

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

MEMBERS OF THE GOVERNING BOARD

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

DISTRICT ADMINISTRATION

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

STUDENT ENROLLMENT

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

Preschool/Head Start

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

Adult Education 208

First-5 Program

Sheridan 23
First Street 30

GLOBAL DISTRICT GOALS

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

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

AGENDA

2007-2008 Goals & Objectives (G & O) for the Management Team: Component I: Quality Student Performance; Component II: Curriculum Themes; Component III: Special Student Services; Component IV: Staff & Community Relations; Component V: Facilities/Administration/Budget.

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

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

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

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

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

2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

3. CONFERENCE WITH LABOR NEGOTIATOR

Update on classified negotiations

4. ADJOURN TO OPEN SESSION

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

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

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

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

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

December 18, 2007

Agenda

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

2.2 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

2.3 CONFERENCE WITH LABOR NEGOTIATOR
Update on classified negotiations

3. SPECIAL ORDER OF BUSINESS

3.1 Ted Gains, Assemblyman Visitation.

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

4. REORGANIZATION OF THE BOARD OF TRUSTEES

As per Board Bylaw 9100 the Board shall hold an annual organization meeting within the time limits prescribed by law (Education Code 35143). At this meeting the Board shall:

4.1 Elect a President, Vice President, and Clerk from its Members

~As per Education code 35143 and Board Bylaw 9100 the Board of Trustees shall hold an annual organizational meeting to elect a President, Vice President and Clerk from its members.

4.2 Appoint A Secretary to the Board

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

4.3 Authorization of Signatures

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

4.4 Develop a Schedule of Regular Meetings for the Year

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

4.5 Appoint Committee Assignments

~The Board of Trustees will discuss committee assignments.

Agenda

5. **CONSENT AGENDA**

NOTICE TO THE PUBLIC

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

5.1 Ratification of Personnel Items

Classified:

a. Ratification of Classified Position:

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

b. Ratification of Classified Transfers/Promotion:

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

Certificated:

c. Ratification of Certificated Maternity Leave:

Krystal Arnold – 6th Grade Teacher – TBM

d. Request for Child Rearing Leave:

Ken Lowe – Health/Football Conditioning Teacher - LHS

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

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

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

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

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

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

6. **COMMUNICATION FROM THE PUBLIC**

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

Agenda

7. **REPORTS & COMMUNICATION**

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

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

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

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

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

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

9. **BOARD OF TRUSTEES**

9.1 **FUTURE AGENDA ITEMS**

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

- Relationship with Sierra Community College
- Twelve Bridges High School

Agenda

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

9.2 BOARD MEMBER REPORTS/COMMENTS

10. ESTABLISHMENT OF NEXT MEETING(S)

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

11. ADJOURNMENT

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

Posted: 121307

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

WESTERN PLACER UNIFIED SCHOOL DISTRICT
CLOSED SESSION AGENDA

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

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

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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Student Discipline/
Expulsion
Student #07-08 E

AGENDA ITEM AREA:

Action

REQUESTED BY:

John Wyatt
District Hearing Officer

ENCLOSURES:

MEETING DATE:

December 18, 2007

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

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

1a.

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

SUBJECT:

Student Discipline/
Expulsion
Student #07-08 F

AGENDA ITEM AREA:

Action

REQUESTED BY:

John Wyatt
District Hearing Officer

ENCLOSURES:

MEETING DATE:

December 18, 2007

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

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

1b.

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

AGENDA ITEM AREA:
Closed Session Disclosure

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:

MEETING DATE:
December 18, 2007

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

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

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
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SUBJECT:

Update on Classified Negotiations

AGENDA ITEM AREA:

Disclosure of action taken in closed session

REQUESTED BY:

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

ENCLOSURES:

No

MEETING DATE:

December 18, 2007

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

Administration recommends the board of trustees be updated on negotiations.

**SPECIAL
ORDER
OF
BUSINESS**

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
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SUBJECT:
Ted Gains, Assemblyman Visitation

AGENDA ITEM AREA:
Special Order of Business

REQUESTED BY:
Scott Leaman,
Superintendent

ENCLOSURES:

MEETING DATE:
November 18, 2007

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

Administration recommends the Board of Trustees accept the visitation request.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
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SUBJECT:

Recognition of 2007 Service by
Paul long as Board President

AGENDA ITEM AREA:

Special Order of Business

REQUESTED BY:

Scott Leaman,
District Superintendent

ENCLOSURES:

MEETING DATE:

December 18, 2007

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

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

REORGANIZATION

OF

THE

BOARD OF

TRUSTEES

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

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

SUBJECT:

Elect a:

- President
- Vice President
- Clerk

AGENDA ITEM AREA:

Reorganization of the Board of Trustees

REQUESTED BY:

Scott Leaman
District Superintendent

ENCLOSURES:

