

**ROCKLIN UNIFIED SCHOOL DISTRICT**  
2615 Sierra Meadows Drive Rocklin, CA 95677

Todd Lowell, *President*  
Steve Paul, *Vice President*  
Greg Daley, *Clerk*  
Camille Maben, *Member*  
Wendy Lang, *Member*



**REGULAR MEETING AGENDA – AUGUST 20, 2014 – 7:00 P.M.**

- 1.0 **CALL TO ORDER**
- 2.0 **ROLL CALL**
- 3.0 **PLEDGE OF ALLEGIANCE**
- 4.0 **AUDIENCE/VISITORS PUBLIC DISCUSSION** – This agenda item is included for the purpose of giving anyone in attendance an opportunity to ask questions or discuss non-agenda items with the Board of Trustees. There will be a three-minute time limit per person. If visitors have a complaint about a specific employee of the District, they will be requested to submit an oral or written complaint to the employee's immediate supervisor or the principal as required by Administrative Regulation 1312.1. (Please note that the public portion of all meetings is recorded.)
- 5.0 **COMMENTS FROM BOARD AND SUPERINTENDENT**
- 6.0 **CONSENT CALENDAR (REQUIRES SINGULAR ROLL CALL VOTE)** – All matters listed under the Consent Calendar are to be considered routine and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Board of Trustees, audience, or staff request specific items to be removed from the Consent Calendar for separate discussion and action. Any agenda items removed will be voted upon following the motion to approve the Consent Calendar.
  - 6.1 **BOARD MINUTES** – Request to approve Board minutes.
    - 6.1.1 Aug 6, 2014 (Regular Session)
  - 6.2 **APPROVE CERTIFICATED PERSONNEL REPORT** – Request to approve personnel items included on the Certificated Personnel Report. (Colleen Slattery)
  - 6.3 **APPROVE CLASSIFIED PERSONNEL REPORT** – Request to approve personnel items included on the Classified Personnel Report. (Colleen Slattery)
  - 6.4 **BILL WARRANTS** – Request to approve bill warrants. (Barbara Patterson)
  - 6.5 **MONTHLY ACCOUNT SUMMARIES** – Request to approve monthly account summaries. (Barbara Patterson)
  - 6.6 **APPROVE AGREEMENT WITH KRONICK, MOSKOVITZ, TIEDEMANN & GIRARD FOR LEGAL SERVICES** – Request to approve an agreement with Kronick, Moskovitz, Tiedemann & Girard for 2014-15. (Barbara Patterson)
  - 6.7 **APPROVE BIDS FOR MAJOR FOOD ITEMS AND PAPER GOODS FOR THE NUTRITION SERVICES DEPARTMENT**– Request to award bids for major food items and paper goods to the Danielsen Company, Sysco Food Service and Crown Distributing for 2014-15. (Barbara Patterson)
  - 6.8 **APPROVE SCHOOL STEPS, INC. CONTRACTS** – Request to approve contracts from School Steps, Inc. for 2014-15 (Janna Cambra)

- 7.0 **ACTION ITEMS – REGULAR AGENDA** – Protocol for action items include a staff presentation, questions from the Board, public input, closing of public input, deliberation by the Board, and voting by the Board. During public input there will be a three-minute time limit per person. ~
- 7.1 **MANDATED COST REIMBURSEMENT**– Request to approve RUSD to participate in the Mandated Block Grant program for 2014-15 and file a claim for reimbursement for the Behavior Intervention Plan (BIP) mandate. (Barbara Patterson)
- 7.2 **RESOLUTION 14-15-04 – A RESOLUTION ADOPTING ELIGIBILITY RENEWAL APPLICATION, FOR STATE AND FEDERAL SURPLUS PROPERTY PROGRAM** – Request to adopt resolution regarding Eligibility Renewal Application for State and Federal Surplus Property (Sue Wesselius).
- 8.0 **INFORMATION AND REPORTS**
- 8.1 **SCHOOL OPENING REPORT** – (Deborah Sigman, Barbara Patterson, Karen Huffines, Martin Flowers, Mike Fury, Sue Wesselius, Colleen Slattery)
- 8.2 **STRATEGIC PLANNING UPDATE** – (Skott Hutton)
- 8.3 **SUMMER SCHOOL REPORT ON EXTENDED SCHOOL YEAR (ESY), ENGLISH LEARNER (EL) SUMMER SCHOOL (GRADES K-8) AND HIGH SCHOOL CREDIT RECOVERY SUMMER SCHOOL/ESY FOR THE 2013-14 SCHOOL YEAR** – (Deborah Sigman)
- 9.0 **PENDING AGENDA** – This is the time to place future items on the Pending Agenda.
- 10.0 **CLOSED SESSION** – The Board will adjourn to closed session regarding the following matters:
- 10.1 *Conference with Legal Counsel – Existing Litigation* as authorized by Government Code section 54956.9 (Sacramento Court Case No. SA-CE-2562-E)
- 10.2 In the matter of “Conference With Real Property Negotiators” as authorized by Government Code 54956.8 (Property to be discussed: Parklands/Del Rio Court Development)  
District Negotiating Parties: Roger Stock, RUSD Superintendent  
Sue Wesselius, RUSD Senior Director Facilities & Operations
- 11.0 **RECONVENE TO OPEN SESSION**
- 12.0 **REPORT OF ACTION TAKEN IN CLOSED SESSION**
- 13.0 **ADJOURNMENT**

*Accommodating Those Individuals with Special Needs* – In compliance with the Americans with Disabilities Act, the Rocklin Unified School District encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact our office at (916) 624-2428 well in advance of the regular meeting you wish to attend, so that we may make every reasonable effort to accommodate you. Documents distributed for public session items, less than 72 hours prior to meeting, are available for public inspection at the Rocklin Unified School District Office, 2615 Sierra Meadows Drive Rocklin, CA 95677.

**NEXT REGULARLY SCHEDULED BOARD MEETING: WEDNESDAY, SEPT 3, 2014 (7:00 P.M.)**



## DECLARATION OF POSTING

ROCKLIN UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES

### REGULAR MEETING AGENDA

I am a citizen of the United States and a resident of the County of Placer. I am over the age of eighteen years; my business address is 2615 Sierra Meadows Drive, Rocklin, CA 95677.

On the date and the address shown below, I posted the *ROCKLIN UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES REGULAR MEETING AGENDA* by placing a true copy thereof in the following public place:

**Date of Posting:**

August 15, 2014

**Place Posted:**

2615 Sierra Meadows Drive  
Rocklin, CA 95677

I, Brenda Meadows, certify under penalty of perjury that the foregoing is true and correct.

Executed on the 15th day of August 2014 in Rocklin, California.

Brenda Meadows  
Administrative Assistant  
Rocklin Unified School District

**ROCKLIN UNIFIED SCHOOL DISTRICT**  
2615 Sierra Meadows Drive Rocklin, CA 95677

Todd Lowell, *President*  
Steve Paul, *Vice President*  
Greg Daley, *Clerk*  
Camille Maben, *Member*  
Wendy Lang, *Member*



Item 6.1  
**CONSENT**  
Aug 20, 2014

**AUGUST 6, 2014**  
**REGULAR MEETING MINUTES – 7:00 P.M.**

1.0 **CALL TO ORDER** – President Todd Lowell called the regular meeting of the Rocklin Unified School District Board of Trustees to order at 7:00 p.m. on August 6, 2014 in the District Administration Office located at 2615 Sierra Meadows Drive, Rocklin, CA 95677. A quorum was established.

2.0 **ROLL CALL**

Trustees Present:                      Todd Lowell, *President*  
   Steve Paul, *Vice President*  
   Greg Daley, *Clerk*  
   Wendy Lang, *Member*  
   Camille Maben, *Member*

Trustee(s) Absent:                      None

Administrative Staff:                      Roger Stock, *Superintendent*; Deborah Sigman, *Deputy Superintendent*;  
   Barbara Patterson, *Deputy Superintendent*; Colleen Slattery, *Assistant Superintendent*;  
   Sue Wesselius, *Senior Director*; Karen Huffines, *Director*;  
   Marty Flowers, *Director*; Mike Fury, *Chief Technology Officer*;  
   Jim Trimble, *Principal*; Beth Davidson, *Principal*

3.0 **PLEDGE OF ALLEGIANCE** – President Lowell led the Board and audience in the Pledge of Allegiance.

4.0 **AUDIENCE/VISITORS PUBLIC DISCUSSION** – President Lowell welcomed all visitors and invited them to speak on agenda items at the conclusion of the Board’s discussion. He also invited visitors to speak at this time regarding non-agenda items and announced that the public portion of the meeting would be recorded. The following comments regarding non-agenda items were noted:

No comments were noted regarding non-agenda items.

5.0 **COMMENTS FROM BOARD AND SUPERINTENDENT** – Steve Paul noted how wonderful to see everyone, administrators and principals, come back to start the new school year at the District Leadership Team Kick-off held at Whitney Ranch House. A lot of energy and everyone excited to get moving. Greg Daley stated that he had visited several school sites and complemented maintenance and operations on how great the sites looked. Wendy Lang welcomed everyone and expressed what a wonderful job Colonel Fernandez has done with the AFJROTC Summer Leadership Orientation at Whitney High School. Todd Lowell extended a warm welcome to new members of the District’s leadership team. Roger Stock related that Placer County Water Agency reports we have obtained a 50% reduction in water usage since last year and commended the Grounds department for such a large reduction while still keep our schools and sites looking good.

6.0 **CONSENT CALENDAR**

6.1 **BOARD MINUTES** – Request to approve Board minutes.

- 6.1.1 July 16, 2014 (Regular Session)
- 6.1.2 July 31, 2014 (Special Meeting)
- 6.2 **APPROVE CERTIFICATED PERSONNEL REPORT** – Request to approve personnel items included on the Certificated Personnel Report. (Colleen Slattery)
- 6.3 **APPROVE CLASSIFIED PERSONNEL REPORT** – Request to approve personnel items included on the Classified Personnel Report. (Colleen Slattery)
- 6.4 **REVIEW OF IMPACT OF STATE ADOPTED BUDGET AND APPROVAL OF BUDGET REVISIONS** – Request to approve revisions to the 2014-15 Budget. (Barbara Patterson)
- 6.5 **EMPLOYMENT CONTRACT** – Request to approve a three-year employment contract for the position of Superintendent. (Colleen Slattery)
- 6.6 **AWARD OF BID FOR CUSTODIAL SUPPLIES** – Request to approve custodial bid from Sac-Val Janitorial in the amount of \$171, 397.38. (Sue Wesselius)
- 6.7 **APPROVE MEMORANDUM OF UNDERSTANDING (MOU), FACILITIES USE FEE AGREEMENT AND MOU FOR SPECIAL EDUCATION USE OF FACILITIES WITH ROCKLIN ACADEMY 1** – Request to approve an MOU with Rocklin Academy 1 for Facilities Use Fee and Special Education Use of Facilities for 2014-15. (Barbara Patterson)
- 6.8 **APPROVE MEMORANDUM OF UNDERSTANDING (MOU), FACILITIES USE FEE AGREEMENT AND MOU FOR SPECIAL EDUCATION USE OF FACILITIES WITH ROCKLIN ACADEMY 2** – Request to approve an MOU with Rocklin Academy 2 for Facilities Use Fee and Special Education Use of Facilities for 2014-15. (Barbara Patterson)

Wendy Lang requested to pull Item 6.1.2 for separate discussion. Following this, a **MOTION** was made by Wendy Lang and seconded by Greg Daley to approve the Consent Calendar items 6.1.1 through 6.9. Motion passed unanimously by the following roll call vote: Maben – aye, Paul – aye, Lang – aye, Daley – aye, Lowell – aye.

