and retention practices, and misassignments of certificated personnel

(cf. 4111 - Recruitment and Selection)
(cf. 4113 - Assignment)

Personnel

STAFF DEVELOPMENT

b. Core academic standards

(cf. 6011 - Academic Standards)

c. Curriculum frameworks and instructional materials aligned to the state academic standards including ensuring the provisions of textbooks and instructional materials as defined in Education Code 60119

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

d. The use of student assessment instruments, specific ways of mastering the use of assessment data from the Standardized Testing and Reporting program, and school management technology to improve student performance

(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)

e. The provision of instructional leadership and management strategies regarding the use of instructional technology to improve student performance

(cf. 6162.7 - Use of Technology in Instruction)

f. Extension of the knowledge, skills and abilities acquired in the preliminary administrative preparation program that is designed to strengthen the ability of administrators to serve all students in the school to which they are assigned

2. The training may include additional areas that may impact student learning, such as pedagogies of learning, motivation of student learning, collaboration, conflict resolution, diversity, parental involvement, employee relations, and the creation of effective learning and workplace environments. (Education Code 44511)

3. For purposes of this program, the Superintendent or designee shall select a staff development provider approved by the State Board of Education. (Education Code 44513)

7.5.67

Personnel

STAFF DEVELOPMENT

The Superintendent or designee shall give highest priority to training administrators assigned to, and practicing in, high-priority or hard-to-staff schools.

A high-priority school is one in the bottom half of all schools statewide based on Academic Performance Index rankings. A hard-to-staff school is one in which teachers holding emergency permits or credential waivers make up 20 percent or more of the teaching staff. (Education Code 44510)

(cf. 0520 - Intervention for Underperforming Schools)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 4112.2 - Certification)

Adopted: 10/1/02
Revised:

Q:4000\ar4331

STUDENTS

Exclusions From Attendance

Students may be excluded from attendance at district schools if they:

1. Are under the legal age of attendance, except as otherwise provided by law. (Education Code 48210)

(cf. 5111 - Admission)

2. Do not present evidence of immunization from certain infectious diseases as required by law. Such a student shall not be excluded, however, if the parent/guardian, in writing, requests exemption from the immunization requirement on the basis of the student's physical condition or a conflict with the parent/ guardian's religious beliefs. (Health and Safety Code 120335, 120365)

(cf. 5141.31 - Immunizations)

3. Are reasonably suspected of having active tuberculosis. (Health and Safety Code 121485, 121495 and 121505)

(cf. 5141.26 - Tuberculosis Testing)

4. Are infected with any contagious or infectious disease. Education Code 49451; 5 CCR 202

5 . Reside where any contagious, infectious, or communicable disease subject to quarantine exists or has recently existed, unless written permission of the health officer is provided. (Health and Safety Code 120230)

6. Have not had a health screening specified in Health and Safety Code 124040, before or within the first 90 days of attending first grade. Such students may be excluded for up to five days unless the parent/guardian has presented an appropriate waiver or the district has exempted the student from this requirement in accordance with law. (Health and Safety Code 124105)

(cf. 5141.32 - Child Health and Disability Prevention Program)

STUDENTS

Exclusions From Attendance

The Governing Board shall periodically review its decisions to exclude students of filthy or vicious habits or suffering from contagious or infectious diseases. (Education Code 48214)

(cf. 5141.22 - Infectious Diseases)
(cf. 5141.33 - Head Lice)

Notifications to Parents/Guardians

Before excluding any such student, the Superintendent or designee shall send a notice to the parent/guardian of the student. This notice shall state the facts leading to a decision to propose exclusion and shall further state that: (Education Code 48213)

a. The parent/guardian has a right to meet with the Board to discuss the proposed exclusion.

b. At this meeting, the parent/guardian shall have an opportunity to:

(1) Inspect all documents upon which the district is basing its decision to propose exclusion

(2) Challenge any evidence and question any witness presented by the Board

(3) Present oral and documentary evidence on the student's behalf

(4) Have one or more representatives present at the meeting

c. The decision to exclude the child is subject to periodic review and the procedures for such periodic review.

The Superintendent or designee is not required to send prior notice of exclusion to the parent/guardian if the student is excluded because: (Education Code 48213)

a. He/she resides in an area subject to quarantine pursuant to Health and Safety Code 120230

b. He/she is exempt from a medical examination but suffers from a contagious or infectious disease pursuant to Education Code 49451.

STUDENTS

Exclusions From Attendance

c. It is determined that the presence of the student would constitute a clear and present danger to the life, safety, or health of students or school personnel.

Appeals from Exclusion

Upon exclusion of his/her child, a parent/guardian may meet with the Superintendent or designee to discuss the exclusion. If the parent/guardian disagrees with the decision of the Superintendent or designee to exclude his/her child, he/she may appeal the decision to the Governing Board.

Legal Reference:
EDUCATION CODE
48210-48214 Persons excluded
49076 Access to records by persons without written consent or under judicial order
49408 Information of use in emergencies
49451 Parent's refusal to consent
HEALTH AND SAFETY CODE
120230 Exclusion of persons from school
120325-120380 Educational and child care facility immunization requirements
121475-121520 Tuberculosis tests for students
124025-124110 Child Health and Disability Prevention Program
CODE OF REGULATIONS, TITLE 5
202 Exclusion of students with a contagious disease

Adopted: 5/19/95
Revised 3/5/97
5000(a)\ar5112.2

7.5.71

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BP 5113.2 (a)

STUDENTS

Work Permits

The Governing Board recognizes that part-time jobs can give students needed supplementary income, valuable work experience, and enhanced self-esteem. However, the Board also believes that outside employment should not interfere with students' education progress nor impair their health. In accordance with law, students must obtain work permits from school authorities before accepting employment.

(cf. 6178.1 – Work Experience Education)

The Superintendent or designee shall issue work permits only as allowed by law and only to the extent that outside employment does not significantly interfere with the student's schoolwork. Students granted work permits must demonstrate and maintain satisfactory grades.

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

Work permits for students who are ages 14-17 shall be limited to part-time employment as defined by law and administrative regulation, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Students with work permits may be exempted from attendance in a full-time day school, provided they attend part-time classes. Students granted permits for full-time employment shall be enrolled in part-time continuation classes. (Education Code 48230, 49135)

(cf. 5112.1 - Exemptions from Attendance)
(cf. 6184 - Continuation Education)

Legal Reference:
EDUCATION CODE
48230 Exemption from full-time school attendance for students with work permits
48231 Exemption from compulsory attendance for students entering attendance area near end of term
49110-49119 Permits to work
49130-49135 Permits to work full time

7.5.72

STUDENTS

Work Permits

49140-49141 Exceptions
49160-49165 Employment of minors; duties of employers
49180-49183 Violations
LABOR CODE
1285-1312 Employment of minors
1391-1394 Working hours for minors

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Work Permit Handbook for California Schools, 2003
CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS
Child Labor Laws, 2000
WEB SITES
California Department of Education, Work Experience Education:
http://www.cde.ca.gov/ci/ct/we
California Department of Industrial Relations: http://www.dir/ca/gov

Adopted: 10/10/83
Revised: 5/19/95, 3/5/96, 5/2/00
1994/1995 School Year (Total District Policy Book Review)
5000\bp5113.2

7.5.73

STUDENTS

WORK PERMITS

The Superintendent may, in writing, delegate the authority to issue work permits to an employee holding a services credential with a specialization in pupil personnel services or to a certificated work experience education teacher or coordinator. If the designee is not available, and delay in issuing a permit would jeopardize a student's ability to secure work, the Superintendent may authorize another person to issue the permit. (Education Code 49110)

The work permit shall contain: (Education Code 49115)

1. The student's name, age, birth date, address, and phone number

2. The place and hours of compulsory part-time school attendance, or statement of exemption, or the hours of compulsory full-time school attendance if the permit is issued for outside of school hours

3. The maximum number of hours per day and per week that the student may work while school is in session

4. The student's social security number

5. The signature of the student and the Superintendent or designee

6. The date on which the permit expires

Approval/Revocation of Work Permits

1. No work permit shall be issued until the student's parent/guardian, foster parent, caregiver, with whom the student resides, or residential shelter services provider has filed a written request for it with the district. (Education Code 49110)

2. To help in determining the extent to which outside employment may be approved, the Superintendent or designee shall:

   a. Inspect the student's records for evidence of satisfactory grades and attendance.

   b. Confer with at least one of the student's teachers to determine whether the student appears to have the time, stamina, motivation and maturity to maintain academic progress while working.

7.5.14

Students
Work Permits

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

3. After issuing a work permit, the Superintendent or designee shall periodically inspect the student's scholastic and attendance records to ensure maintenance of academic progress..

4. Work permits issued during the school year shall expire five days after the opening of the next succeeding school year. (Education Code 49118)

5. The Superintendent or designee shall revoke a student's work permit whenever he/she determines that employment is impairing the student's health or education, that any provision or condition of the permit is being violated, or that the student is performing work in violation of law. (Education Code 49164

Permits to Work Part Time When School Is In Session

1. A student 16 or 17 years of age who has completed the equivalent of the seventh grade may receive a permit to work outside of school hours for no more than four hours on any day on which the student is required by law to attend school. (Education Code 49112) The following exceptions shall apply:

   a. The four-hour limit may be exceeded if the student is employed in a school-approved work experience or cooperative vocational education program or in personnel attendance occupations as defined in Industrial Welfare Commission Minimum Wage Order #15 (Education Code 49116)

   b. A student may receive a permit to work outside of school hours for no more than eight hours on any day on which the student is required by law to attend school, provided it is a day which immediately precedes a nonschool day. (Education Code 49112)

2. While school is in session, a student 14 or 15 years of age who has completed the equivalent of the seventh grade may receive a permit to work outside of school hours for no more than three hours on any school day and no more than 18 hours in any week. (Education Code 49112, 49116)

Students
Work Permits

If enrolled in and employed pursuant to a school-supervised and school-administered work experience and career exploration program, a student 14 or 15 years of age may be employed for up to 23 hours a week, any portion of which may occur during school hours. (Education Code 49116)

3. A student who is 13 years old and has completed the sixth grade may receive a permit to work for no more than two hours on any given day, up to a maximum of four hours each week, provided that: (Education Code 49112)

   a. The student has been identified by the district as exhibiting the potential to drop out of school.

   b. The student is participating in an employment program that is conducted on school premises and sponsored by one or more school districts to foster student appreciation of the importance of education in preparing for future employment and education.