Board Bylaws 9100, 9121,
9123

MEETING DATE:

December 18, 2007

BACKGROUND:

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

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

ADMINISTRATION RECOMMENDATION:

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

ORGANIZATION

Annual Organizational Meeting

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

At this meeting the Board shall:

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

(cf. 9140 - Board Representatives)

(cf. 9320 - Meetings and Notices)

Election of Officers

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

Legal Reference:

EDUCATION CODE

5017 *Term of Office*

35143 *Annual organizational meeting date, and notice*

35145 *Public meetings*

GOVERNMENT CODE

54953 *Meetings to be open and public; attendance*

ATTORNEY GENERAL OPINIONS

68 *Ops. Cal. Atty. Gen. 65 (1985)*

59 *Ops. Cal. Atty. Gen. 619, 621-622 (1976)*

Bylaw

adopted: September 4, 2007

WESTERN PLACER UNIFIED SCHOOL DISTRICT

Lincoln, California

4.1.1

PRESIDENT

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

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

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

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Rule on issues of parliamentary procedure
8. Put motions to a vote, and state clearly the results of the vote
9. Be responsible for the orderly conduct of all Board meetings

(cf. 9323 - Meeting Conduct)

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

1. Signing all instruments, acts and orders necessary to carry out state requirements and the will of the Board
2. Consulting with the Superintendent or designee on the preparation of the Board's agendas

(cf. 9322 - Agenda/Meeting Materials)

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

4.1.2

PRESIDENT (continued)

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

(cf. 9130 - Board Committees)

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

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

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

(cf. 1112 - Media Relations)

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

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

Legal Reference:

EDUCATION CODE

35022 *President of the board*

35143 *Annual organizational meetings; dates and notice*

GOVERNMENT CODE

54950-54963 *Ralph M. Brown Act*

Management Resources:

CSBA PUBLICATIONS

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>

CLERK

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

(cf. 9100 - Organization)

The duties of the clerk shall be to:

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

(cf. 9324 - Minutes and Recordings)

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

(cf. 9121 - President)

6. Perform any other duties assigned by the Board

Legal Reference:

EDUCATION CODE

17593 *Repair and supervision of property (duty of district clerk)*
35038 *Appointment of clerk by county superintendent of schools*
35039 *Dismissal of clerk*
35121 *Appointment of clerk in certain city and high school districts*
35143 *Annual organizational meetings*
35250 *Duty to keep certain records and reports*
38113 *Duty of clerk (re provision of school supplies)*

GOVERNMENT CODE

54950-54963 *Ralph M. Brown Act*

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000
Maximizing School Board Leadership: Boardmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>

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

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

DISTRICT GLOBAL GOALS

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3. **Provide facilities for all district programs and functions that are suitable in terms of function, space, cleanliness and attractiveness.**
4. **Promote the involvement of the community, parents, local government, business, service organizations, etc. as partners in the education of the students.**
5. **Promote student health and nutrition in order to enhance readiness for learning.**

SUBJECT:

Appoint a Secretary to the
Board of Trustees

AGENDA ITEM AREA:

Reorganization of the Board of
Trustees

REQUESTED BY:

Scott Leaman
District Superintendent

ENCLOSURES:

Board Bylaws 9122

MEETING DATE:

December 18, 2007

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

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

SECRETARY

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

1. Prepare, distribute and maintain the Board agenda
(cf. 9322 - Agenda/Meeting Materials)
2. Record, distribute and maintain the Board minutes
(cf. 9324 - Minutes and Recordings)
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Perform other duties as assigned by the Board

(cf. 2111 - Superintendent Governance Standards)

Legal Reference:

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

Management Resources:

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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Authorization of Signatures

AGENDA ITEM AREA:

Reorganization of the Board of Trustees

REQUESTED BY:

Scott Leaman
District Superintendent

ENCLOSURES:

MEETING DATE:

December 18, 2007

BACKGROUND:

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

- Scott Leaman, District Superintendent
- Mary Boyle, Assistant Superintendent of Educational Services
- Bob Noyes, Assistant Superintendent of Personnel Services
- Cathy Allen, Assistant Superintendent of Facilities and Maintenance Services
- Carrie Carlson, Director of Business

ADMINISTRATION RECOMMENDATION:

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

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Develop a Schedule of Regular Meetings for 2008

AGENDA ITEM AREA:

Reorganization of the Board of Trustees

REQUESTED BY:

Scott Leaman
District Superintendent

ENCLOSURES:

Yes

MEETING DATE:

December 18, 2007

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

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

wp/rk/factformboardreorganization

44

BOARD OF TRUSTEE MEETING SCHEDULE FOR 2007

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

*First meeting of the month TBD (Depending on space available at the new District Office Building), the Second meeting of the month is usually designated to a school site, on a every other month basis, see "Second Meeting of Month" schedule.
(See schedule below)*