Regarding Item 6.1.2, Wendy Lang noted her absence from the July 31, 2014 Board of Trustees Special Meeting. A **MOTION** was made by Camille Maben and seconded by Steve Paul to approve Items 6.1.1 and 6.1.2. Motion passed by the following roll call vote: Maben – aye, Paul – aye, Lang – *abstain*, Daley – aye, Lowell – aye.

## 7.0 **ACTION ITEMS – REGULAR AGENDA**

- 7.1 **SPRING VIEW MIDDLE SCHOOL ASSISTANT PRINCIPAL** – A **MOTION** was made by Camille Maben and seconded by Wendy Lang to approve the appointment of Brittany Meyer as the new Spring View Middle School Assistant Principal. Motion passed unanimously.
- 7.2 **SUNSET RANCH ELEMENTARY SCHOOL ASSISTANT PRINCIPAL** – A **MOTION** was made by Wendy Lang and seconded by Greg Daley to approve the appointment of Jennifer Palmer as the new Sunset Ranch Elementary School Assistant Principal. Motion passed unanimously.
- 7.3 **FACILITIES MASTER PLAN-2014 UPDATE** – Sue Wesselius, Senior Director of Facilities and Operations, reviewed highlights of the District’s Facilities Master Plan Update and thanked Trustees for their participation during three Facilities Master Plan Workshops in the last year. A **MOTION** was made by Greg Daley and seconded by Wendy Lang to approve the Five Year Facilities Master Plan 2014 – Update. Motion passed unanimously.
- 7.4 **RESOLUTION 14-15-02 – A RESOLUTION TO APPROVE COMMUNITY FACILITIES DISTRICT (CFD) NO. 1, NO. 2 AND NO. 3 TAX REPORTS FOR FISCAL YEAR (FY) 2013-14 AND LEVYING AND APPORTIONING THE SPECIAL TAX FOR FISCAL YEAR 2014-15** – A **MOTION** was made by Wendy Lang and seconded by Steve Paul to approve Resolution 14-15-02 (2013-14 FY Tax Reports for CFD No. 1, No. 2, and No.

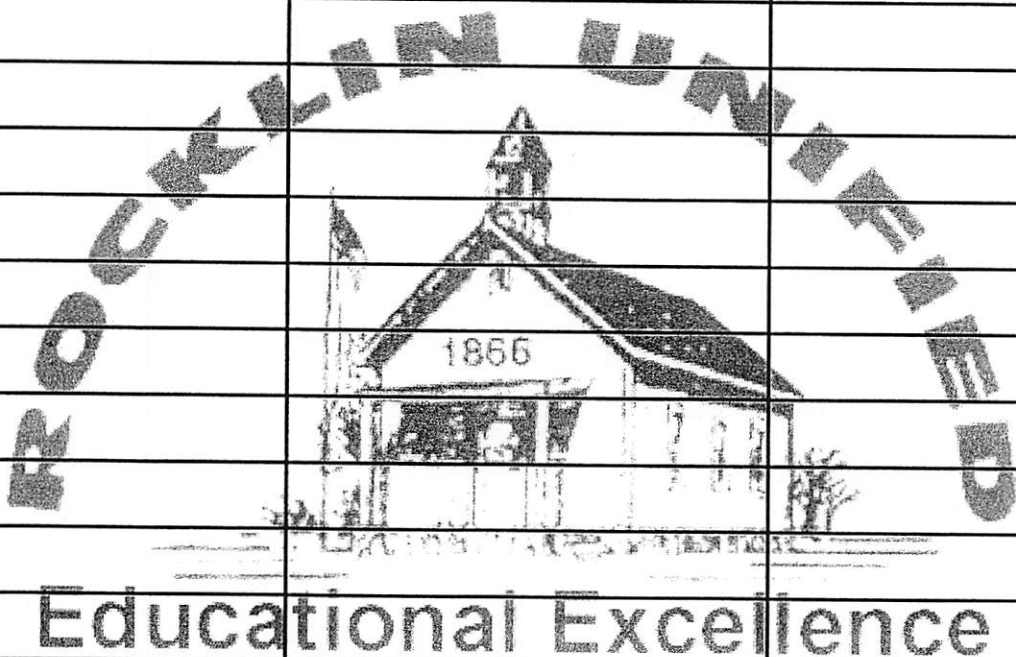
- 3) and to approve levying and apportioning the 2014-15 FY Special Tax. Motion passed unanimously.
- 7.5 **RESOLUTION 14-15-03 – A RESOLUTION ADOPTING A DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS – A MOTION** was made by Steve Paul and seconded by Greg Daley to approve a resolution authorizing submission of a Declaration of Need for Fully Qualified Educators. Motion 14-15-03 passed unanimously by the following roll call vote: Maben – aye, Paul – aye, Lang – aye, Daley – aye, Lowell – aye.
- 8.0 **PENDING AGENDA** – No items were added at this time.
- 9.0 **CLOSED SESSION** – The Board adjourned to closed session regarding the following matters:
- 9.1 *Conference with Labor Negotiators* as authorized by Government Code Section 54957.6:
- District Representative(s): Roger Stock, Superintendent  
Colleen Slattery, Assistant Supt. of Human Resources  
Barbara Patterson, Deputy Supt. of Business and Operations
- Employee Organization(s): Rocklin Teachers Professional Association (RTPA)  
Classified School Employees Association (CSEA)  
Rocklin Administrators Professional Association (RAPA)
- 9.2 *Conference with Legal Counsel – Existing Litigation* as authorized by Government Code section 54956.9 (Placer Superior Court Case No. SV0027932)
- 9.3 *Conference with Legal Counsel – Existing Litigation* as authorized by Government Code section 54956.9 (Sacramento Court Case No. SA-CE-2562-E)
- 9.4 Public employee discipline/dismissal/release pursuant to Government Code section 54957.
- 10.0 **RECONVENE TO OPEN SESSION** – President Lowell reconvened the meeting to open session.
- 11.0 **REPORT OF ACTION TAKEN IN CLOSED SESSION** – No action was taken in closed session.
- 12.0 **ADJOURNMENT** – President Lowell adjourned the meeting at 9:27 p.m.

**ROCKLIN UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING & WORKSHOP**

## ATTENDANCE SIGN-IN SHEET

Wednesday, August 6, 2014

NAME	AFFILIATION <i>(site name/position, parent, community organization, etc.)</i>	CONTACT INFORMATION <i>(email address and/or phone)</i>
Jennifer Palmer		jpalmmer@placercoe.k12
Celena Crowe	Teacher/Parent	
J - Trimble		



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**CERTIFICATED PERSONNEL REPORT**

**NEW HIRE:**

1. Janelle Brown, 1.0 FTE 5<sup>th</sup> Grade Teacher, Sierra Elementary
2. Scott Collins, 1.0 FTE Social Science Teacher, Whitney High School
3. Amanda Hetzel, 1.0 FTE SDC-ED Elementary Teacher, Rock Creek Elementary
4. Carrie Spradling, 1.0 FTE Speech Pathologist, District

**RESIGNATION:**

5. Allison Armstrong, 1.0 FTE Elementary Teacher, Breen Elementary, effective 8/4/14
6. Kym Milisci, 1.0 FTE Spanish Teacher, Whitney High School, effective 8/4/14
7. Evelyn Welborn, 0.50 FTE Language Arts Teacher, Whitney High School, effective 8/5/14



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**CLASSIFIED PERSONNEL REPORT**

**NEW HIRE:**

1. Name: Lilia Arnest  
Position: Ed Services Clerk  
Salary: Confidential, Range 1, Step A  
Hours: 4 Hours/Day  
Days: 12 Months/Year  
Effective: 08/01/14  
Site: District Office  
Funding: General

**RESIGNATIONS:**

2. Name: Nicole Lathrop  
Position: Instructional Aide I  
Site: Spring View Middle School  
Hours: 3.17 Hours/Day  
Effective: 07/25/14
3. Name: Amanda Morgan  
Position: Special Ed Aide II  
Site: Spring View Middle School  
Hours: 3 Hours/Day  
Effective: 07/29/14
4. Name: Vanessa Edwards  
Position: Special Ed Aide III  
Site: Sierra Elementary  
Hours: 3.92 Hours/Day  
Effective: 07/31/14
5. Name: Johanna Twidale  
Position: Instructional Aide Secondary  
Site: Spring View Middle School  
Hours: 3.25 Hours/Day  
Effective: 08/01/14
6. Name: Stephanie White  
Position: Special Ed Aide II  
Site: Breen Elementary  
Hours: 3.75 Hours/Day  
Effective: 08/01/14
7. Name: Kathie Nevins  
Position: Library Aide  
Site: Rocklin Alternative Education Center  
Hours: 3.50 Hours/Day  
Effective: 8/19/14

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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**SUBJECT:** Approve Agreement with Kronick, Moskovitz, Tiedemann & Girard for Legal Services  
**DEPARTMENT:** Office of Deputy Superintendent of Business and Operations

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**Background:**

The District has been contracting with Kronick, Moskovitz, Tiedemann & Girard for legal representation since 1997.

**Status:**

Kronick, Moskovitz, Tiedemann & Girard will continue to represent the district for legal issues. The rates are increasing by \$5 per hour. The rates increased by \$5-10 per hour in 2013-14.

**Presenter:**

Barbara Patterson

**Financial Impact:**

Current year:

Future years: N/A

Funding source:

**Materials/Films:**

None

**Other People Who Might Be Present:**

None

**Allotment of Time:**

Check one of the following:  Consent Calendar [ ] Action Item [ ] Information Item

**Packet Information:**

A copy of the proposed Legal Services Agreement is included in your packet.

**Recommendation:**

Administration recommends approval of the agreement with Kronick, Moskovitz, Tiedmann & Girard for legal representation.

## **AGREEMENT FOR LEGAL SERVICES**

This Agreement for Legal Services is entered into between Kronick, Moskovitz, Tiedemann & Girard, A Professional Corporation ("KMTG") and Rocklin Unified School District ("Client") as of the date last set forth herein.

By signing and returning this Agreement for Legal Services, Client indicates its acceptance of the terms set forth in this document.

### **1. SCOPE OF AGREEMENT**

Client retains KMTG to provide legal services to Client at the request of client.

### **2. DUTIES OF KMTG AND CLIENT**

#### **KMTG DUTIES**

KMTG shall provide those legal services reasonably required to represent Client in the matter described above. KMTG shall also take reasonable steps to keep Client informed of significant developments and to respond to Client's inquiries.

While the attorney with whom Client originally met may be primarily responsible for completing the work on Client's matter, that attorney may also delegate work to other attorneys, paralegals, law clerks and office personnel within KMTG, if he or she determines that such delegation is appropriate in representation of Client's interests. If Client so requests, Client will be consulted before any delegation is made.

KMTG may, with Client's prior consent, select and hire attorneys, investigators, consultants and experts to assist in the preparation and presentation of Client's case. While any such persons will report exclusively to KMTG to preserve the Attorney-Client and Attorney Work Product privileges, they will be employed by Client.