The limitations on working hours specified above shall not apply to students employed to deliver newspapers to consumers. (Education Code 49112, 49116)

Permits to Work Full Time When School Is In Session, Students 14 or 15 Years of Age

A permit to work full time may be issued to a minor 14 or 15 years of age who has completed elementary school , provided that the permit expires no later than the end of the current school year, and provided that one of the following circumstances exists: (Education Code 49130)

1. The parent/guardian presents a sworn statement that the parent/guardian is incapacitated for labor through illness or injury, or that through the death or desertion of the father or mother, the family is in need of the minor's earnings and that sufficient aid cannot be secured in any other manner.

2. The minor is unable to reside with his/her family and needs his/her earnings for his/her support.

3. The minor is residing with a foster care provider, or a guardian receiving foster care funds for the minor, provided that:

7.5.76

Students
Work Permits

a) The provider or guardian obtains written authorization from the minor's social worker, probation officer or child protective services worker acting as an officer of the court, and

b) The minor's case plan documents that the purpose of the employment is to further the goal of emancipation pursuant to law, or to enable the minor to learn necessary skills, habits and responsibilities related to maintaining employment.

The Superintendent or designee shall sign a statement that he/she has investigated the conditions under which the work permit application has been made and has judged that the minor's earnings are necessary for the minor's support and that sufficient aid cannot be secured in another manner. If issuing a work permit subject to circumstance #3 above, the Superintendent or designee shall sign a statement that he/she has received authorization from the minor's social worker, probation officer or child protective services worker. (Education Code 49130)

No permit to work full time may be granted to a student until the Superintendent or designee has received, examined, approved, and filed the following documents: (Education Code 49133)

1. The student's school record, including age, grade, and attendance for the current term, signed by the principal or teacher.

2. Evidence of sufficient age, such as a birth certificate, passport or affidavit of the student's age, signed by the parent/guardian.

3. A written statement from the prospective employer stating that work is waiting for the student and describing the nature of the work.

A student who applies for a full time work permit pursuant to the above circumstances shall be duly enrolled in a work experience education program. (Education Code 49130)

Permits to Work When School Is Not in Session

Students 12 through 17 years of age may receive a permit to work on a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance because he/she arrived from another state with 10 days before the end of the school term. (Education Code 49111)

Adopted: 1994
Revised: 5/19/95, 3/5/96, 5/2/00
1994/1995 School Year (Total District Policy Book Review)
5000\ar5113.2

7.5.77

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BP 5141.4 (a)

STUDENTS

Child Abuse Prevention and Reporting

Child Abuse Prevention

The Governing Board recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

(cf. 6143 - Courses of Study)

The Superintendent or designee shall seek to incorporate community resources into the district's child abuse prevention programs. To the extent feasible, the Superintendent or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

(cf. 1020 - Youth Services)

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

(cf. 0450 - Comprehensive Safety Plan)

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

7.5.18

STUDENTS

Child Abuse Prevention and Reporting

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Legal Reference:
EDUCATION CODE
32280-32288 Comprehensive school safety plans
33308.1 Guidelines on procedure for filing child abuse complaints
44690-44691 Staff development in the detection of child abuse and neglect
44807 Duty concerning conduct of students
48906 Notification when student released to peace officer
48987 Dissemination of reporting guidelines to parents
49001 Prohibition of corporal punishment
51220.5 Parenting skills education
PENAL CODE
152.3 Duty to report murder, rape, or lewd or lascivious act
273a Willful cruelty or unjustifiable punishment of child; endangering life or health
288 Definition of lewd or lascivious act requiring reporting
11164-11174.4 Child Abuse and Neglect Reporting Act
WELFARE AND INSTITUTIONS CODE
15630-15637 Dependent adult abuse reporting
CODE OF REGULATIONS, TITLE 5
4650 Filing complaints with CDE, special education students

Management Resources:
CDE LEGAL ADVISORIES
0514.93 Guidelines for parents to report suspected child abuse
WEB SITES
California Attorney General's Office, Crime and Violence Prevention Center: http://safestate.org
California Department of Education, Safe Schools: http://www.cde.ca.gov/ls/ss
California Department of Social Services, Children and Family Services Division: http://www.childsworld.ca.gov
U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect Information: http://nccanch.acf.hhs.gov

7.5.79

STUDENTS

Child Abuse Prevention and Reporting

Adopted: 1993
Revised: 5/19/95, 12/4/01, 2/4/03
1994/1995 School Year (Total District Policy Book Review)
q:5000\bp5141.4

STUDENTS

Child Abuse Prevention and Reporting

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury inflicted by other than accidental means on a child by another person

2. Sexual abuse of a child as defined in Penal Code 11165.1

3. Neglect as defined in Penal Code 11165.2

4. Willful harming or injuring of a child or the endangering of the person or health of a chile as defined in Penal Code 11165.3

5. Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)

2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(cf. 3515.3 - District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)

STUDENTS

Child Abuse Prevention and Reporting

4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)

(cf. 5144 - Discipline)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

(cf. 5141.41 - Child Abuse Prevention)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05)

STUDENTS

Child Abuse Prevention and Reporting

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to any police department (excluding a school district police/security department), sheriff's department,

STUDENTS

Child Abuse Prevention and Reporting

county probation department if designated by the county to receive such reports, or the county welfare department. (Penal Code 11166

Lincoln Police Department – 916 645-4040
Placer County Sheriff's Dept. – 530 823-4411
Child Welfare Services – 530 889-6700

When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report that includes a completed Department of Justice form. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the above form from either the district or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter

b. The child's name and address, present location and, where applicable, school, grade and class

c. The names, addresses and telephone numbers of the child's parents/guardians

d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child

7.5.84

STUDENTS

Child Abuse Prevention and Reporting

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to an appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing these forms.

The mandated reporter shall not be required to disclose his/her identity to the principal. He/she may provide or mail a copy of the written report to the principal, Superintendent or designee without his/her signature or name.

Reporting the information to an employer, supervisor, school principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Training of mandated reporters shall include child abuse identification and reporting. All employees receiving such training shall receive written notice of state reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

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

7.5.85

STUDENTS

Child Abuse Prevention and Reporting

(cf. 4331 - Staff Development)
(cf. 5145.7 - Sexual Harassment)

Victim Interviews

Whenever a representative of an agency investigating suspected child abuse or neglect deems it necessary a suspected victim may interview a suspected victim during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her, before the interview takes place, of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.

2. The selected person shall not participate in the interview.

3. The selected person shall not discuss the facts or circumstances of the case with the child.

4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

7.5.86

STUDENTS

Child Abuse Prevention and Reporting

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650(a)(viii)(C).

(cf. 5145.11 - Questioning and Apprehension)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures whereby they can report suspected child abuse occurring at a school site to appropriate agencies. Such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided for parents/guardians whose primary language is other than English. (Education Code 48987)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

STUDENTS

Child Abuse Prevention and Reporting

Notifications

The Superintendent or designee shall give persons hired by the district a statement informing them that they are mandated by law to report suspected child abuse and neglect, inform them of their reporting obligations under Penal Code 11166, and provide a copy of Penal Code 11165.7 and 11166, 11167. Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The Superintendent or designee shall retain the signed statements. (Penal Code 11166.5)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside if his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)

3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Adopted: 5/19/95
Revised: 12/4/01, 11/19/02
Q:5000\ar5141.4

7.5.88

STUDENTS

Suspension and Expulsion/Due Process

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

(cf. 5144 - Discipline)

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

(cf. 6145 - Extracurricular and Cocurricular Activities)

Except in cases where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. *(Education Code 48900.5)*

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. *(Education Code 48915)*

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation.

Repeat from paragraph 2 above

Zero Tolerance

The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority.

It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the

Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

The Superintendent or designee shall notify staff, students and parent/guardians about the district's zero tolerance policy and the consequences which may result from student offenses. He/she shall also ensure strict enforcement of this policy.

Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law. *(Education Codes 48911, 48915 and 48915.5)*

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.2 - Suspension and Expulsion/Due Process - Individuals with Exceptional Needs)

Required Parental Attendance

The Governing Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. *(Education Code 48900.1)*

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which

they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. *(Education Code 48900.1)*

7.5.90

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law. (Education Code 48900.1)

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The principal or designee shall contact a parent/guardian who does not respond to the request to attend school. The Board recognizes that parent/guardian compliance with this policy may be delayed, modified, or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work. District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

On-Campus Suspension Program

The Board recognizes that students who are suspended from school frequently have no supervision or guidance during the school hours when they are off campus. The Board believes that in many cases, it would be better to address the student's misconduct by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee shall establish a supervised in-house suspension program which meets the requirements of law for suspended students who pose no imminent danger or threat at school and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

Decision not Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

Legal Reference:
EDUCATION CODE
212.5 Sexual harassment
1981 Enrollment of students in community school
17292.5 Program for expelled students
32050 Hazing
35146 Closed sessions (re suspensions)
35291 Rules (for government and discipline of schools)
35291.5 Rules and procedures on school discipline
48660-48667 Community day schools
48900-48927 Suspension and expulsion
48950 Speech and other communication
49073-49079 Privacy of student records
CIVIL CODE
47 Privileged communication
48.8 Defamation liability

CODE OF CIVIL PROCEDURE
1985-1997 Subpoenas; means of production
GOVERNMENT CODE
11455.20 Contempt
54950-54963 Ralph M. Brown Act
HEALTH AND SAFETY CODE
11014.5 Drug paraphernalia
11053-11058 Standards and schedules
LABOR CODE
230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child
PENAL CODE
31 Principal of a crime, defined
240 Assault defined
241.2 Assault fines
242 Battery defined
243.2 Battery on school property
243.4 Sexual battery
245 Assault with deadly weapon
261 Rape defined
266c Unlawful sexual intercourse
286 Sodomy defined
288 Lewd or lascivious acts with child under age 14
288a Oral copulation
289 Penetration of genital or anal openings
626.2 Entry upon campus after written notice of suspension or dismissal without permission
626.9 Gun-Free School Zone Act of 1995

7.5.92

626.10 Dirks, daggers, knives, razors or stun guns
868.5 Supporting person; attendance during testimony of witness
WELFARE AND INSTITUTIONS CODE
729.6 Counseling
UNITED STATES CODE, TITLE 18
921 Definitions, firearm
UNITED STATES CODE, TITLE 20
7151 Gun free schools
COURT DECISIONS
T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267
Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421
Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H., (2001) 85 Cal.App.4th 1321
Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807
Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182
John A. v. San Bernardino School District (1982) 33 Cal. 3d 301
ATTORNEY GENERAL OPINIONS
84 Ops.Cal.Atty.Gen 146 (2001)
80 Ops.Cal.Atty.Gen. 91 (1997)
80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Attorney General's Office: http://www.caag.state.ca.us
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office of Safe and Drug-Free Schools: http://www.ed.gov/about/offices/list/osdfs/index.html

Adopted: 11/5/91
Reviewed: 5/19/95
Revised: 1/8/98, 10/20/98, 10/5/99
q:5000\bp5144.1

7.5.93

INSTRUCTION

Sexual Health and HIV/AIDS Prevention Education

The Governing Board recognizes that accurate information about family life and human sexuality may contribute to a decreased risk for sexually transmitted diseases or unintended pregnancies. The Board also recognizes that Human Immunodeficiency Virus (HIV) infection and Acquired Immune Deficiency Syndrome (AIDS) pose a public health crisis and that education is a necessary component for helping to slow the spread of this disease. The Board therefore desires to provide a well-planned sequence of instruction on comprehensive sexual health and HIV/AIDS prevention.

(cf. 6142.8 - Comprehensive Health Education)

The district's curriculum shall be based on medically accurate and factual information and shall help students understand the biological, psychological, social, moral and ethical aspects of human sexuality. The district's program shall comply with the requirements of law and administrative regulation and shall respect the rights of parents/guardians to supervise their children's education on these subjects and to impart values regarding human sexuality to their children.

(cf. 5141.22 - Infectious Diseases)
(cf. 5141.23 - Infectious Disease Prevention)
(cf. 5141.25 - Availability of Condoms)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

Parent/Guardian Notification and Excuse

At the beginning of each school year, or at the time of a student's enrollment, parents/guardians shall be notified about instruction in comprehensive sexual health education and HIV/AIDS prevention education, as well as research on student health behaviors and risks, planned for the coming year. The notice shall advise parents/guardians: (Education Code 48980, 51938)

7.5.94

INSTRUCTION

Sexual Health and HIV/AIDS Prevention Education

1. That written and audiovisual educational materials to be used in comprehensive sexual health and HIV/AIDS prevention education are available for inspection

2. Whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants

3. That parents/guardians have a right to request a copy of Education Code 51930-51938

4. That parents/guardians may request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education

If the district chooses to use outside consultants or to hold an assembly with guest speakers to teach the comprehensive sexual health or HIV/AIDS prevention education, the notification shall include: (Education Code 51938)

a. The date of the instruction

b. The name of the organization or affiliation of each guest speaker

c. Information stating the right of the parent/guardian to request a copy of Education Code 51933-51934

If the arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the district shall notify parents/guardians by mail or another commonly used method of notification no fewer than 14 days before the instruction is given. (Education Code 51938)

(cf. 5145.6 - Parental Notifications)

The district may administer to students in grades 7-12 anonymous, voluntary and confidential research instruments, including tests and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Prior to administering such a survey or questionnaire, parents/guardians shall receive written notice that the survey is to be administered. Parents/guardians shall be given an opportunity to review the material and to request in writing that their child not participate. (Education Code 51938)

(cf. 5022 - Student and Family Privacy Rights)

INSTRUCTION

Sexual Health and HIV/AIDS Prevention Education

Parents/guardians shall be asked to sign and return to the school an acknowledgment that they have received the notification.

Upon a written request from his/her parent/guardian, a student shall be excused from participating in comprehensive sexual health or HIV/AIDS prevention education or from participating in questionnaires or surveys regarding health behaviors and risks. While the instruction is being delivered or the survey instrument is being administered, an alternative educational activity shall be made available to the student. (Education Code 51939)

A student shall not be subject to disciplinary action, academic penalty or other sanction if the student's parent/guardian declines to permit the student to receive the instruction. (Education Code 51939)

Legal Reference:
EDUCATION CODE
48980 Notice at beginning of term
51202 Instruction in personal and public health and safety
51240 Excuse from instruction due to religious beliefs
51513 Materials containing questions about beliefs or practices
51930-51939 Comprehensive Sexual Health and HIV/AIDS Prevention Education Act
HEALTH AND SAFETY CODE
1255.7 Parents surrendering physical custody of a baby
PENAL CODE
243.4 Sexual battery
261.5 Unlawful sexual intercourse
271.5 Parents voluntarily surrendering custody of a baby
UNITED STATES CODE, TITLE 20
1232h Protection of Student Rights
7906 Sex education

7.5.96

INSTRUCTION

Sexual Health and HIV/AIDS Prevention Education

Management Resources:
CDE PUBLICATIONS
Health Framework for California Public Schools, 2003
WEB SITES
California Department of Education, Sex Education and HIV/STD Instruction: http://www.cde.ca.gov/ls/he/se/
California Department of Health Services: http://www.dhs.ca.gov
California Department of Social Services: http://www.dss.cahwnet.gov
California Healthy Kids Resource Center: http://www.californiahealthykids.org
California Safe Schools Coalition: http://www.casafeschools.org
Centers for Disease Control and Prevention: http://www.cdc.gov

Adopted: 1994
Revised: 8/5/03, 8/3/04
New - 1994/1995 School Year (Total District Policy Book Review)
Q: 6000\\bp6142.1

7.5.97

INSTRUCTION

Courses of Study

Grades 1-5

Courses of study for grades one through five shall include:

(cf. 6146.5 - Elementary/Middle School Promotion Requirements)

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting and composition (Education Code 51210)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Mathematics: concepts, operational skills, and problem solving.

(cf. 6142.92 - Mathematics Instruction)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology and sociology, including instruction in: (Education Code 51210)

    a. The history, resources, development and government of California and the United States.

Instruction shall include the early history of California and a study of the role and contributions of both men and women, black Americans, American Indians, Mexicans, Asians, Pacific Island people, and other ethnic groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
(cf. 6141.6 - Multicultural Education)

b. The development of the American economic system, including the role of the entrepreneur and labor.

c. The relations of persons to their human and natural environments

d. Eastern and western cultures and civilizations.

e. Contemporary issues.

f. The wise use of natural resources.

4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

(cf. 6142.93 - Science Instruction)

5. Visual and performing arts: instruction in dance, music, theatre and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

(cf. 6142.6 - Visual and Performing Arts Education)

6. Health: principles and practices of individual, family and community health (Education Code 51210)

The adopted course of study shall provide instruction at the appropriate grade levels and subject areas in: (Education Code 51202)

a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available

b. Fire prevention

c. The protection and conservation of resources, including the necessity for the protection of our environment

d. Venereal disease.

(cf. 6142.1 - Family Life/Sex Education)
(cf. 6142.2 - AIDS Prevention Instruction)

e. The effects of alcohol, narcotics, drugs and tobacco upon the human body.

(cf. 5131.6 – Alcohol and Other Drugs)

f. Prenatal care *(Education Code 51202)*

g. Violence as a public health issue *(Education Code 51202)*

7.5.99

7. Physical education, with emphasis on physical activities conducive to health and vigor of body and mind. *(Education Code 51210)*

8. Career awareness exploration

(cf. 6010 - Goals and Objectives)
(cf. 6030 - Integrated Academic and Vocational Instruction)

Grades 6-12

Courses of study for grades 6 through 12 shall include the following:

(cf. 6146.1 – High School Graduation Requirements)
(cf. 6146.5 – Elementary/Middle School Promotion Requirements)
(cf. 6162.52 – High School Exit Examination)

1. English: knowledge and appreciation of literature, language and composition, and the skills of reading, listening and speaking (Education Code 51220)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology and sociology, with instruction in: (Education Code 51220)

   a. The history, resources, development and government of California and the United States.

      Early California history, and the role and contributions of both men and women, black Americans, American Indians, Mexicans, Asians, Pacific Island people and other ethnic groups to the economic, political and social development of California and the nation, with particular emphasis on the role of these groups in contemporary society *(Education Code 51204.5)*

3. World War II and the American role in that war, and the Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war (Education Code 51221.3)

   b. Our American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions.