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

Adopted: 12/18/07
h:\wpfiles\board\08calendar

H. 4. 1

BOARD OF TRUSTEES SITE PRESENTATIONS

Site meetings will contain:

PUPILS (board recognition of excellence selected by site)

PARENTS (board report from SBLT and/or parents)

PROGRAM (Focus on one program at the site)

2006-2008 School Year Meetings (Meeting Locations subject to change)

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

Revised: 12/10/07

4.4.2

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:
Committee Assignments

AGENDA ITEM AREA:
Reorganization of the Board of Trustees

REQUESTED BY:
Scott Leaman
District Superintendent

ENCLOSURES:

MEETING DATE:
December 18, 2007

BACKGROUND:

Board of Trustees will assign following committee assignments.

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

ADMINISTRATION RECOMMENDATION:

Administration recommends the Board of Trustees accept committee assignments.

CONSENT

AGENDA

ITEMS

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

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

DISTRICT GLOBAL GOALS

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


SUBJECT AREA:

Ratification of Classified
Employment

AGENDA ITEM:

Consent Agenda

REQUESTED BY:

Bob Noyes 
Assist. Superintendent, Personnel Services

ENCLOSURES:

MEETING DATE:

December 18, 2007

BACKGROUND:

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

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

ADMINISTRATION RECOMMENDATION:

Administration recommends ratification of employment for the individuals listed above.

5.1a

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

NOTIFICATION OF CLASSIFIED EMPLOYMENT

ATTENTION: Personnel Department

DATE: 12/7/07

You are hereby notified that:

Suzanna Kay Miller
(applicant's name)

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

POSITION TITLE: Cafeteria Site Cashier

EFFECTIVE DATE OF ASSIGNMENT: 12/03/07

(To be determined by Personnel department)

ASSIGNMENT LOCATION: Foskett Ranch Elementary

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

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

NEWLY APPROVED POSITION: _____, OR REPLACEMENT: X

IF REPLACEMENT, NAME OF PRIOR EMPLOYEE: Vickie Bortolus

FUNDING SOURCE: GENERAL FUND: _____

CATEGORICAL: _____
(specify)

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

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

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

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

5.1a.1

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

NOTIFICATION OF CLASSIFIED EMPLOYMENT

ATTENTION: Personnel Department

DATE: 11/30/07

You are hereby notified that: Robin Mosley
(applicant's name)

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

POSITION TITLE: Food Service Assistant

EFFECTIVE DATE OF ASSIGNMENT: 12/03/07
(To be determined by Personnel department)

ASSIGNMENT LOCATION: Twelve Bridges Middle School

RANGE: 12 STEP: A AMOUNT \$ 11.40 (As per WPCSEA contract)

NUMBER OF HOURS ASSIGNED PER DAY: 2.0 (11:10-1:10)

NEWLY APPROVED POSITION: X, OR REPLACEMENT: _____

IF REPLACEMENT, NAME OF PRIOR EMPLOYEE: _____

FUNDING SOURCE: GENERAL FUND: _____

CATEGORICAL: _____
(specify)

I have instructed the applicant to contact the Personnel Department regarding new employee orientation, health and welfare benefits, **T.B. clearance**, fingerprints, and pre-employment physical if applicable.
** If this position is for an instructional aide, applicant must have passed screening test.

Robin Mosley 11-30-07
Applicant's signature Date

Address _____ (City/Zip) Telephone # _____
Jeff Davis, FSD 11/30/07
Administrator's signature Date

5.19.2

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

200/57
473

NOTIFICATION OF CLASSIFIED EMPLOYMENT

ATTENTION: Personnel Department

DATE: 11/30/07

You are hereby notified that: Bridget Palato
(applicant's name)

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

POSITION TITLE: Cafeteria/Campus Supervisor

EFFECTIVE DATE OF ASSIGNMENT: 12/3/07
(To be determined by Personnel department)

ASSIGNMENT LOCATION: COES

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

NUMBER OF HOURS ASSIGNED PER DAY: 11:00-1:00 PM 2 HRS

NEWLY APPROVED POSITION: _____, OR REPLACEMENT: Marevic Bodie

IF REPLACEMENT, NAME OF PRIOR EMPLOYEE:

FUNDING SOURCE: GENERAL FUND: X

CATEGORICAL: _____
(specify)

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

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

Bridget Palato 11/30/07
Applicant's signature Date

Address _____ (City/Zip) _____ Telephone # _____
ms [signature] 11-30-07
Administrator's signature Date

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

200459

NOTIFICATION OF CLASSIFIED EMPLOYMENT

ATTENTION: Personnel Department

DATE: 12/3/07

You are hereby notified that: TROY SCHWARTZ
(applicant's name)