KMTG is not authorized or obligated to perform any services for Client until KMTG has received an original-signed copy of this Agreement for Legal Services from Client.

#### **CLIENT'S DUTIES**

Client shall be truthful with KMTG, cooperate with KMTG, keep KMTG informed of developments related to the subject matter for which Client has engaged KMTG, perform the obligations Client has agreed to perform under this Agreement, and pay statements from KMTG in a timely manner.

### **3. BILLING RATES**

Client agrees to pay for legal services at the rates set forth in the attached Schedule of Rates. KMTG's fees will be calculated based on those hourly rates, billed in increments of 1/4th hour for the legal staff involved, multiplied by the hours devoted on Client's behalf. These rates are subject to adjustment at the beginning of each fiscal year. KMTG will give written notice of rate adjustments at least thirty (30) days prior to the effective date thereof, and the new rates will be instituted only in consultation with Client. These rates are based principally on experience, specialization and training.

KMTG will charge for all time worked on a matter, including travel time portal-to-portal, time waiting in court, and time spent in meetings, unless otherwise agreed to in writing.

### **4. COSTS AND EXPENSES**

Whenever practical, Client shall directly pay for major costs and expenses in addition to KMTG's fees, either by advancing such costs or expenses to KMTG, or by paying third parties directly. Upon demand, Client shall advance funds to KMTG or directly pay third parties, as specified by KMTG.

In all other cases, Client shall reimburse KMTG for all costs and expenses incurred by KMTG, including, but not limited to, the following: costs of serving pleadings, filing fees and other charges assessed by courts and other public agencies, court reporters' fees, jury fees, witness fees, long distance telephone calls, messenger and other delivery fees, postage, photocopying, parking, mileage, travel expenses (including air fare at coach rates, lodging, meals, and ground transportation), research, investigation expenses, consultants' fees, expert witness fees, and other costs.

KMTG shall itemize all costs incurred on each periodic statement.

### **5. STATEMENTS**

KMTG shall send Client a statement for fees and costs incurred every month. However, when the fees and costs for a particular month are minimal, they may be carried over to the next month's statement. Client shall pay statements from KMTG within thirty (30) days after each statement's date.

KMTG's statements shall clearly state the basis thereof, including the amount, rate and basis for calculation (or other method of determination) of KMTG's fees.

KMTG shall provide a statement to Client, upon Client's request, no later than ten (10) days following the request. Client is entitled to make subsequent requests for statements at intervals of no less than thirty (30) days following the initial request.

**6. DISCLAIMER OF GUARANTEE**

By signing this Agreement, Client acknowledges that KMTG has made no promises or guarantees to Client about the outcome of Client's matter, and nothing in this Agreement shall be construed as such a promise or guarantee.

**7. DISCHARGE AND WITHDRAWAL**

Either party may terminate this Agreement upon written notice to the other party. If Client or KMTG elects to terminate this Agreement, KMTG shall be paid for all fees and costs that have accrued up to the time of termination.

KMTG and Client each agree to sign any documents reasonably necessary to complete KMTG's discharge or withdrawal.

**8. LEGAL ACTION UPON DEFAULT**

If Client does not pay the balance when due, or if Client breaches any other term of this Agreement, KMTG may demand that the entire unpaid balance be paid immediately and, as provided by law, commence any legal action for collection of the balance due.

Client and KMTG agree that all legal proceedings related to the subject matter of this Agreement shall be maintained in courts sitting within the State of California, County of Placer. Client and KMTG consent and agree that the jurisdiction and venue for proceedings relating to this Agreement shall lie exclusively with such courts. Further, the prevailing party in any such dispute shall be entitled to reasonable costs, including attorneys' fees.

**9. ARBITRATION OF FEE DISPUTE**

If a dispute arises between KMTG and Client regarding attorneys' fees or costs under this Agreement and KMTG files suit in any court, or begins an arbitration proceeding other than through the State Bar or a local bar association under Business and Professions Code Sections 6200-6206, Client will have the right to stay that suit or arbitration proceeding by timely electing to arbitrate the dispute through the State Bar or a local bar association under Business and Professions Code Sections 6200-6206. If Client elects to so arbitrate the dispute, KMTG will submit the matter to that arbitrator.

**10. COMPLETION OF SERVICES**

Upon the completion of KMTG's services, all unpaid charges for services rendered and costs incurred or advanced through the completion date shall become immediately due and payable.

**11. CLIENT FILES**

At Client's request, upon the termination of services under this Agreement, KMTG will promptly release all of Client's papers and property (subject to any applicable protective orders or non-disclosure agreements).

**12. DESTRUCTION OF CLIENT FILE**

If Client does not request the return of Client's papers and property, KMTG will retain Client's file for a period of seven (7) years from the last date of service in the matter described above. After seven (7) years, KMTG may have Client's file destroyed. Client acknowledges that it will not be notified prior to the destruction of its papers and property, and Client consents to the same. If Client desires to have Client's file maintained beyond seven (7) years after Client's matter is concluded, Client must make separate arrangements with KMTG.

**13. COMMENCEMENT OF SERVICES**

KMTG's obligation to provide legal services shall commence upon KMTG's receipt of a signed copy of this Agreement for Legal Services.

**14. COMMUNICATIONS**

Communications pursuant to this Agreement shall be sent to the following:

Client

Roger Stock, Superintendent  
Rocklin Unified School District  
2615 Sierra Meadows Drive  
Rocklin, CA 95677

KMTG

Michelle L. Cannon, Esq.  
Kronick, Moskovitz, Tiedemann & Girard  
400 Capitol Mall, 27<sup>th</sup> Floor  
Sacramento, CA 95814

**15. INSURANCE**

Pursuant to Business and Professions Code Section 6148, Client is hereby informed that KMTG maintains errors and omissions insurance coverage.

**16. MODIFICATION BY SUBSEQUENT AGREEMENT**

This Agreement may be modified only by a written instrument signed by both parties.

I understand and accept the foregoing terms.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Roger Stock, Superintendent  
ROCKLIN UNIFIED SCHOOL DISTRICT

DATE: \_\_\_\_\_

\_\_\_\_\_  
Michelle L. Cannon  
KRONICK, MOSKOVITZ, TIEDEMANN &  
GIRARD, A Professional Corporation

## SCHEDULE OF RATES

Shareholders/Of Counsel.....	\$215
Principals/Senior Associates .....	\$210
Associate Attorneys.....	\$205
Paralegals.....	\$135
Document Clerk/Law Clerk.....	\$135

### MMCA Litigation:

Shareholders/Of Counsel.....	\$205
Principals/Senior Associates .....	\$200
Associate Attorneys.....	\$195
Paralegals.....	\$130
Document Clerk/Law Clerk.....	\$130

Expenses, including mileage, long distance telephone charges, photocopying and delivery charges, will also be billed. A detailed schedule of these charges can be provided upon request. Our usual billing procedure is to submit a monthly itemization of the time and services charged with the names of the attorneys and paralegals whose time is being billed. However, we have a highly sophisticated and flexible billing system which can produce statements specific to each client's billing needs. Please let us know of any specific desires or needs you have in this respect.



ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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**SUBJECT:** Award Bids for Major Food Items and Paper Goods for the Nutrition Services Department for 2014-15.

**DEPARTMENT:** Office of the Deputy Superintendent, Business & Operations

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**Background:**

Nutrition Services staff participated in a collaborative bidding process with the Placer Union High School District, Nevada Joint Union High School District, Western Placer Unified School District and Auburn Union School District to get the most competitive prices on major food items and paper products.

**Status:**

The bid amount awarded to each vendor is based on estimated volume and is therefore only an estimate of the final contract amount.

**Presenter:**

Barbara L. Patterson

**Financial Impact:**

Current year:	The Danielsen Company	Estimated \$ 131,001.24
	Sysco	Estimated \$ 93,506.67
	Crown Distributing	Estimated \$ 108,679.50

Future years: NA

Funding source: Cafeteria Fund

**Materials/Films:**

None

**Other People Who Might Be Present:**

**Allotment of Time:**

Check one of the following:  Consent Calendar  Action Item  Information Item

**Packet Information:**

Bid spreadsheets from The Danielsen Company, Sysco and Crown Distributing.

**Recommendation:**

Award bids for major food items and paper goods to the Danielsen Company, Sysco Food Service and Crown Distributing.





**CROWN DISTRIBUTING - AWARDED BID '14-'15**

Item #	Description	Manf	Code #	Pack Size	Annual Use	Cst/unit	Extend
<b>Containers, Paper Goods</b>							
107-4994	1# Boats	Ample	FT100	1000	18	14.57	\$ 262.26
107-5002	2# Boats	Ample	FT200	1000	18	17.88	\$ 321.84
107-5012	5# Boats	Ample	FT500	500	25	25.00	\$ 625.00
103-3282	16 OZ 8-16 CLR Lid Micro (300)	Genpak	FP916	300	150	32.65	\$ 4,897.50
103-3270	16 OZ Micro Bowl BLK (300)	Genpak	FP016	300	150	38.18	\$ 5,727.00
144-1340	4 oz portion cup lids	Dart	400 PCL	2500	45	51.48	\$ 2,316.60
144-1344	4 oz portion cups	Dart	400 PC	2500	45	65.64	\$ 2,953.80
109-0504	6X6 HL Container (4/125)	Primelink	HL-66	500	150	60.35	\$ 9,052.50
109-1134	8 oz SPR Clear Lid - No Vent (500)	Dart	32CLR	1000	50	32.01	\$ 1,600.50
109-1005	8 oz SPR Squat Food Container(500)	Dart	8SJ32	500	100	26.79	\$ 2,679.00
199-0242	Bun Rack Cover 52x80 15 mic	Inteplast	BR52X80	50	10	28.93	\$ 289.30
138-0540	Dispenser Napkins Xpress Nap-Natural	SCA	DX906E	6000	30	42.40	\$ 1,272.00
124-0200	Film 18x2000	Import-STC	P/L	Roll	10	17.70	\$ 177.00
199-0032	Five Compartment Trays	Genpak	10500	500	1200	17.99	\$ 21,588.00
126-1038	Foil Roll Standard - 18x500	Import-STC	P/L	Roll	25	20.34	\$ 508.50
126-1006	Foil Sheets 10 3/4 x 12	Import-STC	P/L	6/500	10	57.49	\$ 574.90
140-3264	Fork Wrapped-Med Poly	Goldmax	22020	1000	700	11.98	\$ 8,386.00
100-1040	French fry Bag #8 White Grease Res.	Cal Paper	8138W	2000	10	13.90	\$ 139.00
109-2208	Lid for 1/2 alum pans 30 ga	Handi-Foil	204930	100	3	20.68	\$ 62.04
109-2218	Lid for full alum pans 45 ga	Handi-Foil	205045	50	3	23.01	\$ 69.03
109-2212	Pan Alum full steam-Deep 70 ga	Handi-Foil	201970	50	3	38.82	\$ 116.46
109-2204	Pan alum half steam-Deep 40ga	Handi-Foil	32140	100	3	27.99	\$ 83.97
199-0034	Pan Liners (16 x 24) 25#	Packer Label		1000	65	29.90	\$ 1,943.50
199-0320	Pan Saver 34X12 (100)	Pan Saver	42001	100	15	95.76	\$ 1,436.40
148-2006	Patty Paper	RMC	25152773	1000	70	6.57	\$ 459.90
107-2028	Pizza Box Sliced 2-Color Printed	Bayline	152622	100	700	30.99	\$ 21,693.00
107-2024	Pizza Boxes - 16" White Corrugated	Packer Label		50	5	17.93	\$ 89.65
145-0010	Pizza Stands-Table Type	Goldmax	20381	1000	3	21.55	\$ 64.65
140-3262	Spoon Wrapped-Med Poly	Goldmax	22021	1000	300	11.98	\$ 3,594.00
100-1076	ZIPIT 2.0 Bag, Gallon(1M)	P/L	R1013	10/100	5	109.12	\$ 545.60
100-1064	ZIPIT 2.0 Bag, Sandwich (1M)	P/L	R66	1000	50	36.54	\$ 1,827.00
<b>Miscellaneous</b>							
200-2002	Bleach Germicidal	Packer Label		6/Gal	35	10.88	\$ 380.80
200-0054	Comet Cleaner w/Bleach	Procter/Gamble	2287	8/qt	10	49.71	\$ 497.10
310-0608	Gloves, poly Large-boxed	Goldmax	1508	10/500	5	35.20	\$ 176.00
310-0604	Gloves, poly Medium-boxed	Goldmax	1509	10/500	5	35.20	\$ 176.00
310-0600	Gloves, poly Small-boxed	Goldmax	1510	10/500	2	35.20	\$ 70.40
310-0590	Gloves, Vinyl Powder Free Large	Goldmax	1552	10/100	25	49.61	\$ 1,240.25
310-0586	Gloves, Vinyl Powder Free Medium	Goldmax	1553	10/100	65	49.61	\$ 3,224.65
326-0006	Oven Mitts 17" Beige	P/L		Pair	25	8.29	\$ 207.25
200-2016	Palmolive Detergent	Palmolive	4910	Gallon	240	17.25	\$ 4,140.00
200-3030	Stainless Steel Polish (QT)	Genlabs		qt/12	120	9.65	\$ 1,158.00
200-0010	Tide HE Laundry Detergent Powder	Procter/Gamble	27791	4/113	10	86.20	\$ 862.00
200-0008	Tide w/bleach Laundry Detergent Powder	Procter/Gamble	42282	26#	15	79.41	\$ 1,191.15
						<b>Total</b>	<b>\$ 108,679.50</b>