      This course may include participation in a teen court or peer court program. (Education Code 51220.2)

(cf. 5138 – Conflict Resolution/Peer Mediation)

c. The development of the American economic system, including the role of the entrepreneur and labor.

d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

(cf. 6142.5 - Environmental Education)

e. Eastern and western cultures and civilizations.

f. Human rights issues, with particular attention to the study of the inhumanity of genocide, slavery, and the Holocaust.

g. Contemporary issues.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
(cf. 6141.6 - Multicultural Education)

4. Foreign language(s): understanding, speaking, reading and writing, beginning not later than grade 7 (Education Code 51220)

5. Physical education, with emphasis on physical activities conducive to health and vigor of body and mind as required by Education Code 51222 (Education Code 51220).

(cf. 6142.7 - Physical Education)

6. Science, including physical and biological aspects with emphasis on basic concepts, theories and processes of scientific investigation and on humanity's place in ecological systems, and with appropriate applications of the interrelation and interdependence of the sciences. *(Education Code 51220)*

(cf. 6142.93 - Science Instruction)

7. Mathematics: mathematical understandings, operational skills and problem-solving procedures; algebra (Grades 7-12) (Education Code 51220, 51224.5)

(cf. 6142.92 - Mathematics Instruction)

8. Visual and performing arts: dance, music, theatre and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220).

(cf. 6142.6 - Visual and Performing Arts Education)

9. Applied arts, including instruction in consumer and homemaking education, industrial arts, general business education or general agriculture. *(Education Code 51220)*

10. Career technical education/vocational-technical education in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

(cf. 6030 - Integrated Academic and Vocational Instruction)
(cf. 6178 - Vocational Education)

11. HIV/AIDS prevention (Education Code 51934)

(cf. 6142.2 - AIDS Prevention Instruction)

12. Personal and public safety and accident prevention and health, including instruction in:

    a. Emergency first aid; hemorrhage control; treatment for poisoning; resuscitation techniques; and cardiopulmonary resuscitation when appropriate equipment is available *(Education Code 51202)*

    b. Fire prevention. *(Education Code 51202)*

    c. The protection and conservation of resources, including the necessity for the protection of our environment

    d. Venereal disease. *(Education Code 51202)*

(cf. 6142.1 - Family Life/Sex Education)
(cf. 6142.2 - AIDS Prevention Instruction)

    e. The effects of alcohol, narcotics, drugs and tobacco upon the human body and upon prenatal development.

(cf. 5131.6 - Alcohol and Other Drugs)

    f. Prenatal care for pregnant women.

    g. Violence as a public health issue.

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education that address at least all of the following: (Education Code 51220.5)

1. Child growth and development

2. Parental responsibilities

3. Household budgeting

4. Child abuse and neglect issues

5. Personal hygiene

6. Maintenance of healthy relationships

7. Teen parenting issues

8. Self-esteem

High schools shall offer automobile driver education that includes instruction in:

1. Vehicle Code provisions and other relevant state laws (Education Code 51220)

2. Proper acceptance of personal responsibility in traffic (Education Code 51220)

3. Appreciation of the causes, seriousness and consequences of traffic accidents (Education Code 51220)

4. Knowledge and attitudes necessary for the safe operation of motor vehicles (Education Code 51220)

5. The safe operation of motorcycles (Education Code 51220)

6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle (Education Code 51220.1)

7. The rights and duties of a motorist pertaining to pedestrians and the rights and duties of pedestrians pertaining to traffic laws and traffic safety (Education Code 51220.4)

Adopted: 1997
Revised: 10/20/98, 12/4/01, 11/19/02, 8/5/03, 8/3/04
New - 1994/1995 School Year (Total District Policy Book Review)
Q:6000\ar6143

INSTRUCTION

HIGH SCHOOL GRADUATION REQUIREMENTS

Lincoln High School Graduation Requirements

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians and the public. (Education Code 51225.3)

(cf. 5126 - Awards for Achievement)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6145.6 - International Exchange)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Students shall not be required to have resided within the district for any minimum length of time as a condition of high school graduation. (Education Code 51411)

If a student successfully completes the district's graduation requirements while attending a juvenile court school or nonpublic, nonsectarian school or agency, the district shall issue the student a diploma from the school the student last attended. (Education Code 48645.5)

Foreign exchange students may receive honorary diplomas pursuant to Education Code 51225.5.

(cf. 6145.6 - International Exchange)

Students who complete all requirements for a high school diploma and demonstrate mastery of the curriculum in at least six subject matter areas may qualify for an honors diploma. (Education Code 51450, 51451)

(cf. 5126 - Awards for Achievement)

A diploma will be issued to those students who successfully complete the following requirements:

HIGH SCHOOL GRADUATION REQUIREMENTS

Lincoln High School Graduation Requirements (continued)

1. Proficiency:	Meet district adopted proficiencies.
2. Math:	6 Trimesters If a student successfully completed Algebra 1 in the 8th grade, he/she must complete two years of math, including Geometry and Algebra II with no less than a "C" grade each semester. All students must pass a course, or combination of courses, based on the content standards for Algebra I (Ed. Code 51224.5)
3. Science:	4 Trimesters
4. Social Science:	Trimesters, which include: 2 trimesters in World Studies/Geography 2 trimesters in U.S. History/Geography 1 trimester in American Government 1 trimester in Economics
5. English and Written Expression:	8 trimesters
6. Physical Ed/Safety:	4 trimesters
7.Visual & Performing Arts	2 trimesters
8. Freshman State Requirements:	3 trimesters
9. Electives:	110 credits Foreign Language strongly encouraged
10. Credit Requirements:	260 credits
	A student earns 5 credits per trimester for each class passed. By taking 5 classes per trimester it is possible to earn 75 credits per year.

It is possible that the total number of credits necessary for graduation may be adjusted for:

1. Transfer students who have been taking fewer than five classes per trimester

2. R.O.P. students who, because of transportation hardship, have been taking fewer than five classes and have failed no more than four trimester classes.

HIGH SCHOOL GRADUATION REQUIREMENTS

Lincoln High School Graduation Requirements (continued)

3. District waiver as a result of concurrent enrollment in selected post-secondary classes.

Any adjustment in graduation requirements will be made only with the approval of the principal.

The district will provide students with alternative educational means for meeting the district-approved course of study.

Standards of Proficiency for the Classes 2005-2006

Student progress toward proficiency in basic skills shall be assessed in English once during grades 7-9 and twice during grades 10-11. A separate assessment shall be made of the student's proficiency in each skill area, and a separate score given in each skill area.

The Superintendent or designee shall provide remedial instruction for any student who does not show adequate progress toward mastery of basic skills. This instruction may be provided in summer school and shall offer the student numerous opportunities to achieve mastery.

State law requires that graduates will have to reach a minimum standard of proficiency in reading, writing and mathematics in order to receive a diploma of graduation from high school.

A student shall maintain a 2.0 GPA in English classes for a total of six semesters.

To meet mathematics competency/proficiency requirements, students must pass five out of six required semesters with an average grade of "C" or better.

The Superintendent or designee shall provide remedial instruction for any student who does not show adequate progress toward mastery of basic skills. This instruction may be provided in summer school and shall offer the student numerous opportunities to achieve mastery. (Education Code 51216)

Notices to students in grades 9 to 12 shall inform parents/guardians that the student shall not receive a high school diploma unless the prescribed standards are met. (Education Code 51216)

HIGH SCHOOL GRADUATION REQUIREMENTS

Lincoln High School Graduation Requirements (continued)

When a student's progress towards proficiency in basic skills does not meet district standards, the principal or designee shall arrange a conference in which the student, the parent/guardian and a certificated employee familiar with the student's progress discuss the assessment results and steps to be taken to assist him/her toward the mastery of basic skills. (Education Code 51216)

The district will provide students in alternative educational programs differential means for meeting the district-approved standards of proficiency.

Early Graduation

Lincoln High School early graduation procedures are as follows:

1. A parent or legal guardian must submit a written request stating the reasons for early graduation.

2. A counselor must submit a reference letter one semester prior to graduation.

3. A student must complete high school credit requirements.

4. A student must meet required proficiencies in math and Language Arts.

5. The principal must give approval.

Early graduates will not be eligible to participate in school-sponsored activities during the spring semester.

Alternative Education programs may adjust early graduation procedures to meet their needs.

Exit Examination for the Classes of 2006 and Later

At the beginning of each school year or at the time a student transfers into the district, the Board shall provide written notification to all students in grades 9 through 12 and to their parents/guardians that, starting in the 2005-2006 school year and each year thereafter, each student completing the 12th grade shall be required to successfully pass the state's high school exit examination as a condition of graduation. The notification shall include, at a minimum, the date of the examination, the requirements for passing the examination, and the consequences of not passing the examination. (Education Code 48980, 60850)

HIGH SCHOOL GRADUATION REQUIREMENTS

Lincoln High School Graduation Requirements (continued)

(cf. 5145.6 - Parental Notifications)

The examination shall be administered in accordance with law, Board policy and administrative regulation.