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

POSITION TITLE: DIST. MAINTENANCE WORKER

EFFECTIVE DATE OF ASSIGNMENT: 12/17/07
(To be determined by Personnel department)

ASSIGNMENT LOCATION: DISTRICT

RANGE: 33 STEP: C AMOUNT \$ 20.72 (As per WPCSEA contract)

NUMBER OF HOURS ASSIGNED PER DAY: 8

NEWLY APPROVED POSITION: X, OR REPLACEMENT: _____

IF REPLACEMENT, NAME OF PRIOR EMPLOYEE: _____

FUNDING SOURCE: GENERAL FUND: _____

CATEGORICAL: _____
(specify)

I have instructed the applicant to contact the Personnel Department regarding new employee orientation, health and welfare benefits, **T.B. clearance**, fingerprints, and pre-employment physical if applicable.
** If this position is for an instructional aide, applicant must have passed screening test.

Troy Schwartz
Applicant's signature _____ Date _____

Address _____ (City/Zip) _____ Telephone # _____
Cathy Allen
Administrator's signature _____ Date 12/3/07

5.19.4

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

200250
543

NOTIFICATION OF CLASSIFIED EMPLOYMENT

ATTENTION: Personnel Department

DATE: 11/30/07

You are hereby notified that: Gale L. Zollo
(applicant's name)

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

POSITION TITLE: Food Service Assistant

EFFECTIVE DATE OF ASSIGNMENT: 12/03/07

ASSIGNMENT LOCATION: Lincoln High School
(To be determined by Personnel department)

RANGE: 12 STEP: B AMOUNT \$ 11.94 (As per WPCSEA contract)

NUMBER OF HOURS ASSIGNED PER DAY: 2.0 (10:45 AM - 12:45 PM)

NEWLY APPROVED POSITION: _____, OR REPLACEMENT: X

IF REPLACEMENT, NAME OF PRIOR EMPLOYEE: Mary LaRoche

FUNDING SOURCE: GENERAL FUND: _____

CATEGORICAL: _____
(specify)

I have instructed the applicant to contact the Personnel Department regarding new employee orientation, health and welfare benefits, **T.B. clearance**, fingerprints, and pre-employment physical if applicable.
** If this position is for an instructional aide, applicant must have passed screening test.

Gale Zollo
Applicant's signature _____ Date 12/3/07

Address _____ (City/Zip) _____ Telephone # _____
Jeff Dandy, FSD
Administrator's signature _____ Date 11/30/07

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

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

DISTRICT GLOBAL GOALS

1. Develop and continually upgrade a well articulated K-12 academic program that challenges all students to achieve their highest potential, with a special emphasis on students
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5. Promote student health and nutrition in order to enhance readiness for learning.

SUBJECT AREA:

Ratification of Classified
Transfer/Promotion

AGENDA ITEM:

Consent Agenda

REQUESTED BY:

Bob Noyes 
Assist. Superintendent, Personnel Services

ENCLOSURES:

MEETING DATE:

December 18, 2007

BACKGROUND:

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

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

ADMINISTRATION RECOMMENDATION:

Administration recommends ratification of transfer/promotion for the individual listed above.

5.1b

WESTERN PLACER UNIFIED SCHOOL DISTRICT
Personnel Department

To: Robert Foxworthy, TBM
From: Peggy Van Lengen, Personnel Acct. Tech.
Date: December 6, 2007
Subject: Transfer/Promotion

After the selection process was discussed and the seniority list taken into consideration, it was determined that you will be transferring from your current 8 hr. Custodian/Groundsman position at TBM to the 8 hr. District Maintenance Worker position effective 1/02/08.

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

Congratulations!

Cc Stacey Brown

S.1b.1

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

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

DISTRICT GLOBAL GOALS

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


SUBJECT AREA:

Request for Certificated
Maternity Leave

AGENDA ITEM:

Consent Agenda

REQUESTED BY:

Bob Noyes 
Assist. Superintendent, Personnel Services

ENCLOSURES:

MEETING DATE:

December 18, 2007

BACKGROUND:

The Board of Trustees will take action to ratify the request for maternity leave from:

Krystal Arnold – 6th Grade Teacher - TBM

ADMINISTRATION RECOMMENDATION:

Administration recommends ratification of maternity leave for the individual listed above.

5.1c

November 28, 2007

Dear Western Placer Unified School District:

I am requesting maternity leave beginning on approximately February 25, 2008. I would like to use any and all of my accrued sick leave for the portion of maternity leave that my doctor considers me as disabled. I anticipate returning to my position as a Twelve Bridges Middle School 6th grade teacher at the start of the new school year in August 2008.