ROCKLIN UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BRIEFING

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**SUBJECT:** Approval of School Steps, Inc. Contracts for 2014-2015 School Year  
**DEPARTMENT:** Special Education/Special Programs

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**Background:**

In past years, RUSD has partnered with Easter Seals to provide physical therapy (PT) services for our students with disabilities. In order to realize a significant savings (\$10,000 yearly) while maintaining a high level of quality in service, the Special Education Department has chosen to contract with School Steps, Inc. to provide PT services (.5 FTE) and occupational therapy (OT) services (.3 FTE) for the 2014-15 school year. Currently, RUSD services 27 students for physical therapy and 235 students are receiving OT services.

**Status:**

Request approval of the 2014-15 School Steps, Inc. contract(s).

**Presenter(s):**

Janna Cambra,  
Director of Special Education/Special Programs

**Financial Impact:**

Current Year: \$60,000 – Physical Therapy (PT)  
\$37,000 – Occupational Therapy (OT)  
Future Year: N/A  
Funding Source: Special Education

**Material/Films:**

None

**Other People Who Might Present:**

None

**Allotment of Time:**

Check one of the following:  Consent Calendar  Action Item  Information Item

**Packet Information:**

School Steps, Inc. Contract(s)

**Recommendation:**

Approval of the School Steps, Inc. contract(s) for the 2014-15 school year.

## **School Steps Inc**

1079 Sunrise Ave, Ste B-183

Roseville, CA 95661

Phone: (916) 764-0119 ; Fax: (916) 415-0120

### **Agreement for Contracted Services**

This agreement is entered into by and between **School Steps Inc [Company]** and **Rocklin Unified School District [Contracting Agency]** for the provision of services by **School Steps Inc** as an independent agent and not an employee of the Contracting Agency. **School Steps Inc** makes no claim any rights and/or benefits other than compensation put forth in this agreement.

#### **1. Dates of Service**

This contract is in effect from the date of signing through June 30, 2015.

#### **2. Scope of Work**

Special education related services (Physical Therapy), screenings, therapy, assessments, IEP meetings attendance (if held on agreed upon days of service), consultation, small group or direct contact. Additional assessments will result in an additional charge

#### **3. Payment & Billing**

**Rocklin Unified School District** agrees to pay **School Steps Inc** at the rate of \$85.00 per hour for Physical Therapy services.

Based on current estimated caseload **Rocklin Unified School District** has secured **School Steps Inc** to provide

- **Physical Therapy** services for 0.5 full-time equivalents (~20 hours per week) for the school year 2014-2015.

If the numbers of hours changes due to changes in workload, **School Steps Inc** will contact **Rocklin Unified School District** before providing additional services.

**School Steps Inc** will invoice **Rocklin Unified School District** for the agreed upon set hours at the end of each calendar month.

It is expected that **Rocklin Unified School District** will pay the invoice in full within 30 days of receiving the invoice via email. Should **Rocklin Unified School District** fail to pay within 45 days of receiving the invoice, interest rate of 10% per annum, compounded monthly, will be added to invoiced cost. The penalty will show as a line item on the next month's invoice. Every month beyond the original 45 days of delivery will incur an additional month's charge.

#### **4. Records**

**School Steps Inc** will maintain a complete set of detailed records with regard to work performed under this agreement. **School Steps Inc** will provide records, with a reasonable time, to the school district for review. **School Steps Inc** employees make no claim to the benefits **Rocklin Unified School District** provides to employees of **Rocklin Unified School District**.

**5. Status of Consultant**

This is not an employment agreement. **School Steps Inc** is an independent contractor and is responsible for all federal, state and local payroll taxes for and on behalf of **School Steps Inc** and those employed by **School Steps Inc**.

**Rocklin Unified School District** shall not provide worker's compensation insurance coverage for **School Steps Inc** employees.

**6. Background Check/ DOJ Clearance**

All of those in the employ of **School Steps Inc** who come in contact with students will have submitted their fingerprint live scan to the DOJ for clearance. Proof of clearance will be provided to **Rocklin Unified School District**.

**7. Cancellation**

This agreement may be cancelled by **School Steps Inc** or **Rocklin Unified School District** upon the giving of 60 days advance written notice. Such notice shall be delivered either in person or by United States Postal Service. In the event of cancellation, **School Steps Inc** shall be paid for all services rendered.

**8. Hold Harmless and Indemnification**

Each party agrees to indemnify and hold the other party harmless from all liability for damage, actual or alleged, to persons or property arising out of or resulting from negligent acts or omissions of the indemnifying party.

**9. Attorney Fees**

If any litigation is initiated to enforce or interpret this agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs.

**10. Severability**

In the event that any portion of this agreement is determined by a court of competent jurisdiction to be invalid or deemed unenforceable, the provision will be deemed void and the remainder of the agreement will continue in full force and effect.

**11. Non-Solicitation Agreement**

For good consideration and as an inducement for **School Steps Inc** (Company) to enter into contract with **Rocklin Unified School District**, the **Contacting Agency** hereby agrees not to directly or indirectly solicit any **School Steps Inc** employee with an offer or employment or an offer to enter into competing contract services for 1 year(s) following termination of employment from **School Steps Inc**. If this agreement is breached **Rocklin Unified School District** agrees to pay **School Steps Inc** a finder's fee the equivalent of 3 months compensation, including wages, benefits and retirement.

**12. Exclusivity**

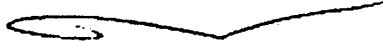
In a show of good faith in order to enter into this contract, School Steps Inc. agrees to not have any employees of School Steps Inc., who have been employed by Rocklin Unified School District within the previous year, render services on School Steps Inc.' behalf to Rocklin Unified School District.

**13. Unintended Closing**

Should school close on unscheduled days, for three days or more, Rocklin Unified School District will pay School Steps Inc. based the agreed upon rate of the contract.

School Steps Inc – William Delaney

\_\_\_\_\_  
Consultant / Contractor



\_\_\_\_\_  
Sign Name / Date

\_\_\_\_\_  
*Rocklin Unified School District*

\_\_\_\_\_  
*Signature of Representative / Date*



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#### **1. Dates of Service**

This contract is in effect from the date of signing through June 30, 2015.

#### **2. Scope of Work**

Special education related services (Occupational Therapy), screenings, therapy, assessments, IEP meetings attendance (if held on agreed upon days of service), consultation, small group or direct contact. Additional assessments will result in an additional charge

#### **3. Payment & Billing**

**Rocklin Unified School District** agrees to pay **School Steps Inc** at the rate of \$85.00 per hour for Occupational Therapy services.

Based on current estimated caseload **Rocklin Unified School District** has secured **School Steps Inc** to provide

- **Occupational Therapy** services for up to 0.3 full-time equivalents (~12 hours per week) for the school year 2014-2015.

If the numbers of hours changes due to changes in workload, **School Steps Inc** will contact **Rocklin Unified School District** before providing additional services.

**School Steps Inc** will invoice **Rocklin Unified School District** for the agreed upon set hours at the end of each calendar month.

It is expected that **Rocklin Unified School District** will pay the invoice in full within 30 days of receiving the invoice via email. Should **Rocklin Unified School District** fail to pay within 45 days of receiving the invoice, interest rate of 10% per annum, compounded monthly, will be added to invoiced cost. The penalty will show as a line item on the next month's invoice. Every month beyond the original 45 days of delivery will incur an additional month's charge.

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**12. Exclusivity**

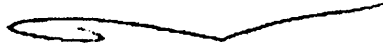
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School Steps Inc – William Delaney

\_\_\_\_\_  
Consultant / Contractor



\_\_\_\_\_  
*Sign Name / Date*

\_\_\_\_\_  
*Rocklin Unified School District*

\_\_\_\_\_  
*Signature of Representative / Date*

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

ROLL CALL VOTE REQUIRED

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**SUBJECT:** Mandated Cost Reimbursement for 2014-15  
**DEPARTMENT:** Office of the Deputy Superintendent of Business & Operations

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**Background:**

For years now, the State has not met its legal obligation to local education agencies to reimburse them for costs incurred for State mandated programs, even after the State lost a lawsuit in 2008. The court ordered the Legislature in the future to comply with the constitutional requirements of Article XIII B, Section 6, by fully funding state mandated programs and to forego the practice of deferring payment to school districts and offices of education. However the Court does not have the authority to order the Legislature to pay the outstanding liabilities.

In an effort to simplify the mandate reimbursement claim process, the Mandates Block Grant (MBG) was established in 2012 by Senate Bill (SB) 1016, Section 71, (amended by SB1028) and is available to county offices of education, school districts, and charter schools that elect to participate. In 2013-14, the High School Graduation Requirement mandate was added to the block grant and included an additional \$50 million to the appropriation for a total of \$216.6 million. In 2014-15, six additional mandates were added: Charter Schools IV, Developer Fees, Uniform Complaint Procedures, Williams Case Implementation I, II and III, Parental Involvement Programs and Public Contract but provided no additional funding.

If the District chooses to participate in the MBG, it must submit a Letter of Intent to CDE by September 2, 2014. This is an annual election.