(cf. 6162.5 - Student Assessment)

When students do not demonstrate sufficient progress toward passing the exit examination, supplemental instruction offered by the district shall be designed to assist students to succeed on the exit examination and shall reflect statewide academic standards to the extent that the district has aligned its curriculum with those standards. (Education Code 60851)

(cf. 6011 - Academic Standards)

Supplemental instruction shall include summer school instructional programs for students in grades 7 through 12 who do not demonstrate sufficient progress toward passing the exit examination. (Education Code 37252)

(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6177 - Summer School)

HIGH SCHOOL GRADUATION REQUIREMENTS

Phoenix High School Graduation Requirements

A diploma will be issued to those students who successfully complete the following requirements:

1. Proficiency:	Meet district adopted proficiencies.
2. Math:	30 credits All students must pass a course, or combination of courses, based on the content standards for Algebra I (E.C. 51224.5)
3. Science:	20 credits
4. Social Science:	35 credits, which include: 10 credits in World Studies/Geography (5) 10 credits in U.S. History/Geography 5 credits in American Government 5 credits in Economics
5. English and Written Expression:	40 credits
6. Physical Ed/Safety:	20 credits
7. Career Education:	10 credits
8. Fine Arts or Foreign Language:	10 credits
9. Computers:	10 credits
10. Health:	5 credits
11 Electives:	40 credits
12. Credit Requirements:	220 credits

Adopted: 8/1/95
Revised: 12/5/95, 3/21/00, 4/4/00, 5/16/00 (page "d" only), 6/20/00, 9/5/00 (page "d" only), 11/7/00, 6/18/02, 8/3/04
New - 1994/1995 School Year (Total District Policy Book Review)
Q:6000\ar6146.1

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BP 6161.1 (a)

INSTRUCTION

Selection and Evaluation of Instructional Materials

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect the ethnic and cultural diversity of our society, and enhance the use of multiple teaching strategies and technologies. The Board's adoption of instructional materials shall be based on a determination that such materials meet criteria specified in law and are an effective learning resource to help students achieve grade-level competency.

(cf. 6000 – Concepts and Roles
(cf. 9000 - Role of the Board)

To ensure that instructional materials effectively support the district's adopted courses of study, meet curricular goals and support student achievement, the selection of textbooks, technology-based materials, other educational materials and tests shall be aligned with the development and evaluation of the district's curriculum.

(cf. 0440 - District Technology Plan)
(cf. 6010 - Goals and Objectives)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.5 - Student Assessment)
(cf. 6162.7 - Use of Technology in Instruction)
(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members.

Selection and Evaluation of Instructional Materials

The Superintendent or designee shall establish instructional material evaluation committees. These committees may include teachers, administrators and other staff who have subject-matter expertise, as well as parents/guardians and/or community members broadly representative of the district's ethnic and socioeconomic composition. Staff members who participate in selecting and/or evaluating instructional materials shall be those most competent for the task because of their professional training, experience and assignments.

Individuals who participate in selecting and evaluating instructional materials shall have no financial interest in the materials being reviewed, recommended, or approved. Conflicts of interest related to the selection and evaluation of instructional materials shall be clearly identified in administrative regulations.

(cf. 3315 - Relations with Vendors)
(cf. 9270 - Conflict of Interest)

The district may pilot instructional materials using a representative sample of classrooms for a specified period of time during a school year in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Recommendations for the adoption and/or withdrawal of instructional materials shall be presented to the Board by the Superintendent or designee and shall include documentation supporting the recommendation. All recommended materials shall be displayed and available for public inspection at the district office.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Once instructional materials have been adopted by the Board, objections and complaints shall be handled on a case-by-case basis in keeping with Board policy.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

Instructional Materials Funding Realignment Program

In accordance with the Instructional Materials Funding Realignment Program, the Board's priority in the selection of instructional materials is to ensure that all students in grades K-12 are provided with instructional materials that are aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science and history/social science.

Selection and Evaluation of Instructional Materials

When the Board determines that standards-aligned textbooks and instructional materials have been provided to all students in accordance with Education Code 60422, it shall so certify. A copy of the certification shall be kept on file in the district.

The Superintendent or designee shall ensure that the district satisfies the criteria necessary to access funds under the state's Pupil Textbook and Instructional Materials Incentive Account pursuant to Education Code 60252.

Public Hearing on Sufficiency of Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials. (Education Code 60119, 60422)

These hearings shall be held not later than June 30 of each year.

At these hearings, the Board shall determine, through a resolution, whether each student in each school has sufficient textbooks and instructional materials in each of the following subjects that are consistent with the content and cycles of the state curriculum frameworks. (Education Code 60119, 60422)

1. Mathematics
2. Science
3. History-social science
4. English/language arts, including the English language development component of an adopted program

The Board shall also make a written determination as to whether each student enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the state curriculum frameworks. The Board shall determine the availability of science laboratory equipment for grades 9-12. (Education Code 60119)

The hearing shall take place on or before the end of the eighth week from the first day students attend school for that year. For districts with schools on a multitrack year-round calendar, the hearing shall be held on or before the end of the eighth week from the first day of the school year on any track that begins a school year in August or September. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. The Superintendent or designee shall post, 10 days prior to the hearing and in three public places within the district, a notice containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

If the Board determines that there are insufficient textbooks and/or instructional materials, the Board shall provide information to classroom teachers and to the public, setting forth for each school, the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The Board shall encourage participation by parents/guardians, teachers, interested community members and bargaining unit leaders at these hearing(s). The Superintendent or designee shall post notice of this hearing in accordance with law. (Education Code 60119)

Legal Reference:
EDUCATION CODE
1240 County superintendent, general duties
33126 School accountability report card
35272 Education and athletic materials
44805 Enforcement of course of studies; use of textbooks, rules and regulations
49415 Maximum textbook weight
51501 Subject matter reflecting on race, color, etc.
60000-60005 Instructional materials, legislative intent
60010 Definitions
60040-60048 Instructional requirements and materials
60060-60062 Requirements for publishers and manufacturers
60070-60076 Prohibited acts (re instructional materials)

Selection and Evaluation of Instructional Materials

60110-60111 Instructional materials on drug education
60119 Public hearing on sufficiency of materials
60200-60206 Elementary school materials
60226 Requirements for publishers and manufacturers
60240-60252 State Instructional Materials Fund
60350-60352 Core reading program instructional materials
60400-60411 High school textbooks
60420-60424 Instructional Materials Funding Realignment Program
60605 State content standards
CODE OF REGULATIONS, TITLE 5
9505-9550 Instructional materials, especially:
9531-9532 Instructional Materials Funding Realignment Program

Management Resources:
CDE PROGRAM ADVISORIES
1002.90 Selection of Instructional Materials, CIL: 90/91-02
CDE PUBLICATIONS
Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986 edition, revised 2001
SBE POLICY
Textbook Weight in California, May 2004
01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2001
CSBA PUBLICATIONS
Maximizing School Board Leadership: Curriculum, 1996
WEB SITES
CSBA: http://www.csba.org
Association of American Publishers: http://www.publishers.org
California Department of Education: http://www.cde.ca.gov
State Board of Education: http//www.cde.ca.gov/be

Adopted: 2/6/84
Revised: 4/20/04
1994/1995 School Year (Total District Policy Book Review)
q:6000\bp6161.1

INSTRUCTION

Standardized Testing and Reporting Program

The Superintendent or designee shall administer mandatory student assessments within the state Standardized Testing and Reporting (STAR) program as required by law and in accordance with Governing Board policy and administrative regulation.

(cf. 6162.5 - Student Assessment)
(cf. 6162.54 - Test Integrity/Test Preparation)

The Governing Board encourages all students at the applicable grade levels to participate in the STAR assessments in order to maximize the usefulness of the data and enable the district to meet participation levels required for state and federal accountability systems. The Superintendent or designee shall notify students and parents/guardians about the importance of these assessments and shall develop strategies to encourage student participation. Students shall be exempted from participation only in accordance with law and administrative regulation.

(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)

The Board desires to use the results of the achievement tests to evaluate the performance of district students against the state's academic standards, the performance of students in other districts across the state, and national norms.

(cf. 6011 - Academic Standards)

The Board shall annually examine STAR results by school, grade level, and student subgroup in the Board's discussion of each school's ranking on the statewide Academic Performance Index. If the average STAR test score of the school is below the 50th percentile, or if the test scores of more than 25 percent of the school's students are below the 50th percentile, the Board may conduct an assessment by grade level of the reasons for the performance results and may adopt an improved performance plan in accordance with Education Code 52056.

(cf. 0500 - Accountability)
(cf. 0520 - Intervention for Underperforming Schools)
(cf. 0520.1 - High Priority Schools Grant Program)

INSTRUCTION

Standardized Testing and Reporting Program

Legal Reference:
EDUCATION CODE
51041 Evaluation of educational program
52056 Board discussion of Academic Performance Index rankings, including STAR results
60600-60630 Assessment of academic achievement
60640-60649 Standardized Testing and Reporting program
60660-60663 Electronic learning assessment resources
60810 Assessment of language development
CODE OF REGULATIONS, TITLE 5
850-870 Standardized Testing and Reporting program
880-901 Designated primary language test
UNITED STATES CODE, TITLE 20
1412(a)(17) Participation of students with disabilities in state assessments
6311 Adequate yearly progress

Management Resources:
CDE PUBLICATIONS
Matrix of Test Variations, Accommodations and Modifications for Administration of California Statewide Assessments
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
The Use of Tests as Part of High-Stakes Decision-Making for Students: A Resource Guide for Educators and Policy-Makers, December 2000
WEB SITES
CSBA: http://www.csba.org
California Department of Education, STAR program: http://www.cde.ca.gov/ta/tg/sr
California Learning Resources Network: http://clrn.org
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/offices/OCR

Adopted: 9/18/01
Revised: 9/17/02

INSTRUCTION

Standardized Testing and Reporting Program

The district shall administer the following assessments in the Standardized Testing and Reporting (STAR) program: (Education Code 60640)

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

2. Achievement tests aligned with the state standards, as designated by the SBE pursuant to Education Code 60642.5 to each student in grades 2-11.