Sincerely,



Krystal Arnold
6th grade Language Arts/Social Studies Teacher
Twelve Bridges Middle School

5.10.1

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

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

DISTRICT GLOBAL GOALS

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


SUBJECT AREA:

Request for
Child Rearing Leave

AGENDA ITEM:

Consent Agenda

REQUESTED BY:

Bob Noyes 
Assist. Superintendent, Personnel Services

ENCLOSURES:

MEETING DATE:

December 18, 2007

BACKGROUND:

The Board of Trustees will take action on a request for Child Rearing Leave from:

Ken Lowe – Health/Football Conditioning Teacher - LHS

ADMINISTRATION RECOMMENDATION:

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

5.1d

Kenneth Lowe

BR
12/18/07

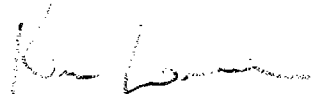
December 11, 2007

To Whom It May Concern:

I hereby request child rearing leave for the birth of my second child. My wife is scheduled for a C-section on January 16, 2008. She will not be able to lift our toddler for six weeks, so I may need to be off until February 27, 2008.

Please call if you have any questions.

Sincerely,



Ken Lowe

S. Id. 1

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Student Discipline/
Expulsion Re-Entry
Student #06-07 AA

AGENDA ITEM AREA:

Consent

REQUESTED BY:

John Wyatt
District Hearing Officer

ENCLOSURES:

MEETING DATE:

December 18, 2007

BACKGROUND:

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

ADMINISTRATION RECOMMENDATION:

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

5.2

Memo

To: School Board
From: John Wyatt
Date: 12/04/2007
Re: Expulsion Re-Entry

The following student has successfully completed the expulsion re-entry conditions and may return to our district:

Student # 06-07 AA

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Student Discipline/
Re-Expulsion
Student #06-07 X
Student #06-07 DD

AGENDA ITEM AREA:

Consent

REQUESTED BY:

John Wyatt
District Hearing Officer

ENCLOSURES:

MEETING DATE:

December 18, 2007

BACKGROUND:

The Board of Trustees will disclose any action taken during closed session in regards to the re-entry expulsion of Students #06-07 X and DD

ADMINISTRATION RECOMMENDATION:

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

5.3

Memo

To: School Board
From: John Wyatt
Date: 12/11/2007
Re: Re-Entry Expulsion

The following students have successfully completed the expulsion re-entry conditions and may return to the Western Placer Unified School District:

Student #06-07 X

Student #06-07 DD

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

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

DISTRICT GLOBAL GOALS

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


SUBJECT AREA:

Ratification of New Classified
Job Description/Position

AGENDA ITEM:

Consent

REQUESTED BY:

Bob Noyes 
Assist. Superintendent, Personnel Services

ENCLOSURES:

MEETING DATE:

December 18, 2007

BACKGROUND:

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

Special Education Clerk – District Office

SUPERINTENDENT'S RECOMMENDATION:

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

5.4

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Special Education Clerk**
Department: Administrative Office
Reports to: Director of Special Education

SUMMARY:

Acts as assistant to Special Education Secretary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Performs a majority of clerical duties
- * Receives, date stamps, and routes mail; maintains files and records
- * Operates office equipment, including adding machines, duplicating equipment, as well as typewriters, and word processors/personal computers.
- * Does a wide variety of work, which involves sharing responsibility for the total office operations as directed by the Special Education Secretary and Director.
- * Other duties as assigned.

QUALIFICATION REQUIREMENTS:

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques. Knowledge of Excel spreadsheets. Ability to follow directions accurately, typing, knowledge of business English, vocabulary, punctuation and grammar, filing methods, office machines including data processing equipment such as computer terminals, printers and word processors, ability to meet the public. Type at a minimum rate of 40 words per minute.

EDUCATION and/or EXPERIENCE:

High School diploma or general education degree (GED); and one to two year's of responsible secretarial experience.

OTHER SKILLS and ABILITIES:

Compile and maintain accurate records and files; understand and carry out oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work.

CONFIDENTIAL STATUS:

Cases or confidential district matters are not to be discussed by the clerk under any circumstances outside of the District office. Infringement of the above policy may result in immediate dismissal.

5.4.1

LANGUAGE SKILLS:

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

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 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 essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand and walk. Occasionally the employee will input data for long periods of time. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually quiet. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

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

5.4.2

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

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

DISTRICT GLOBAL GOALS

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

AGENDA ITEM:

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

SUBJECT AREA:

Agenda Consent

REQUESTED BY:

Cathy Allen
Assistant Superintendent,
Facilities & Maintenance Services

ENCLOSURES:

Yes

MEETING DATE:

December 18, 2007

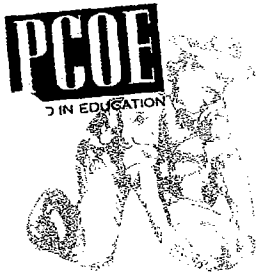
BACKGROUND:

The attached contract with the Placer County Office of Education (PCOE) is for consultant services in the areas of Storm Water Pollution Prevention Plans, Storm Water Management Plans and Injury and Illness Prevention Plans. PCOE has offered these services as part of a consortium in order to realize cost savings from multiple participants. The total for the contracted services is \$5,710.