**Status:**

Local Educational Agencies (LEAs) have the option of either: 1) taking the block grant funding based on average daily attendance (ADA) or 2) continuing to submit claims for reimbursement of actual costs.

K-12 districts are projected to receive \$28 per ADA under the MBG for K-12 and an additional \$56 per ADA for grades 9-12; however, if necessary, funding will be proportionately reduced to match available funding.

The district can still file a claim for the Behavior Intervention Plan mandate for 2014-15.

Although the district will receive less funding under the MBG, it is administration's recommendation to participate as the district will receive the cash in the 2014-15 school year. The State has again omitted appropriating funding for the mandated reimbursement claim process in the 2014-15 adopted budget.

The enacted State budget provides \$400.5 million in one-time funds as a down payment on outstanding mandate debt owed to K-12 Local Education Agencies (LEAs) (which equates to \$66 per ADA). The Budget trailer bill includes intent language that school districts prioritize these funds for implementation of the Common Core State Standards (CCSS), though a district can use these funds for any one-time purpose, as determined by the governing board.

**Presenter:** Barbara Patterson

**Financial Impact:**

Current year: Est. \$407,064  
Future years:  
Funding source: State

**Materials/Films:** None

**Other People Who Might Be Present:** None

**Allotment of Time:**

Check one of the following:  Consent Calendar  Action Item  Information Item

**Packet Information:**

Information is included in your packet.

**Recommendation:**

Staff recommends that the District participate in the Mandate Block Grant for 2014-15 and file a claim for reimbursement for the BIP mandate.

## Mandated Cost Analysis Claim Process vs. Block Grant

Year	Claim Process	Block Grant*	HSGR Mandate Claim Estimate	Total
07-08**	\$ 667,066			
08-09**	593,950			
09-10	589,313			
10-11	601,778			
11-12	596,540			
12-13 (5 year avg.)***	609,729	Actual \$ 299,247	\$ 434,006	\$ 733,253
13-14 (5 year avg.)	609,729	Actual	409,254	
14-15 (Projected)	594,974	Projected	407,064	

\* Block grant became an option beginning with the 2012/13 fiscal year.

\*\* Collective Bargaining claims totaled \$54,822 and \$32,713 for 2007/08 and 2008/09, respectively (the last years of significant collective bargaining costs)

\*\*\* High School Graduation Requirement (HSGR) is rolled into the block grant beginning in the 2013/14 fiscal year (projected \$103,341).

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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**SUBJECT:** Resolution: 14-15-04 - Approval of Resolution – Eligibility Renewal Application-State & Federal Surplus Property Program

**DEPARTMENT:**Facilities & Operations

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**Background:**

The Rocklin Unified School District is currently eligible to participate in the State and Federal Surplus Property Program, a program that allows the District to view and obtain state and federal surplus property.

**Status:**

It is recommended that we renew our application and the State's Eligibility Renewal Application and Resolution has been completed and attached for Board approval.

**Presenter:**

Sue Wesselius

**Financial Impact:**

Current year: None  
Future years:  
Funding source:

**Materials/Films:**

None

**Other People Who Might Be Present:**

None

**Allotment of Time:**

Check one of the following:  Consent Calendar  Action Item  Information Item

**Packet Information:**

Eligibility Renewal Application, State and Federal Surplus Property Program

**Recommendation:**

Staff recommends that the Board approve and adopt the Eligibility Renewal Application for State and Federal Surplus Property Program and Resolution and authorize the Senior Director, Facilities & Operations to sign the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction" on its behalf.



Governor Edmund G. Brown Jr.

**ELIGIBILITY RENEWAL APPLICATION STATE & FEDERAL SURPLUS PROPERTY PROGRAM**

A. Name of the Organization Rocklin Unified School Dist. Telephone 916 624 2428  
Address 2615 Sierra Meadows Dr City Rocklin Zip 95677  
Fax Number 916 624 7246 E-mail Address swesselius@rocklin.k12.ca.us

Organization is a: PUBLIC GOVERNMENTAL AGENCY PRIVATE AGENCY/ORGANIZATION  
    A. Conservation     A. Homeless Program  
    B. Economic Development     B. Private Education - ADA  
  X C. Education - ADA 11,332     C. Private Health  
    D. Parks & Recreation     D. Older Americans Act for Sr. Citizens  
    E. Public Health     E. Other, Explain  
    F. Public Safety  
    G. Other, Explain

Number of Service Sites 16  
Total Number of Clients Served Each Day    

**RESOLUTION**

B. "BE IT RESOLVED by the Governing Board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reverse side of this form."

NAME (Print or type)	TITLE	SIGNATURE*	E-MAIL ADDRESS
<u>Sue Wesselius</u>	<u>Sr. Dir. Facil.&amp;Ops,</u>	<u>   </u>	<u>swesselius@rocklin.k12.ca.us</u>
<u>David Dick</u>	<u>Teacher</u>	<u>   </u>	<u>ddick@rocklin.k12.ca.us</u>
<u>Thomas Douglass</u>	<u>Teacher</u>	<u>   </u>	<u>tdouglass@rocklin.k12.ca.us</u>
<u>Kristopher Harper</u>	<u>Teacher</u>	<u>   </u>	<u>kharper@rocklin.k12.ca.us</u>
<u>Mary Dick</u>	<u>Teacher</u>	<u>   </u>	<u>mdick@rocklin.k12.ca.us</u>

\*Note: All signatures must be in original form. No copied or stamped signatures.

The above resolution was PASSED AND ADOPTED this     day of     20     by the Governing Board of the:  
    by the following vote: AYES:     NOES:     ABSENT:    

I, Greg Daley Clerk of the Governing Board known as    

Do hereby certify that the foregoing is a full, true, and correct resolution adopted by the governing board of the above named organization at the meeting thereof held at its regular place of meeting on the date and by the vote above stated, a copy of said resolution is on file in the principal office of the Governing Board.

Signed by:    

NOTE: ALL LOCAL GOVERNMENT & NON-PROFIT INCORPORATED ORGANIZATIONS HAVE A GOVERNING BOARD, THEREFORE COMPLETE ONLY SECTIONS "A" & "B". THE FOLLOWING SECTION "C" IS FOR STATE AGENCIES ONLY.

C. AUTHORIZED BY:      
Printed Name and Title of Chief Administrative Officer  
     
Signature of Chief Administrative Officer     Date    

STATE OF CALIFORNIA AGENCIES ARE REQUIRED TO PROVIDE THEIR STATE BILLING CODE#    

**FOR STATE SURPLUS AGENCY USE ONLY**

Renewal Application Approved     Renewal Application Disapproved      
Date:     Signed:



**CERTIFICATIONS AND AGREEMENTS INCLUDING TERMS, CONDITIONS,  
RESERVATIONS AND RESTRICTIONS) TO BE INCLUDED ON  
AGENCY ISSUE OR DISTRIBUTION DOCUMENT**

**A) The Donee Certifies That:**

- 1) It is a public agency; or an approved non-profit institution or organization, exempt from taxation under Section 501 of the Internal Revenue Code of 1986; within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the General Services Administration (GSA).
- 2) The property is needed and will be used by the recipient for carrying out for the residents of a given political area one or more public purposes, or, if a nonprofit tax-exempt institution or organization or 8(a) business, the property is needed for and will be used by the recipient for educational or public health purposes, or for programs for older individuals, or for business purposes. The property is not acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the State, except with prior approval of the CSASP.
- 3) Funds are available to pay any and all costs and charges incidental to the receipt of surplus property, and that property is not being acquired for any other use(s) or purpose(s), is not for sale. The fee schedule is available upon request from the CSASP.
- 4) Any transaction shall be subject to the nondiscrimination regulations governing the donation of federal surplus personal property issued under Title VI of the Civil Rights Act of 1964 (41 USC 2000d-2000d-4a), as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, section 303 of the Age Discrimination Act of 1975, and the Civil Rights Restoration Act of 1987.
- 5) If the Donee is designated by the Federal Small Business Administration 8(a) Program as a socially and economically disadvantaged small business and the SBA and CSASP have both determined the Donee is eligible to receive federal surplus property as a donation, the Donee certifies that the property acquired is needed and will be used solely for the conduct of the Donee's business enterprise: and the Donee certifies to A. (3), (4) and (5).

**B) The Donee Agrees to the Following Federal Conditions:**

- 1) All items of property, other than items with a unit acquisition cost of \$5000 or more and passenger motor vehicles, regardless of acquisition cost, shall be placed in use for the purpose(s) for which it was acquired within one year or receipt, and shall be placed in continuous use for one year from the date the property was placed in use. In the event the Donee does not place the property in use, or continuous use, the Donee shall immediately notify the CSASP, and, at the Donee's expense, make the property available for transfer or other disposal as directed by the CSASP.
- 2) Special handling or use limitations as are imposed by Federal GSA on any item(s) under which the item(s) are being allocated to the Donee.
- 3) In the event the Donee does not use the property as required by Sections C (1) and (2) below, at the option of the GSA, title and right to the possession of such property shall revert to the United States of America and, upon demand, the Donee shall release such property to such person as GSA or its designee shall direct.

**C) The Donee Agrees to the Following Conditions Applicable to Items with a Unit Acquisition Cost of \$5,000 or More and Passenger Motor Vehicles, Regardless of Cost. Except Vessels 50 Feet or More in Length and Aircraft Regardless of Acquisition Cost:**

- 1) The property shall be placed in use within one year of receipt, and shall be used only for the purpose(s) for which it was acquired and for no other purpose(s).
- 2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which it is acquired for a period of 18 months from the date the property is placed in use, except for such item(s) of major equipment for which the CSASP designates a further period of restriction.
- 3) In the event the property is not so used as required by Sections C (1) and (2), at the option of the CSASP, title and right to the possession of such property shall, at the option of the CSASP, revert to the State of California, and the Donee shall release such property to such person as the CSASP shall direct.

**D) The Donee Agrees to the Following Terms, Reservations and Restrictions:**

- 1) From the date it receives the property and throughout the time period(s) imposed by Sections B and C (as applicable) remain in effect, the Donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently, for use outside the State of California, without the prior approval of GSA or the CSASP. The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when the GSA or the CSASP authorizes such action, shall be remitted promptly by the Donee to GSA or the CSASP, as applicable. If the Donee takes action in ignoring or disregarding the foregoing restrictions after the date the Donee received the property and before expiration of the time periods imposed by Sections C or D as applicable, at the option of the GSA or the CSASP, the Donee shall pay to the GSA or the CSASP any proceeds derived from the disposal, and/or the fair market or rental value of the property at the time of such unauthorized disposal as determined by the GSA or the CSASP as applicable.
- 2) If at any time, from the date the Donee receives the property throughout the time periods by Sections B and C as applicable, the Donee determines that some or all of the property is no longer suitable, usable, or further needed for the purpose(s) for which it was acquired, the Donee shall promptly notify the CSASP and shall, as directed by the CSASP, return the property to the CSASP, or release the property to another Donee or another state agency, or a department or agency of the United States, or sell or otherwise dispose of the property. The Donee shall remit the proceeds from the sale promptly to the CSASP.
- 3) The Donee shall make reports to the CSASP which shall state the use, condition, and location of the property, and shall report on other pertinent matters as may be required from time to time by the CSASP.
- 4) At the option of the CSASP, the Donee may abrogate the conditions set forth in Section B and the terms, reservations and restrictions pertaining in Section D by payment of an amount as determined by the CSASP.