3. A primary language test for any limited English proficient student who 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 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. The California Alternative Performance Assessment for any special education student whose individualized education program (IEP) specifically states that he/she will be assessed with the California Alternate Performance Assessment due to the student's inability to participate in any applicable norm-referenced test and standards-based achievement test, even with appropriate accommodation. (Education Code 60640; 5 CCR 852)

Any special education student who is an English learner may be tested with the designated primary language test in accordance with item #3 above, unless the IEP specifically exempts him/her from such testing. (5 CCR 881)

INSTRUCTION

Standardized Testing and Reporting Program

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

Testing Period

The STAR assessment shall be administered to students during a testing window of 21 instructional days that includes 10 instructional days before and after completion of 85% 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. (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 STAR assessments.. 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)

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. The district and its 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. (Education Code 60640; 5 CCR 853, 853.5)

All students may be provided with simplified or clarified test directions, special or adaptive furniture, special lighting or acoustics, an individual carrel or study enclosure, a separate testing room, and/or markers, masks, or other means to maintain visual attention, if such variations are regularly used in the classroom. (5 CCR 853.5)

INSTRUCTION

Standardized Testing and Reporting Program

English learners shall be provided a flexible setting, flexible schedule, translated directions and/or glossaries under the conditions described in 5 CCR 853.5, if these variations are regularly used in the classroom or for assessment. (5 CCR 853.5)

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 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.

Within five working days of receiving reports and files from the publisher, the Superintendent and the district coordinator shall review the files and reports for completeness and accuracy, and shall notify the test contractor and the California Department of Education of the findings. The Superintendent or STAR coordinator shall notify the California Department of Education in writing whether any errors, discrepancies, or incomplete information have been resolved. (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)

INSTRUCTION

Standardized Testing and Reporting Program

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

(cf. 5125 - Student Records)

Districtwide, school-level and grade-level results shall be reported to the Governing Board at a regularly scheduled meeting. The Board shall not receive individual student's 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)

Adopted: 9/18/01
Revised: 9/17/02

Q:6000(b)ar6162.51

BYLAWS OF THE BOARD

Filling Vacancies

Events Causing a Vacancy

A vacancy on the Governing Board may occur by a failure to elect or for any of the following events:

1. The death of an incumbent. (Government Code 1770)

2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term. (Government Code 1770)

3. A Board member's resignation. (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent.

4. A Board member's removal from office, including recall. (Government Code 1770; Elections Code 11384)

5. A Board member's ceasing to be an inhabitant of the state or resident of the district. (Government Code 1770)

A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))

6. A Board member's absence from the state beyond the period allowed by law without the permission required by law. (Government Code 1770)

No Board member shall be absent from the state for more than 60 days, except in any of the following situations: (Government Code 1064)

a. Upon business of the school district with the approval of the Board

b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

c. For federal military deployment not to exceed six months as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members, as necessary to enable the Board to conduct business and discharge its responsibilities.

d. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board for an additional period not to exceed 30 days.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by sickness or when absent from the state with the permission required by law. (Government Code 1770)

8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties. (Government Code 1770)

9. A Board member's refusal or neglect to file his/her required oath or bond within the time prescribed. (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

10. The decision of a competent tribunal declaring void a Board member's election or appointment. (Government Code 1770)

11. The making of an order vacating a Board member's office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond. (Government Code 1770)

12. A Board member's commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; in this event, the office shall not be deemed vacant until the order of commitment has become final. (Government Code 1770)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs less than four months before the end of a Board member's term, the Board shall take no action. (Education Code 5093)

2. When a vacancy occurs four or more months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described below. (Education Code 5091)

3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

Provisional Appointments

When the special election described above is not required, the Board may make a provisional appointment. *(Education Code 5031,5093)* in order to draw from the largest possible number of candidates, the Board shall advertise in the local media to solicit candidate applications or nominations.

Individual Board members shall screen the applicants and announce the names of the candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees)
(cf. 9220 - Governing Board Elections
(cf. 9323.2 - Actions by the Board)

Notice and Duration of Provisional Appointment

In order to serve on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

Within 10 days after the appointment is made, the Board shall post notices of the vacancy or resignation and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. *(Education Code 5092)*

The notice shall contain: *(Education Code 5092)*

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation

2. The full name of the appointee

3. The date of appointment

4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent of Schools within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. *(Education Code 5091)*

Legal Reference:
EDUCATION CODE
5000-5033 Elections
5090-5095 Vacancies
5200-5208 Districts governed by boards of education
5300-5304 Elections
5320-5329 Order and call of election
5340-5345 Consolidation of elections
5360-5363 Election notice
5420-5426 Cost of elections
5440-5442 Miscellaneous provisions, elections
35107 Eligibility of board members
35178 Resignation with deferred effective date

ELECTIONS CODE
10600-10604 School district elections
11381-11386 Candidates for recall

GOVERNMENT CODE
1064 Absence from state
1770 Vacancies: definition
3060-3075 Removal other than by impeachment
6061 One time
54950-54963 The Ralph M. Brown Act
ATTORNEY GENERAL OPINIONS
58 Ops.Cal.Atty.Gen. 888 (1975)

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California State Attorney General's Office, Quo Warranto Applications:
http://caag.state.ca.us/opinions/quo.htm

Adopted: 4/11/83
Revised: 8/1/95, 5/20/97
1994/1995 School Year (Total District Policy Book Review)
9000\\BB9223

WESTERN PLACER UNIFIED SCHOOL DISTRICT

BYLAWS OF THE BOARD

GOVERNMENT CODE 54954 PROVISIONS REGARDING MEETINGS OUTSIDE DISTRICT BOUNDARIES

Board meetings may be held outside district boundaries only under one or more of the following circumstances: (Government Code 54954)

1. When necessary to comply with state or federal law or court order, or to attend a judicial or administrative proceeding to which the district is a party.

2. To inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property.

3. To participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law.

4. To meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district.

5. To meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction.

6. Meet in or near a facility owned by the district but located outside the district, provided the meeting is limited to items directly related to that facility

7. To visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs.

8. To attend conferences on nonadversarial collective bargaining techniques.

9. To interview residents of another district regarding the Board's potential employment of that district's superintendent.

10. To interview a potential employee of the district.

Adopted: 8/195
New - 1994/1995 School Year (Total District Policy Book Review)
9000\e9320

BYLAWS OF THE BOARD

Closed Session Purposes and Agendas

The Governing Board may hold closed sessions only for purposes identified in law and placed on the meeting agenda in the manner required by law. The Board may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law. . *(Government Code 54956.5, 54957.7, 54962)*

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

The Agenda shall contain a brief general description of all closed session items to be discussed. (Government Code 54954.2)

The Board shall announce in open meeting the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. *(Government Code 54957.7)*

No agenda, notice, announcement or report required by the Brown Act need identify any victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed. *(Government code 54961)*

In accordance with law, a Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

Personnel Matters

The Board may hold closed sessions to consider the appointment, employment, evaluation of performance, discipline or dismissal of an employee.. These sessions shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. *(Government Code 54957)*

(cf. 2140 - Evaluation of the Superintendent)
(cf. 4115 - Evaluation/Supervision)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4215 - Evaluation/Supervision)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4315 - Evaluation/Supervision)

The Board may also hold closed sessions to hear complaints or charges brought against an employee by another person, unless the employee requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. *(Government Code 54957)*

(cf. 1312.1 - Complaints Concerning School Personnel)

Agenda items related to employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal or release requires no additional information. *(Government Code 54954.5)*

The Board may hold closed sessions to discuss a district employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act: *(Government Code 3549.1)*

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization.

2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process.

3. Any hearing, meeting or investigation conducted by a fact-finder or arbitrator.

4. Any closed session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives.

(cf. 4143 - Negotiations/Consultation)
(cf. 4143.1 - Public Notice - Personnel Negotiations)

Closed sessions shall be for the purpose of reviewing the Board's position and instructing the Board's designated representative. Closed session meetings may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees. *(Government Code 54957.6)*

The Board may meet in closed session with the Board's designated representative regarding employee salaries, salary schedules or compensation paid in the form of fringe benefits of its represented and unrepresented employees. These closed sessions may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the district's designated representative. *(Government Code 54957.6)*

For represented employees, the Board may also meet in closed session to hear any other matter within the statutorily provided scope of representation. *(Government Code 54957.6)*

For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees. (Government Code 54957.6)

The Board also may meet in closed session with a state conciliator or a mediator who has intervened in these proceedings. *(Government Code 54957.6)*

Agenda items related to negotiations shall specify the name of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. *(Government Code 54954.5)*

Matters Related to Students

The Board shall meet in closed session to consider a suspension, disciplinary action, or any other action except expulsion, in connection with a student if a public hearing on the matter would violate student privacy rights. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student. *(Education Code 35146, 48912 48912, 49073- 49076)*

(cf. 5117 - Interdistrict Attendance)
(cf. 5119 - Students Expelled from Other Districts)
(cf. 5125.3 - Challenging Student Records)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing," "grade change appeal" or "interdistrict attendance request," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

(cf. 5125 - Student Records)

Security Matters

The Board may meet in closed session with the Attorney General, district attorney, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, public buildings or to the public's right of access to public services or public facilities. *(Government Code 54957)*

Cf. 0450 – Comprehensive Safety Plan
(cf. 3515 - Campus Security)
cf. 3516 – emergencies and Disaster Preparedness Plan

The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the Board members present. If less than two-thirds of the members are present, then the Board must agree by a unanimous vote of the members present. (Government Code 54956.5)

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. *(Government Code 54954.5)*

Conference with Real Property Negotiator

The Board may meet in closed session with the Board's real property negotiator prior to the purchase, sale, exchange or lease of real property by or for the district in order to grant its negotiator the authority regarding the price and terms of the property. *(Government Code 54956.8)*

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s), the property under negotiation and specify the person(s) with whom the negotiator may negotiate. (Government Code 54956.8)

For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator so long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. *(Government Code 54954.5)*

Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding pending litigation when a discussion of the matter in open session would prejudice the Board's position in the case. For this purpose, "litigation" includes any adjudicatory authority, hearing officer, or arbitrator. *(Government Code 54956.9)*

Litigation shall be considered pending when any of the following circumstances exist:

1. Litigation to which the Board is a party has been initiated formally. (Government *Code 54956.9(a))*

2. A point has been reached where, in the Board's opinion based on the advice of legal counsel and on the existing facts and circumstances, there is a significant exposure to litigation against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(b))

3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation.