ADMINISTRATION RECOMMENDATION:

Staff recommends the Board approve the contract and authorize the Superintendent or his/her designee to sign the contract.

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Placer County Office of Education

360 Nevada Street
Auburn, CA 95603

530.889.8020
530.888.1367 FAX
www.placercoe.k12.ca.us



November 6, 2007

Mr. Scott Leaman, Superintendent
Western Placer Unified School District
810 J Street
Lincoln, CA 95648

Gayle Garbolino-Mojica
Superintendent of Schools

Keith J. Bray
Chief Administrative Officer

Joan E. Kingery
Assistant Superintendent
Business and Operations

Larry Mozes, Ed. D.
Assistant Superintendent
Student Services

Gene Regacho-Anaclerio, Ed. D.
Assistant Superintendent
Educational Services

Randi Scott
Assistant Superintendent
Career and Technical Education

Catherine Goins
Executive Director
Child Development Services

Barbara Morton
Executive Director
SELPA

SUBJECT: PCOE Facilities & Operations Consultant Contract for Services, 2007-2008 Fiscal Year

Dear Mr. Leaman:

Enclosed is the consultant contract between PCOE and Western Placer Unified School District for our services for the current fiscal year.

In order to provide districts with continued Storm Water Pollution Prevention Plans (SWPPP's), PCOE wishes renew its contract with the District for another five-year period, 2007/08 to 2011/12. These services will be provided through PCOE contracts with Owen Engineering (now known as Owen Psomas Engineering) and Excelchem Environmental Lab. The table below outlines the costs to the District:

Fiscal Year	SWPPP Costs due to PCOE*
2007-2008	\$2,560
2008-2009	\$2,666
2009-2010	\$2,772
2010-2011	\$2,879.80
2011-2012	\$ 2,988.80
TOTAL	\$13,866.60

*Includes lab analysis kits (bulk rate).

The attached Agreement for Consulting Services includes this five-year renewal for SWPPP's work and identifies the annual billing consistent with the table above. As we are quickly entering into the new rainy season, approval of this specific item is crucial to proceeding in a timely fashion with Owen Psomas Engineering oversight. If the District does not wish to continue these services through this format, please contact me as soon as possible.

Please note PCOE is no longer able to provide responses to EIR's, Initial Studies, and Developer Fee questions, Minor Land Divisions, Will-Serve letter requests.

The Injury and Illness Prevention Plan/OSHA Compliance Encyclopedia CD-ROM will be provided via a CD. The charge per site for accessing the on-line training modules is \$84/site. Program content updates will be provided by PCOE via a new CD if needed.

County Board of Education
Don Brophy
Rich Colwell
Scott Gnile
Kenneth Sahl
E. Ken Tokutomi
Robert Tomasini
Area 5 Vacant

An Equal
Opportunity Employer

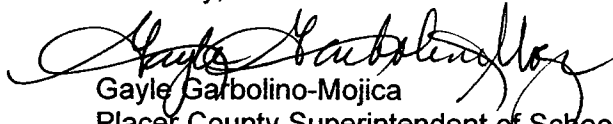
5.5.1

PCOE continues to offer the Safety On-Line Training program. The cost remains at \$10.00/person/class. There is a *one-time* \$10 charge to enroll an employee. Please contact us if you are interested in utilizing this method in order to meet OSHA training requirements.

If you have any questions, feel free to call me at 530-889-8020 or Laura Battise at 916-415-4442. Otherwise, please complete the contract and return the white and canary copies to the Facilities Department. Keep the pink copy with your signature. A fully executed contract will be sent to you.

Thank you again for your ongoing support and confidence.

Sincerely,


Gayle Garbolino-Mojica
Placer County Superintendent of Schools

Attachments

cc: Laura Battise, Facilities, Planning & Construction

5.5.2

AGREEMENT FOR CONSULTING SERVICES

This agreement ("Agreement") for the consulting services offered by **Placer County Office of Education**, "Consultant", is entered into between Gayle Garbolino-Mojica, Placer County Superintendent of Schools, of the Placer County Office of Education, in her capacity as the Chief Executive Officer of the Placer County Office of Education ("PCOE") and **WESTERN PLACER UNIFIED SCHOOL DISTRICT** ("District"). This Agreement is effective when signed by PCOE and District and for reference only is dated 11/2/2007.