**E) The donee Agrees to the Following Conditions, Applicable to all Items of Property:**

- 1) The property acquired by the Donee is on an "As is," "where is" basis, without warranty of any kind.
- 2) If the Donee carries insurance against damages to or loss of property due because of fire or other hazards, and the damage to, loss or destruction to donated property with unexpired terms, conditions, reservations or restrictions, occurs, the CSASP will be entitled to reimbursement from the Donee out of the insurance proceeds, in an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated property.

**F) Terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document executed by the authorized Donee representative are applicable to the donation of Aircraft and Vessels of 50 Feet or more in length having an acquisition cost of \$5,000 or more in length or more, regardless of the purpose for which acquired.**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

This certification is required by the General Services Administration regulations implementing Executive Order 12549-41 CFR 105-68 – for all lower tier transactions meeting the requirements stated at 41 CFR 105-68.110.

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage section of rule implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitation for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NAME OF DONEE APPLICANT**

Rocklin Unified School District

**NAME AND TITLE OF AUTHORIZED REPRESENTATIVE**

Sue Wesselius, Senior Director, Facilities & Operations

**SIGNATURE**

**DATE**

**ASSURANCE OF COMPLIANCE WITH GSA REGULATIONS UNDER TITLE VI OF  
THE CIVIL RIGHTS ACT OF 1964, SECTION 606 OF TITLE VI OF THE FEDERAL  
PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949, AS AMENDED,  
SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED,  
TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AS AMENDED  
AND SECTION 303 OF THE AGE DISCRIMINATION ACT OF 1975**

Rocklin Unified School District, (hereinafter called the "donee"),  
(Name of donee organization)

**HEREBY AGREES THAT the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.**

**The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and, this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.**

Date \_\_\_\_\_ Rocklin Unified School District  
Donee Organization

BY \_\_\_\_\_  
(President/Chairman of the Board  
or comparable authorized official)

Rocklin Unified School District  
2615 Sierra Meadows Drive  
Rocklin, CA 95677  
Donee Mailing Address

ROCKLIN UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BRIEFING

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SUBJECT: School Opening Report  
DEPARTMENT: Educational Services

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**Background:**

Tuesday, August 19, 2014, marked the beginning of the 2014-15 school year for RUSD students. Preparations and planning throughout the summer months have helped to ensure a smooth opening of our schools for a successful 2014-15 school year.

**Status:**

A power point presentation will be provided regarding school opening and related activities.

**Presenters:**

Deborah Sigman

**Financial Impact:** N/A

Current year:  
Future years:  
Funding source:

**Materials/Films:**

None

**Other People Who Might Present:**

Barbara Patterson, Karen Huffines, Martin Flowers, Sue Wesselius, Mike Fury, Colleen Slattery

**Allotment of Time:**

Check one of the following: [ ] Consent Calendar [ ] Action Item [X] Information Item

**Packet Information:**

Power point presentation

**Recommendation:**

This is an information item only.

# **SCHOOL OPENING 2014-15 SCHOOL YEAR**

**Rocklin Unified School District  
Board of Trustees Meeting  
August 20, 2014**

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# Overview of Presentation

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- Enrollment
- Staffing
- Facilities
- Technology
- Professional Learning and Development Opportunities
- Additional Readiness Activities

# Enrollment

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- General Fund
  - First Day enrollment will be provided as a verbal update
  - Staff will be closely monitoring enrollment daily for the first 10 days.
  - Budgeted enrollment was 11,201 (excluding RICA students).
  
- RICA
  - First Day enrollment will be provided as a verbal update
  - Budgeted enrollment was 96 students

# Inter-District Transfers Trend

	2010-11	2011-12	2012-13	2013-14 (as of 11/6/13)	2014-15 (as of 8/12/14)
Students coming to RUSD	578	664	732	642	573
Students leaving RUSD	346	416	460	488	447
Net gain to RUSD	232	248	272	154	126
Net gain (loss) over prior year		16	24	-118	-28



# Human Resources-New Hires

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- Classified      812 Applications      13 Hires
- Certificated    1182 Applications      42 Hires
- Management    156 Applications      8 Hires

# FACILITIES & OPERATIONS

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- Whitney High School added classrooms for ROTC and are ready for occupancy
- The exteriors of three schools (Rocklin, Parker Whitney and Twin Oaks) were completely repainted
- Sites are clean and ready for students and staff
- Grounds and fields are trimmed and mowed
- Mulch has been applied for moisture control
- Fiber was added to all playgrounds to meet state requirements
- Cooling has been programmed to operate during school hours
- Maintenance has completed over 400 work orders during the summer

All schools are clean, safe and ready.

# Technology Services

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- Phases 2-4 District Wireless Plan
  - 339 Wireless access points installed across all district sites
  - 78 network switches replaced (38% of existing network infrastructure equipment)
  - Every classroom has WiFi for 2014-15 start of school
  - Libraries, Multi-purpose, Gymnasiums, and Administration buildings (Estimate by 9/30)

# Technology Services

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- Chromebooks
  - 41 carts on the way
  - 47 total carts
- 1,692 new devices in students' hands
- Schoology K-6
- Naviance, Google Apps, Catapult
- Building Capacity
  - Additional Computer Maintenance
  - Technology Service Desk
  - K-8 site assignments

# District-Wide Professional Development Day

---

- August 14, 2014
- All RUSD K-12 Teachers and Principals
- 16 different professional learning opportunities
  - Literacy
  - Technology
  - Math
  - 1st Responder Training
- Feedback Survey Results

# CPM Training

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- Twenty-two grade 6-12 teachers attend the CPM training held in Davis August 4 – 7
  - 12 teachers -Math 6 (piloting in 2014-15)
  - 3 teachers -Math 7. A SV math teacher served as one of the CPM trainers.
  - 2 teachers - Math 8.
  - 4 teachers –Integrated I course including our secondary math Teacher on Special Assignment (TOSA)
- Initial feedback

# Additional Readiness Activities

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- District Leadership Team
  - Strategic Plan Review
  - Local Control Accountability Plan Review
- Site Clerical/Office Support
- New Teacher Induction
- Maintenance and Operations
- Transportation
- Nutrition Services
- Building community engagement and collaboration amongst Staff

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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**SUBJECT:** Strategic Planning Update

**DEPARTMENT:** Office of the Coordinator of Family and Community Engagement, and Strategic Planning

---

**Background:**

Beginning in January 2014, Planning and Action teams met and collectively created a mission statement as well as a series of statements on beliefs, objectives, strategies and parameters. Action Teams convened between February and early May, with the purpose of translating strategic concepts into actionable plans. On May 21, the Board of Trustees approved the proposed RUSD Strategic Plan. Cabinet reviewed the Strategic Plan Actions and based on feedback from the District Planning Team, selected the following actions for implementation in the 2014-15 school year.

**Status:**

Skott Hutton, Coordinator of Family and Community Engagement, and Strategic Planning, will provide an overview of the process, including planning progress, update frequency and next steps.

**Presenter:**

Skott Hutton

**Financial Impact:**

Current year:  
Future years:  
Funding source:

**Materials/Films:**

None

**Other People Who Might Be Present:**

NA

**Allotment of Time:**

Check one of the following:  Consent Calendar  Action Item  Information Item

**Packet Information:**

Strategic Planning PowerPoint; Executive Summary Document

**Recommendation:**

NA



## RUSD Strategic Planning Executive Summary

**Strategy I** - We will create student academic growth through dynamic, relevant and increasingly challenging learning experiences.

	Actions	Owner	Status
1.1	<i>Implement literacy practice within and across content areas as the foundation for teaching and learning based on adopted California State Standards.</i>	Deb Sigman	
1.2	Education experiences will promote learning that is engaging, dynamic, authentic and focused on application based knowledge.	Deb Sigman	
1.3	Appropriate technology tools and resources are integrated to support effective instruction and learning.	Mike Fury	
1.4	Measure academic growth through the use of a variety of multifaceted assessments.	Deb Sigman	

**Strategy II** - We will provide a variety of opportunities for all students to become healthy, self aware, resilient and high-functioning adults.

	Actions	Owner	Status
2.1	Foster healthy relationships and interactions by developing both intra and inter-personal skills.	Karen Huffines	
2.2	Coordinate district wide resources to counsel students on long term planning and goal setting.	Marty Flowers	
2.3	Provide opportunities to explore and pursue college and career readiness.		
2.4	Ensure deeply engaging and creatively stimulating learning experiences that lead to successful and fulfilled lives.		
2.5	Support, motivate and positively guide struggling students toward long term goals.	Deb Sigman	
2.6	Facilitate school-home communication and involvement to ensure continuity and support toward student growth and development.		
2.7	Identify and implement strategies for healthy, appropriate, and responsible cyber ethics that promote positive online identities and interactions.		
2.8	Promote a district wide health education curriculum to reinforce the health and well-being of each student and staff member by addressing the physical, mental, emotional, and social dimensions of health.		

 Indicates Activated Actions

## RUSD Strategic Planning Executive Summary

**Strategy III-** We will continuously build individual and organizational capacity, and seek additional resources and partnerships to fulfill our mission.

	Actions	Owner	Status
3.1	Develop a centralized support system to lead and create partnerships for professional learning.	Deb Sigman	
3.2	Create and implement a plan for blended professional development.	Deb Sigman	
3.3	Establish a comprehensive, collaborative, and continuous instructional support system for teachers to enhance personal learning and growth.		
3.4	Establish a comprehensive, collaborative, and continuous instructional support system for district leaders to enhance personal learning and growth.		
3.5	Establish a comprehensive, collaborative, and continuous instructional support system for support staff to enhance personal learning and growth.		
3.6	Increase funding through grant writing and establishing partnerships to enhance the learning environment for staff and students.		

**Strategy IV-** We will enhance student growth through local partnerships that provide learning opportunities and community service experiences.

	Actions	Owner	Status
4.1	Centralize existing district wide service learning activities.		
4.2	Foster healthy relationships and interactions between RUSD and business and community service organizations.	Skott Hutton	
4.3	Provide a structured format that allows ongoing professional development for teachers in the service learning arena.		
4.4	Create and establish a formal way to acknowledge students' completion of the service learning program.		

**Strategy V-** We will have regular, consistent, proactive systems of clear communication that improve organizational efficiency engage the community and promote our District.