"Existing facts and circumstances" authorizing a closed session pursuant to Government Code 54956.9(b) as described in #2 above are limited to the following:

1. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.

2. Facts and circumstances including, but not limited to accidents, disasters, incidents or transactional occurrences which might result in litigation against the district, which are already known to potential plaintiffs, and which must be publicly disclosed before the closed session or specified on the agenda.

3. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

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

4. A threat of litigation made by a person in an open meeting on a specific matter for which the Board has responsibility.

5. A threat of litigation made by a person outside of an open meeting and related to a specific matter for which the Board has responsibility provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection.

   The above record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on their behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

Before holding a closed session pursuant to this section, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based Government Code 54956.9(a), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. *(Government Code 54956.9)*

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding "Existing Litigation" or "Anticipated Litigation." *(Government Code 54954.5)*

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties and case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential number of cases. *(Government Code 54954.5)*

The agenda or an oral statement before the closed session may also be required to provide additional information pursuant to Items #2-5 above *(Government Code 54954.5, 54956.9)*

Joint Powers Agendy Issues

The Board may meet in closed session to discuss a claim against a joint powers authority formed for the purpose of insurance pooling or self-insurance authority of which it is a member, for the payment of tort liability losses, public liability losses or workers' compensation liability. *(Government Code 54956.95)*

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. *(Government Code 54954.5)*

(cf. 3320 - Claims and Actions Against the District)
(cf. 3530 - Risk Management/Insurance)

When the board of the joint powers agency has so authorized and upon advice of district legal counsel, the Board may meet in closed session in order to receive, discuss and take action concerning information obtained in a closed session of the joint powers agency. During the district's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the district. (Government Code 54956.96)

Closed session agenda items related to "Conference Involving a Joint Powers Agency" shall specify the closed session description used by the joint powers agency and the name of the district representative on the joint powers agency board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

Review of Audit Report from Bureau of State Audits

Upon receipt of a confidential final draft audit report from the Bureau of State Audits, the Board may meet in closed session to discuss its response to that report. After public release of the report from the Bureau of State Audits, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the Bureau of State Audits shall state "Audit by Bureau of State Audits." (Government Code 54954.5)

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. *(Education Code 60617)*

(cf. 6162.5 - Student Assessment)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that the Education Code 60617 authorizes closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Legal Reference:
EDUCATION CODE
35145 Public meetings
35146 Closed session (re student suspension)
44929.21 Districts with ADA of 250 or more
48918 Rules governing expulsion procedures; hearings and notice
49073 Release of directory information
49076 Access to records by persons without written parental consent
49079 Notification to teacher re: students whose actions are grounds for suspension or expulsion
60617 Meetings of governing board

GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
6250-6268 California Public Records Act
54950-54963 The Ralph M. Brown Act
COURT DECISIONS
Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners (2003) 107 Cal.App.4th 860
Bell v. Vista Unified School District (2001) 82 Cal.App. 4th 672
Fischer v. Los Angeles Unified School District (1999) 70 Cal.App. 4th 87
Furtado v. Sierra Community College District (1998) 68 Cal. App. 4th 876
Roberts v. City of Palmdale (1993) 5 Cal.4th 363
Sacramento Newspaper Guild v. Sacramento County Board of Supervisors (1968) 263 Cal.App. 2d 41
ATTORNEY GENERAL OPINIONS
86 Ops.Cal.Atty.Gen. 210 (2003)
78 Ops.Cal.Atty.Gen. 218 (1995)
59 Ops.Cal.Atty.Gen. 532 (1976)

Management Resources:
CSBA PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, 2003
ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Legislative Bodies, California Attorney General's Office, 2002
CALIFORNIA CITY ATTORNEY PUBLICATIONS
Open and Public III: A User's Guide to the Ralph M. Brown Act, 2000
WEB SITES
CSBA: http://www.csba.org
California Attorney General's Office: http://www.caag.state.ca.us

Adopted: 8/1/95
Revised: 5/20/97, 5/18/99, 6/19/01, 9/17/02, 8/5/03

(Q)\9000\BB9321

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

BOARD OF TRUSTEE GLOBAL DISTRICT GOALS

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.
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, local government, business, service organizations, etc. as partners in the education of our students.

COMPLIANCE CHECK LIST

Complies with Board Policy ___
Complies with Site Plan (LIP)___
Complies with Governance & Management Document ___
Complies with District Goals__1_
Complies with District Mission Statement___
Funding Sign-Off by J. Stewart___
Personnel Sign-Off by B. Noyes
Program Sign Off by S. Leaman___
SBLT Involvement ___
Initial

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
Ratify Agreement between Western Placer Unified School District and the Western Placer Teachers' Association to Meet and Negotiate

AGENDA ITEM AREA:
Discussion/Action

REQUESTED BY:
Bob Noyes, Director of Human Services

ENCLOSURES:
Yes (1)

MEETING DATE:
September 20, 2005

BACKGROUND:
The current negotiated agreement between the Western Placer Unified School District and the Western Placer Teachers' Association will expire on June 30, 2006. Consequently, both the school district and the teachers' association submit their intention to meet and negotiate a new contract. All articles of the contract will be reviewed. Both parties intend to communicate to the Board of Trustees their perspective of how the bargaining process is proceeding throughout the school year.

SUPERINTENDENT'S RECOMMENDATION:
Administration recommends the Board of Trustees approve the right of both parties to meet and negotiate a new contract for the following school year (s).

h:\wp50\files\Board\format2

Rob Kerrigan
204 L St.
Lincoln, CA 95648

Board of Trustees
Western Placer Unified School District
810 J St.
Lincoln, CA 95648

September 9, 2005

Dear Board of Trustees,

Because our current Western Placer Teachers Association and Western Placer Unified School District negotiated agreement will expire on June 30, 2006, the Western Placer Teachers Association wishes to exercise its right to meet and negotiate a new contract. Since we will be reviewing every article of the current contract, which by necessity will be a very arduous process, it is our hope that our current salary proposal can quickly be agreed upon before this process begins.

The Western Placer Teachers Association encourages the Board of Trustees to direct the district administration to schedule as many meetings as possible, as soon as possible, in order to expedite the bargaining process in a timely manner.

In addition to the expected regular updates from the district administration, it is the intent of the Western Placer Teachers Association to communicate to the Board of Trustees our perspective of how the bargaining process is proceeding.

Sincerely,

Rob Kerrigan
Western Placer Teachers Association Bargaining Chair

Cc: Mike Agrippino
Bob Noyes
Roger Yohe

7.6.1

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World	
BOARD OF TRUSTEE GLOBAL DISTRICT GOALS	*COMPLIANCE CHECK LIST*
1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential.	Complies with Board Policy ___ Complies with Site Plan (LIP) ___
2. Fosters a safe, caring environment where individual differences are valued and respected.	Complies with Governance & Management Document ___ Complies with Mission Statement ___
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart ___
4. Promote the involvement of the community, local government, business, service organizations, etc. as partners in the education of our students	Personnel Sign-Off by B. Noyes BN Program Sign Off by S. Leaman ___ SBLT Involvement ___
5. Promote student health and nutrition in order to enhance readiness for learning.	Complies with Board Policy ___

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
Health Aide to Health Clerk
Promotions & Decentralization
Of Health Services Districtwide

AGENDA ITEM AREA:

Action

REQUESTED BY:

Bob Noyes, Director of
Human Services

ENCLOSURES:

yes (5)

MEETING DATE
September 20, 2005

BACKGROUND:

Due to the increased number of students at each site within the district and the increased number of sites, it has become necessary to decentralize health services. Currently, each site has a 3.0 hour health aide to accommodate the needs of each school. Also, one employee works a total of 5 hours as a health clerk and 3 hours as a health aide, attempting to service all sites. The proposal submitted will promote all health aides to health clerks and increase their pay at each campus by .5 hours to ensure additional duties can be accomplished beginning October 1, 2005. Sheridan Elementary School will receive a 2.0 hour health clerk. The 8.0 hour aide/clerk, will be reduced in hours to 3.5 hours of health clerk time to equalize clerk time throughout the district, and this action will become effective after the 45 day layoff notice has been served.

SUPERINTENDENT'S RECOMMENDATION: Administration recommends the Board of Trustees approve the promotions and additional work hours described above.