WITNESSETH:

Whereas, District wishes to employ specialists on a temporary basis for specific projects and/or to provide specialized services not performed by District employees; and

Whereas, Consultant possesses special skills, knowledge, experience and the technical expertise to perform the specialized services as requested by District; and

Whereas, District desires to have certain specialized services performed by Consultant;

Now, Therefore, in consideration of the mutual promises and agreements herein, PCOE hereby offers District services to be performed by Consultant within the scope of services and for the fees agreed to herein.

1.0 SCOPE OF SERVICES

Consultant shall assist the District with services as further described in Attachment A.

2.0 FEES

Consultant shall provide the specialized services described herein to District for the fees established in Attachment A. All fees shall be paid directly to PCOE.

3.0 OWNERSHIP OF RECORDS

All records, receipts, files and supporting data accumulated and/or prepared by Consultant within the course and scope of this Agreement shall be and remain the property of PCOE and/or District. All records shall be maintained

Format Revised 10/11/07

Original to Business Services

Canary to Originating Department

Pink to District

5.5.3

and permanently stored on the premises of the District as may be required by Education Code or other legal mandate. Copies of relevant records may also be maintained and stored at PCOE. Consultant may not reproduce and/or use the data for other purposes without District's approval.

4.0 TERM

The term of this Agreement shall be from July 1, 2007, through June 30, 2008.

5.0 TERMINATION

Either party may terminate this Agreement by giving the other party at least thirty (30) calendar days written notice.

6.0 PAYMENT

Unless otherwise agreed, PCOE will annually invoice District on or before May 1, 2008. District shall pay fees to PCOE on or before June 30, 2008.

7.0 AMENDMENTS

Any amendments to this Agreement shall be in writing and signed by both parties.

8.0 STATUS OF CONSULTANT

Consultant is an employee of PCOE and not of the District. Compensation for the services provided by Consultant to District are to be fully compensated by PCOE. Any and all employer tax and retirement related payments on behalf of Consultant are to be made by PCOE.

9.0 CERTIFICATION

The District shall be responsible for reviewing and verifying all data included in documents, forms, and reports prepared by Consultant on behalf of District. The District shall be responsible for meeting any certification requirements and for consulting legal counsel as related to the preparation and submittal of documents, forms, and reports that Consultant prepares on behalf of District.

Format Revised 10/11/07

Original to Business Services

Canary to Originating Department

Pink to District

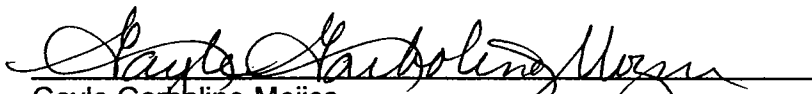
5.5.4

10. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties. There are no oral understandings, terms or conditions, and no party has relied upon any representation, express or implied, that are not otherwise contained in this Agreement. All prior understandings, terms or conditions are deemed merged into this Agreement.

IN WITNESS WHEREOF, the parties do hereby certify that they are duly authorized to execute this Agreement.

PLACER COUNTY SUPERINTENDENT OF SCHOOLS



Gayle Garbolino-Mojica

Date 11/8/07

WESTERN PLACER UNIFIED SCHOOL DISTRICT

(Signature of District Representative)

Date

Title

ATTACHMENT A
SCOPE OF SERVICES AND FEES
WESTERN PLACER UNIFIED SCHOOL DISTRICT
FISCAL YEAR 2007/2008

CONSULTANT, as requested and authorized by the DISTRICT SUPERINTENDENT, will provide the following services for the 2007/2008 fiscal year:

STORM WATER POLLUTION PREVENTION PROGRAM First year of five-year contract Includes Lab Analysis Kits	\$2,560.00
STORM WATER MANAGEMENT PLAN 5-year Contract with Owen Engineering 4th year cost	\$2,310.00
INJURY/ILLNESS PREVENTION PLAN (SB 198) (General Industry Safety Order, Title 8, Section 3203 and SB 198 required) \$84.00 per site x 10 for IIPP CD ROM	\$840.00
TOTAL OF CONTRACTED SERVICES	\$5710.00

STORM WATER POLLUTION PREVENTION PROGRAM SERVICES

PCOE to hire Owens Psomas Engineering as an independent contractor on behalf of the District to provide the following professional services:

Owens Psomas Engineering to provide engineering services to continue assisting schools districts participating in the Placer County Office of Education (PCOE) Industrial Storm Water Group in complying with Water Quality Order No. 97-03-DWQ, the General Permit for Discharges of Storm Water Associated with Industrial Activities (General Industrial Permit) dated April 17, 1997. The services cover the five year period 2007-2008 through 2011-2012.

The services are based on the requirements set forth in the existing General Industrial Permit.

5.5.6

Annual SWPPP Services

The services provide the following:

- Conducting an annual storm water training workshop for district at the PCOE offices;
- Conducting annual comprehensive site compliance evaluations at each bus maintenance facility; and
- Preparing annual reports for each bus maintenance facility for school district submittal.