	Actions	Owner	Status
5.1	Ensure systemic, district-wide communication protocols and policies for all audiences, including employees, parents, students and the community.	Skott Hutton	
5.2	Ensure district employees have the necessary information for effective communication with stakeholders.		
5.3	Ensure frequent information to, and interaction with, the community and stakeholders.		
5.4	Develop a RUSD brand that communicates a consistent message, style and tone.		
5.5	Engage key stakeholders – staff, students, parents, businesses and the community – with information that empowers them to communicate effectively about the district.	Skott Hutton	



Indicates Activated Actions

# RUSD Strategic Plan



## Board of Trustees

**Skott Hutton**

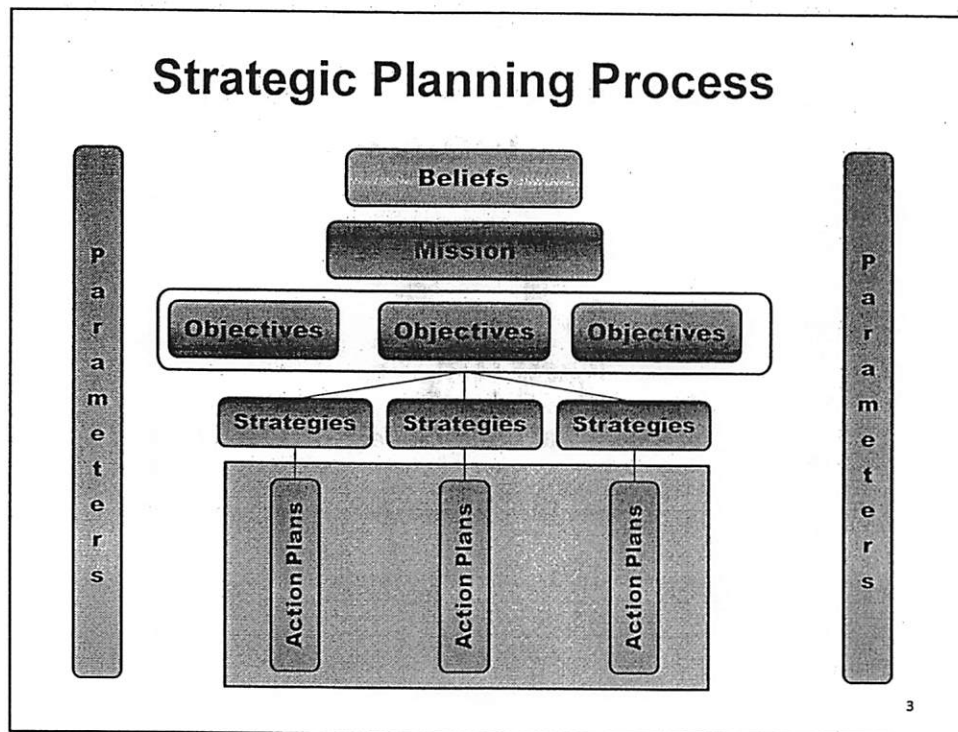
Coordinator of Family/Community Engagement & Strategic Planning  
August 20, 2014

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## Purpose of Strategic Planning

*Launch Rocklin Unified School District to the next phase of excellence using a very intentional and collaborative process based on local values and convictions, and proactively maintain our system to ensure relevance in our ever changing world...*

2



## Mission

*The mission of Rocklin USD, the cornerstone and leader of educational excellence, is to ensure each student becomes a well-rounded individual who thrives intellectually and develops unique strengths to pursue and achieve personal ambitions while contributing to a dynamic world through a school system distinguished by*

- a culture of innovation, collaboration and high expectations
- inspired personal learning and growth
- respect and support for all who serve our students
- vital partnerships throughout our community.

## Measures of Success

Each student will...

- A. Engage in authentic learning experiences
- B. Demonstrate continuous progress toward increasingly challenging academic goals
- C. Find his or her passion as a learner
- D. Acquire skills to conquer challenges and build healthy relationships
- E. Learn the value of contributing to community through active participation

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## Strategies

We will....

- #1 Create student academic growth through dynamic, relevant and increasingly challenging learning experiences
- #2 Provide a variety of opportunities for all students to become healthy, self-aware, resilient and high-functioning adults
- #3 Continuously build individual and organizational capacity, and seek additional resources and partnerships to fulfill our mission
- #4 Enhance student growth through local partnerships that provide learning opportunities and community service experiences
- #5 Have regular, consistent, proactive systems of clear communication that improve organizational efficiency, engage the community and promote our District

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## Action Planning

*Specific operational plans of action, developed in order to translate conceptual strategies into reality...*

*27 Actions adopted*

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## Activated Actions

	Actions	Owner
1.1	Implement literacy practice within and across content areas as the foundation for teaching and learning based on adopted California State Standards.	Deb Sigman
1.2	Education experiences will promote learning that is engaging, dynamic, authentic and focused on application based knowledge.	Deb Sigman
1.3	Appropriate technology, tools and resources are integrated to support effective instruction and learning.	Mike Fury
1.4	Measure academic growth through the use of a variety of multifaceted assessments.	Deb Sigman

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## Activated Actions

	Actions	Owner
2.1	Foster healthy relationships and interactions by developing both intra and inter-personal skills.	Karen Huffines
2.2	Coordinate district wide resources to counsel students on long term planning and goal setting.	Marty Flowers
2.3	Provide opportunities to explore and pursue college and career readiness.	
2.4	Ensure deeply engaging and creatively stimulating learning experiences that lead to successful and fulfilled lives.	
2.5	Support, motivate and positively guide struggling students toward long term goals.	Deb Sigman
2.6	Facilitate school-home communication and involvement to ensure continuity and support toward student growth and development.	
2.7	Identify and implement strategies for healthy, appropriate, and responsible cyber ethics that promote positive online identities and interactions.	
2.8	Promote a district wide health education curriculum to reinforce the health and well-being of each student and staff member by addressing the physical, mental, emotional, and social dimensions of health.	

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## Activated Actions

	Actions	Owner
3.1	Develop a centralized support system to lead and create partnerships for professional learning.	Deb Sigman
3.2	Create and implement a plan for blended professional development.	Deb Sigman
3.3	Establish a comprehensive, collaborative, and continuous instructional support system for teachers to enhance personal learning and growth.	
3.4	Establish a comprehensive, collaborative, and continuous instructional support system for district leaders to enhance personal learning and growth.	
3.5	Establish a comprehensive, collaborative, and continuous instructional support system for support staff to enhance personal learning and growth.	
3.6	Increase funding through grant writing and establishing partnerships to enhance the learning environment for staff and students.	

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## Activated Actions

	Actions	Owner
4.1	Centralize existing district wide service learning activities.	
4.2	Foster healthy relationships and interactions between RUSD and business and community service organizations.	Skott Hutton
4.3	Provide a structured format that allows ongoing professional development for teachers in the service learning arena.	
4.4	Create and establish a formal way to acknowledge students' completion of the service learning program.	

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## Activated Actions

	Actions	Owner
5.1	Ensure systemic, district-wide communication protocols and policies for all audiences, including employees, parents, students and the community.	Skott Hutton
5.2	Ensure district employees have the necessary information for effective communication with stakeholders.	
5.3	Ensure frequent information to, and interaction with, the community and stakeholders.	
5.4	Develop a RUSD brand that communicates a consistent message, style and tone.	
5.5	Engage key stakeholders – staff, students, parents, businesses and the community – with information that empowers them to communicate effectively about the district.	Skott Hutton

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## **Quarterly Reports**

### **Schedule:**

Each November, February, April and September

### **Status:**

- Implementation status of each Activated Action for both district and sites
- Examples of work in progress or completed

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## **Annual Report**

### **Schedule:**

Each November

### **Includes:**

- Presentations by key stakeholders
- District and site review of work by Action
- Quantitative/Qualitative metrics associated with our Measures of Success
- Conclusions

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## Site Planning

### 2014-15 Rollout:

August - December: Breen/Sierra/Twin Oaks

January – June: Parker Whitney/GOMS/Valley View

### Strategic Planning Kickoff Dates:

Sierra – September 3 & 4 (Seavey Center)

Twin Oaks – September 8 & 9 (Seavey Center)

Breen – September 18 & 19 (William Jessup)

### Status:

- Internal Facilitators Identified
  - Grace McCarty (Breen)
  - Rose Caballero (Sierra)
  - Leza Davis (Twin Oaks)
- Planning Teams established
- Vital Signs binders in development

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## RUSD Strategic Plan



### Board of Trustees

Skott Hutton

Coordinator of Family/Community Engagement & Strategic Planning

August 20, 2014

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ROCKLIN UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BRIEFING

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**SUBJECT:** Summer School Report on Extended School Year (ESY), English Learner (EL) Summer School (grades K-8), and High School Credit Recovery Summer School/ESY for the 2013-14 School Year

**DEPARTMENT:** Educational Services

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**Background:**

The Extended School Year (ESY) for preschool through sixth grade identified special needs students, Summer School Program for English Learners in grades K-8 and Summer School/ESY for identified students requiring academic support in grades 7-12 have been successfully completed for the 2013-14 school year.

**Status:**

Jennifer Kaiser, Extended School Year Principal, will provide the Board with an informational report on these programs offered to students from June 16 through July 11, 2014. Kym Milisci was the Principal for the grades 7-12 Summer School.

The Rocklin Unified School District (RUSD) 2014 Summer School session for High School Credit Recovery/ESY was highly successful, with 98% of the students receiving credit. The session included students in grades 7 – 12 from both general and special education (ESY). Data relating to overall student enrollment and credit earning is included in the attached power point.

The elementary/middle school session of summer school included English learners (EL) Kindergarten through 8<sup>th</sup> grade and ESY for pre-school through 6<sup>th</sup> grade. In addition to classes, the elementary site also provided Designated Instructional Services for speech and occupational therapy. The overall student enrollment was 269; with 124 students in the EL classes, 24 in pre-school, and 121 in the special education classes. All students who participated in the summer school programs had opportunities to further their learning in their areas of need. Some examples of students' areas of need are reading, writing, communication, social skills, and learning English. Further data related to enrollment, staffing, and curriculum are included in the attached power point.

**Presenter(s):**

Deborah Sigman and Jennifer Kaiser

**Financial Impact:** N/A

Current Year:

Future Year:

Funding Source:

**Material/Films:**

None

**Other People Who Might Be Present:**

None

**Allotment of Time:**

Check one of the following:  Consent Calendar  Action Item  Information Item

**Packet Information Item:**

Power point presentation

**Recommendation:**

This is an information item only.

## Overview of EL Summer School and Elementary ESY 2014

1. **Programs**  
English Language Learners Kindergarten thru 8<sup>th</sup> grade  
Special Education classes, speech, OT, PT, APE and pre-school
2. **Students**  
269 total students, 124 EL students, 121 Special Education students, and 24 pre-school students
3. **Staff**  
Principal, Clerk, 20 teachers, 8 support staff, 37 instructional aides, 32 high school volunteers, and this year we were fortunate to have 10 students from Sac State's teacher credential program on campus volunteering.
4. **GLAD Training** took place during the last 2 weeks of summer school. During the first week 16 primary teachers were trained and during the second week 21 intermediate teachers were trained for a total of 37 teachers.
5. **Curriculum**  
EL students worked from the "Camp Can Do" program along with ELA and Math. The special education classes focused on the student's goals and objectives. Many teachers picked themes like camping, marine animals and baseball to focus their teaching on. The 4<sup>th</sup>-6<sup>th</sup> grade SH classes continued their Community Based Instruction with field trips to Barnes and Noble and REI.
6. **Extra Curricular Activities**  
This summer the students participated in 2 field days playing soccer, having relay races and going through obstacles courses. We continued our tradition of patriotism with a whole school "sing along" for the 4<sup>th</sup> of July. We wrapped up summer school with 2 days of Sami Circuit, a motivational assembly program focusing on fitness and health.