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Health Clerk**
Department: District
Reports to: District Nurse/Assistant Superintendent of Educational Services

SUMMARY:

The Health Clerk works within the framework of school law, district policy, and medical ethics. Assists the school nurse with general clerical work and other health service activities as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Performs general clerical tasks as directed.
* Keeps knowledgeable of the district nurse's daily schedule and activities and schedules appointments as required.
* Assists the district nurse with training classes as directed.
* Maintains the district nurse's files and supplies.
* Distributes and stocks medical supplies for the school sites as required.
* Organizes appropriate records and reports for the district nurse's notes on school health records.
* Responds to major medical emergencies and accidents at the school sites as directed.
* Accompanies students to medical facilities if a need is determined.
* Under the direction of the district nurse, responds and assists with major medical emergencies at the school sites and with the subsequent contact of the student's family.
* Performs head lice checks and follow-up as required.
* Distributes medications as directed by the district nurse.
* Records and updates pertinent health data at school sites, including but not limited to student medical cards, screening results and district nurse's notes on school health records.
* Ensures that 5th and 8th grade student medical records are transferred to new school.
* Reviews incoming kindergarten immunization records and assists in resolving any noted deficiencies.
* Updates student immunization records at school sites.
* Sends written correspondence as written and approved by the district nurse.
* Assists with mandated services such as CHDP, vision and hearing screening, and other programs as required.
* Assists with completing and submitting the associated mandated medical forms and statistical data within the prescribed timeframes.
* Checks and maintains first aid kits and supplies under the direction of district nurse.
* Catalogs and updates health materials under the direction of district nurse.

QUALIFICATIONS:
CPR and First Aid Certification. The ability to follow directions accurately, typing, knowledge of business English, vocabulary, punctuation and grammar, filing methods, office machines, ability to meet the public and maintain effective working relationship with children and adults.

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED), CPR and First Aid Certification. Responsible secretarial experience, preferably in a school environment is desirable, but not required.

OTHER SKILLS and ABILITIES:
Ability to follow directions accurately, typing, knowledge of business English, vocabulary, punctuation and grammar, filing methods, office machines, ability to meet the public and maintain effective working relationship with children and adults. Willingness to attend in-service education sessions for job improvement, i.e. Red Cross, First Aid class, CPR.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine and complex reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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.

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 function.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance 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 this work environment is usually moderate to loud.

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 arranged.

A:/disk/JDHLTHCLERK

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Health Aide**
Department: District
Reports to: District Nurse/Assistant Superintendent of Educational Services

SUMMARY:

The Health Aide works within the framework of school law, district policy, and medical ethics. Assists the district nurse with general clerical work and first aid to students as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs general clerical tasks as directed.
- Keeps knowledgeable of district nurse's daily schedule and activities once on site.
- Administers student medication as directed.
- Reviews incoming medication forms to ensure the medication is correct and signed by the doctor.
- Record pertinent health data, screening results and school nurse's notes on school health records in accordance with established procedures.
- Maintains, supplies, and cleans the school health office.
- Sends written correspondence as written and approved by district nurse.
- Maintains the school health office bulletin board.
- Checks and stocks first aid kits for classrooms and field trips.
- Updates daily first aid log of students coming into the school's health office.
- Assists in maintaining current emergency cards on all students.
- Catalogs health materials under the direction of the district nurse.

QUALIFICATIONS:

CPR and First Aid Certification. The ability to follow directions accurately, typing, knowledge of business English, vocabulary, punctuation and grammar, filing methods, office machines, ability to meet the public and maintain effective working relationship with children and adults.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED), CPR and First Aid Certification.

OTHER SKILLS and ABILITIES:

Ability to follow directions accurately, typing, knowledge of business English, vocabulary, punctuation and grammar, filing methods, office machines, ability to meet the public and maintain effective working relationship with children and adults. Willingness to attend inservice education sessions for job improvement, i.e. Red Cross, First Aid class, CPR.

7.7.4

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine and complex reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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.

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 function.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance 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 this work environment is usually moderate to loud.

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 arranged.

A:/disk/JDHLTHAIDE

7.7.5

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World.		
BOARD OF TRUSTEE/DISTRICT GOALS	***COMPLIANCE CHECK LIST***	
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.	Complies with Board Polic Complies with Site Plan (LIP) Complies with Governance & Management Document	— — —
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with District Goals Complies with District Mission Statement	— —
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart Personnel Sign-Off by B. Noyes	— —
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Program Sign Off by S. Leaman	
5. Promote student health and nutrition in order to enhance readiness for learning.	SBLT Involvement	—

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
Lighthouse Family Resource Center and WPUSD Counseling Center

AGENDA ITEM AREA:
Discussion

REQUESTED BY:
Scott Leaman

ENCLOSURES:
Yes

MEETING DATE:
September 20, 2005

BACKGROUND:

Based on a prior discussion with the Board, plans for the Lighthouse Family Resource Center and the WPUSD Counseling Center are progressing. The Board will be updated on activities of the two entities and the start of the Ferreria/Johnson Counseling program at the WPUSD Counseling Center.

ADMINISTRATION'S RECOMMENDATION:
No Action is required on this item.

Western Placer Unified School District
LIGHTHOUSE PLAN DISCUSSION
August 2, 2005

1994

Lighthouse began with CSUS School Psychology interns to deliver counseling to WPUSD students with a budget of $15,000 from the general fund.

2004

See attached with a budget of $200,000 mostly from Medi-cal Administration Activities and grant funds. No general funds used for the program.

2005

Lighthouse Counseling and Family Resource Center

Newly formed 501(c)3 organized to support health in the greater Lincoln area. Key stakeholders on LCFRC to advocate for the global needs of the families of Lincoln with private, city, county, and district involvement. Funding options include grants and funding from the entities mentioned.

WPUSD Ferreria/Johnson Counseling Center

The center (with a new name) is being relocated to the district office site due to construction of the city hall. Activities will focus on counseling with other programs housed at the site on a space available basis. Other programs currently housed at the site will work with the LCRFC to advocate for additional services and a location off of school grounds. Funding for counseling will continue through the use of MAA funds.

EFFECTS

- Sunset of 21st Century Grant
- Leverage of additional services from more stakeholders
- Expansion of responsibility beyond the district for family health
- Clear mission for Counseling Center
- Additional funding opportunities for the LCFRC because of its foundation status

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World.		
BOARD OF TRUSTEE/DISTRICT GOALS	***COMPLIANCE CHECK LIST***	
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.	Complies with Board Polic Complies with Site Plan (LIP) Complies with Governance & Management Document	___ ___ ___
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with District Goals Complies with District Mission Statement	___ ___
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart Personnel Sign-Off by B. Noyes	___ ___
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Program Sign Off by S. Leaman	___
5. Promote student health and nutrition in order to enhance readiness for learning.	SBLT Involvement	___

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
Sheridan Middle School Program

AGENDA ITEM AREA:
Information/Discussion

REQUESTED BY:
Scott Leaman

ENCLOSURES:
Yes

MEETING DATE:
September 20, 2005

BACKGROUND:

Under adopted Board goal number two for 2005-06, the district office is to prepare a written recommendation in the spring of 2006 concerning the future configuration of Sheridan School. As discussed in the spring of this year, a process outline for the group is attached.

ADMINISTRATION'S RECOMMENDATION:
No Action is required on this item.

SHERIDAN WORK GROUP TASKS

Goal: Prepare a written recommendation to the WPUSD Board of Trustees in the spring of 2006 recommending the future configuration of Sheridan School.

Membership

Form a group of administration (2), teachers (2), other staff (2), and parents (6). Parents are to represent the cross section of students Sheridan serves.

Group Tasks

1) Identify and solicit information from staff and parents on the benefits and challenges facing Sheridan School.
2) Collect and present objective and subjective data to the work group concerning the program at Sheridan including, but not limited to, assessment data, funding, and survey information. This data will look at an analysis of the entire school, not just the middle school program.
3) Describe and/or visit other middle school programs in Western Placer Unified School District. Compile a one page description of each current offering based on the similar criteria.
4) Brainstorm options for the 2006-07 school year. Offerings viewed as feasible by the group will have the same one page description authored based on similar criteria. All options must have a viable funding stream to be considered. Options may include changes in the K-5 program if affected by the middle school program.
5) Using a consensus building model, prepare a recommendation for the Board. If consensus cannot be reached, the majority view will be delivered to the Board, with all other options attached.

Timeline

Recommendation delivered to the Board by spring, 2006

Funding

Incidental funding for group activities will be borne by the staff development budget unless direct funding is requested from the Board.

Modifications

Consensus is required to modify tasks.

MISSION STATEMENT: Empower Students with the Skills, Knowledge, and Attitudes for Success in an Ever Changing World.		
BOARD OF TRUSTEE/DISTRICT GOALS	***COMPLIANCE CHECK LIST***	
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.	Complies with Board Policy Complies with Site Plan (LIP) Complies with Governance & Management Document	— —
2. Foster a safe, caring environment where individual differences are valued and respected.	Complies with District Goals Complies with District Mission Statement	— —
3. Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.	Funding Sign-Off by J. Stewart	—
4. Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.	Personnel Sign-Off by B. Noyes Program Sign Off by S. Leaman	— —
5. Promote student health and nutrition in order to enhance readiness for learning.	SBLT Involvement	—

WESTERN PLACER UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEE MEETING
FACT SHEET

SUBJECT:
Assistant Superintendent Proposal

AGENDA ITEM AREA:
Discussion/Action

REQUESTED BY:
Scott Leaman

ENCLOSURES:
Yes

MEETING DATE:
September 20, 2005

BACKGROUND:

The Assistant Superintendents request two items:

1) Beginning October 2005, suspend implementation of the Assistant Superintendent salary formula until the district's financial status is more clear. By taking this action, the Board agrees to engage in discussions with the Assistant Superintendents no later than February, 2006 concerning salary.

2) Ammend the Assistant Superintendents contract's with an extension of one year through June 30, 2009.

ADMINISTRATION'S RECOMMENDATION:
The administration recommends approval of the items.