The proposed services do not include the preparation of the following, which may be needed in the future to address or comply with requirements included in the anticipated reissued General Industrial Permit (draft expected to be circulated in summer 2007):

- Comments for PCOE submittal to the SWRCB regarding new or more stringent requirements included in the draft reissued General Industrial Permit.
- Revisions to the existing SWPPPs, which may be needed to comply with new or more stringent requirements in the adopted reissued General Industrial Permit; and

The scope for the services related to the reissued General Industrial Permit will not be clear until the Permit is distributed as a draft for comments or adopted.

SWPPP's Fee Schedule

Fiscal Year	SWPPP Costs due to PCOE*
2007-2008	\$2,560
2008-2009	\$2,666
2009-2010	\$2,772
2010-2011	\$2,879.80
2011-2012	\$ 2,988.80
TOTAL	\$13,866.60

*Includes lab analysis kits (bulk rate).

These services will be billed annually pursuant to the pay schedule identified in Section 6.0 of the Agreement for Consulting Services herein.

5.57

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

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

DISTRICT GLOBAL GOALS

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

SUBJECT:

Waiver of California High School Exit Exam
Requirement for Diploma for Special Education
Student #07-08 D1 Who Has Passed CAHSEE with
Modifications

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Mary Boyle
Jim Spratling, LHS Counselor

ENCLOSURES:

Confidential Student Assessment
Information

MEETING DATE:

December 18, 2007

BACKGROUND:

All students graduating from high school must complete the class credits required by their local high school and pass the California High School Exit Examination (CAHSEE) in order to earn a diploma. Students in special education who have attempted the CAHSEE test on multiple occasions, have participated in appropriate interventions and tutorials, and who have a current Individual Education Plan (IEP) which allows for modifications in testing environments including CAHSEE are allowed to then take the CAHSEE test with those modifications. IEP students who pass CAHSEE with modifications and who complete course requirements are eligible for a high school diploma. Student # 07-08 D1 is a special education senior student with a current IEP who has earned a passing score on CAHSEE with modifications and is requesting a Board Waiver to allow such to suffice as the CAHSEE portion of the requirement for a diploma from Lincoln High School

ADMINISTRATION RECOMMENDATION:

Approve Waiver Request for Student #07 – 08 D1.

5.6

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

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

Waiver of California High School Exit Exam
Requirement for Diploma for Special Education
Student #07-08 D2 Who Has Passed CAHSEE with
Modifications

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Mary Boyle
Jim Spratling, LHS Counselor

ENCLOSURES:

Confidential Student Assessment
Information

MEETING DATE:

December 18, 2007

BACKGROUND:

All students graduating from high school must complete the class credits required by their local high school and pass the California High School Exit Examination (CAHSEE) in order to earn a diploma. Students in special education who have attempted the CAHSEE test on multiple occasions, have participated in appropriate interventions and tutorials, and who have a current Individual Education Plan (IEP) which allows for modifications in testing environments including CAHSEE are allowed to then take the CAHSEE test with those modifications. IEP students who pass CAHSEE with modifications and who complete course requirements are eligible for a high school diploma. Student # 07-08 D2 is a special education senior student with a current IEP who has earned a passing score on CAHSEE with modifications and is requesting a Board Waiver to allow such to suffice as the CAHSEE portion of the requirement for a diploma from Lincoln High School

ADMINISTRATION RECOMMENDATION:

Approve Waiver Request for Student #07 – 08 D2.

56.1

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

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

SUBJECT:

Waiver of California High School Exit Exam
Requirement for Diploma for Special Education
Student #07-08 D3 Who Has Passed CAHSEE with
Modifications

AGENDA ITEM AREA:

Consent Agenda

REQUESTED BY:

Mary Boyle
Jim Spratling, LHS Counselor

ENCLOSURES:

Confidential Student Assessment
Information

MEETING DATE:

December 18, 2007

BACKGROUND:

All students graduating from high school must complete the class credits required by their local high school and pass the California High School Exit Examination (CAHSEE) in order to earn a diploma. Students in special education who have attempted the CAHSEE test on multiple occasions, have participated in appropriate interventions and tutorials, and who have a current Individual Education Plan (IEP) which allows for modifications in testing environments including CAHSEE are allowed to then take the CAHSEE test with those modifications. IEP students who pass CAHSEE with modifications and who complete course requirements are eligible for a high school diploma. Student # 07-08 D3 is a special education senior student with a current IEP who has earned a passing score on CAHSEE with modifications and is requesting a Board Waiver to allow such to suffice as the CAHSEE portion of the requirement for a diploma from Lincoln High School

ADMINISTRATION RECOMMENDATION:

Approve Waiver Request for Student #07 – 08 D3.

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