# **Extended School Year (ESY) Summer School Report 2014**

**Rocklin Unified School District  
Board of Trustees Meeting  
August 20, 2014**

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*Presented by:  
Deborah Sigman and  
Jennifer Kaiser*



# Programs

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- **Elementary Programs:**
  - English Language Development (ELD)
  - Special Education, Special Day Classes (SDC)
  - Special Education, Related Services: Speech-Language Therapy, Occupational Therapy (OT), Physical Therapy (PT), Adapted Physical Education (APE)
- **Secondary Programs:**
  - Math: Geometry or Algebra
  - English Language Arts: Levels 1-3
  - Science: Physical Science or Biology
  - Social Sciences: Geography, U.S. History, or World History

# Staff and Students

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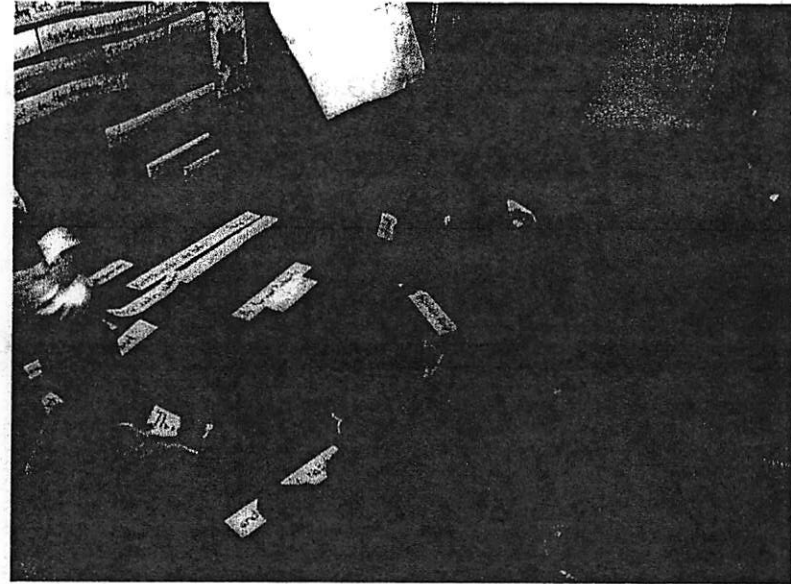
- Elementary Students (269):
  - English Language Learners (ELL): 124
  - Special Education: 121 Elementary, 24 Preschool
- Elementary Staff
  - Principal, clerk, 20 teachers, 8 support staff, 37 instructional aides, 32 high school volunteers, and 10 student volunteers from the teacher credentialing program at California State University, Sacramento.
- Secondary Students (594):
  - Special Education: 69
  - General Education: 525
- Secondary Staff:
  - Principal, clerk, and 55 certificated, classified, and support staff.



# English Language Development

---

- Students participated in this innovative four-week program which reinforces vocabulary development, reading comprehension, and literacy skills, called "Camp Can Do."
- A GLAD teacher training took place during the last two weeks of summer school; 37 teachers completed the program, including 16 primary and 21 intermediate.



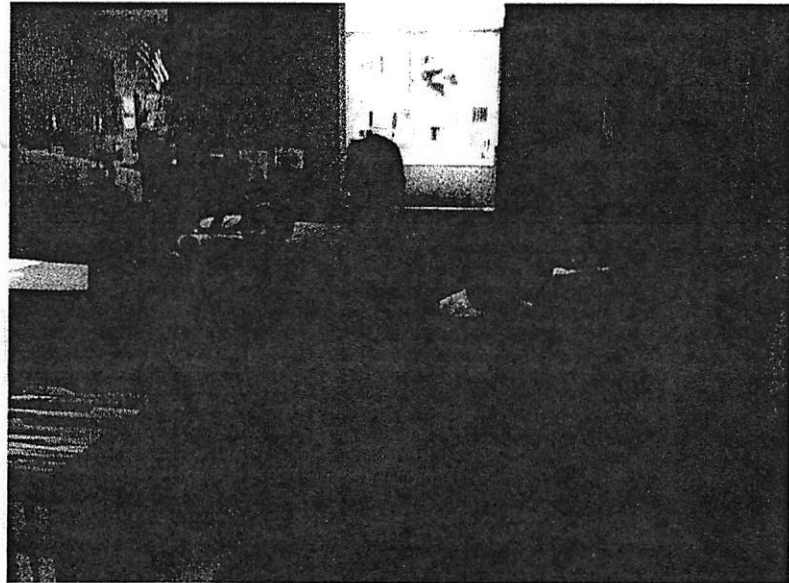
# Special Education

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Special education classes focused on individual students' IEP goals and objectives.

Several teachers used thematic teaching techniques, which included themes such as camping, animals, and baseball.

The 4th-6th grade severely handicapped (SH) classes continued Community Based Instruction (CBI) with field trips to Barnes & Noble and REI.



# Elementary School Wide Activities

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- Field day activities included soccer, relay races, and obstacles courses.
- Whole school sing-along for Independence Day
- Sami Circuit, a motivational assembly program focusing on fitness and health.

# Secondary Highlights

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## ➤ Curriculum Theme

- Rigor
- Further development of student skills for success on the new assessments
- Activities required students to participate in Writing, Inquiry, Collaboration, Organization, and Reading to ensure effective first instruction.

## ➤ Credit Recovery

- 98% of students (525) achieved their goal of credit recovery

# Secondary Highlights

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- Credit Recovery
  - 94% or 32 of 34 Resource Specialist Program students successful in earning credit
- Special education students continued to develop skills for independence and career readiness, as well as social development for continued progress and achievement.
- Favorite moment from Whitney H.S. - Independent Living Skills (ILS) teacher :

*“The ILS class had the theme of the Great Outdoors. Our students built a solar oven in which they baked mini pizzas from scratch and made s'mores.”*

# Next Steps

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- Review 2014 Summer School Program for further indicators of success
- Consider effectiveness measures when developing 2015 Summer School Program

## PENDING BOARD AGENDA ITEMS

August 2014

Agenda Item	Administrator	Board Meeting
Approve Quarterly Report on Williams Uniform Complaints	Sigman	July
Resolution Delegating Barbara Patterson as Representative and Roger Stock as Alternate Representative to Joint Powers Board for SIG	Patterson	July
Approve Expulsion Hearing Panel for Upcoming School Year	Sigman	June/July
Approve Non-Public School and Agency Master Contracts for the Upcoming School Year	Sigman	July
Summer School Report	Sigman/Staff	August
Yearly Adoption of Tax Report for CFD No. 1 and No. 2 <i>(not needed in 2009)</i>	Patterson	July/August
Information and Related Actuarial Reports on Workers' Compensation Claims & Health/Welfare Benefits for Retired Employees After 65 <i>(not needed in 2009)</i>	Patterson	August
Biannual Review BP 9270 - Conflict of Interest	Patterson	August 2014
School Readiness Report	Sigman/Staff	August (1 <sup>st</sup> Mtg)
Approve District Certification of Unaudited Actuals	Patterson	August/September
Resolution Establishing Appropriation Limitation (Gann)	Patterson	August/September
Hold Public Hearing and Approve Resolution Affirming Sufficient Textbooks and Instructional Materials <i>(post Notice of Public Hearing 10 days in advance; required by the 8<sup>th</sup> week of the start of school)</i>	Sigman	September/October
Student Assessment Report (API)	Sigman/Staff	September/October
Approve Quarterly Report on Williams Uniform Complaints	Sigman	October
Set Date for Annual School Board Organizational Meeting	Stock	November/December
First Interim Report	Patterson	December
Organizational Board Meeting/Special Presentation to Board President	Stock	December
Audit Report	Patterson	December
Schedule Goal Setting Workshop	Stock/Staff	January
Approve Quarterly Report on Williams Uniform Complaints	Sigman	January
*LCAP Public Hearing	Sigman	January
Budget Assumptions & Priorities	Patterson	February

Review Possible Negotiation Issues and Establish Direction from the Board for District's Proposal ( <i>closed session</i> )	Slattery	February
Identify Teachers for Non-Reelection; Prepare Letters of Notification ( <i>March 1st Mtg - Closed Session</i> )	Slattery	February ( <i>2<sup>nd</sup> Mtg</i> )
Present Draft School Year Calendar ( <i>two years out</i> )	Slattery	March
*Facilities-Use Policy/Practice and Schedule of Fees	Wesselius	May
Sierra College Report (Rocklin Graduates)	Sigman	March/April
Approve School Year Calendar ( <i>two years out</i> )	Slattery	March
Annual Board Action Regarding Distribution of Non-Reelection Letters	Slattery	March ( <i>1st Mtg</i> )
Finalize District's Proposal and Prepare for Sunshining Process	Slattery	March ( <i>1st Mtg</i> )
Notify the Board in writing by April 1; complete Performance Evaluation for the Superintendent, per contract schedule	Stock/Board	March
Approve Annual Resolution Authorizing the Release of Free/Reduced Lunch Information for STAR Testing	Sigman	March
Consolidated Application (Part 2)	White/Huffines	March
Certification of Temporary Athletic Team Coaches	Slattery	March
Approve Second Interim Report	Patterson	March
Special Education Update	Cambra	March
Approve Safe School Plans ( <i>Action Item</i> )	White/Huffines	March ( <i>2nd Mtg</i> )
*Canine Drug Dog Report	Sigman	May
Budget Update/Information	Patterson	March/April
Annual Personnel Update – Renewal of Contracts for Site Administrators ( <i>Closed Session</i> )	Sigman	April
Approve Quarterly Report on Williams Uniform Complaints	Sigman	April
Annual Review of Master Plan/Nexus Study ( <i>Bi-annual-even numbered years</i> )	Wesselius	April/May
Developer Fee Update ( <i>Bi-annual-even numbered years</i> )	Wesselius	April/May
Review/Plan Strategic Priorities for Upcoming School Year	Sigman/Stock	April/May
Approve Summer School Principals Contingent on State Funding ( <i>include on Certificated Personnel Report</i> )	Sigman	April/May
Review of BP/AR 5116.1 – Intradistrict Open Enrollment as required by Ed Code 35160.5 ( <i>must be completed by July 1</i> )	Sigman	May/June



Approve Waivers for Special Education Students Who Passed the Math Portion of the CAHSEE With Modifications	Cambra/Sigman	May
Provide Retiree Benefit Update	Patterson	May
Present Tentative Budget and Budget Priorities	Patterson	May
Classified Categorical Layoff <i>(if necessary)</i>	Slattery	May
Final Board Action Regarding Administrative Reassignments or First Year Prob/Temp Teachers	Slattery	May
Approve CIF Representatives for Upcoming School Year	Stock	May/June
Special Recognition to Student Representatives	Stock/Staff	May (2 <sup>nd</sup> Mtg)
Approve Board Meeting Dates for Upcoming School Year	Stock	May/June
Approve Resolution for Interfund Transfers of Special or Restricted Fund Monies	Patterson	May
Complete Superintendent's Performance Evaluation and Update Contract	Stock/Board	May/June
Resolution Authorizing End-of-Year Budget Transfers <i>(Consent Calendar)</i>	Patterson	June
Resolution Delegating Certain Contracting Powers to the Superintendent or Designee <i>(Consent Calendar)</i>	Wesselius	June
Approve Consolidated Applications (Part 1/Part 2)	White/Huffines	June
Hold Public Hearing and Approve Final Budget	Patterson	June
Authorization to Dispose of Surplus Property	Wesselius	June
Approve Single Plan for Student Achievement <i>(previously known as School Improvement Plan)</i>	White/Huffines	June
EPA Spending Plan	Patterson	June
Summer School Program Report	Sigman/Staff	July/August

\* Denotes a non-annual/one-time only agenda item.