

# 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 – SEPTEMBER 3, 2014 – 7:00 P.M.

### 1.0 CALL TO ORDER

### 2.0 ROLL CALL

### 3.0 PLEDGE OF ALLEGIANCE

### 4.0 SPECIAL RECOGNITIONS/PRESENTATIONS

4.1 Whitney High School Air Force Jr AFROTC Colonel Michael A. Fernandez for being named the 2014 Regional Outstanding Instructor of the Year by the United States Air Force (Presenter: Marty Flowers)

5.0 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.)

### 6.0 COMMENTS FROM STUDENT REPRESENTATIVE(S)

### 7.0 COMMENTS FROM BOARD AND SUPERINTENDENT

8.0 ACTION ITEMS - 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.

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

8.1.1 Aug 20, 2014 (Regular Session)

8.2 **APPROVE CERTIFICATED PERSONNEL REPORT** – Request to approve personnel items included on the Certificated Personnel Report. (Colleen Slattery)

8.3 **APPROVE CLASSIFIED PERSONNEL REPORT** – Request to approve personnel items included on the Classified Personnel Report. (Colleen Slattery)

8.4 **APPROVE RENEWAL ANNUAL MAINTENANCE CONTRACT WITH RAY MORGAN COMPANY FOR CANON COPIERS 2014-15**

8.5 **APPROVE SCHOOLWORKS, INC. CONTRACT 2014-15**

8.6 **BIANNUAL REVIEW OF BOARD BYLAW (bb) 9270 CONFLICT OF INTEREST** – Request to hold a biannual review of BB 9270 (Barbara Patterson)

8.7 **APPROVE OVERNIGHT FIELD TRIP(S)** – Request to approve the following overnight fieldtrip(s). (Deborah Sigman)

- 8.7.1 Twin Oaks Elementary, Grade 5 students to attend overnight field trip to Walker Creek Ranch, in Marin County, CA (September 15 – 18, 2014).
- 8.7.2 Sierra Elementary, Grade 5 students to attend overnight field trip to Walker Creek Ranch, in Marin County, CA (October 13 – 17, 2014).
- 8.8 **ACCEPT DONATIONS** – Request to accept the following donations. (Barbara Patterson)
  - 8.8.1 Student materials for the TK program from James Golly to Antelope Creek Elementary School.
  - 8.8.2 \$26.75 from the distribution of payment from donors through TRUIST to Cobblestone Elementary School.
  - 8.8.3 \$245 from Kristi Hoisington through the PG&E Corporation Foundation to Cobblestone Elementary School.
  - 8.8.4 \$1,187.11 from Square 1 Art from a school fundraiser to Cobblestone Elementary School.
  - 8.8.5 Variety of tool steel from Glen Shrigley of El Dorado Molds to Rocklin High School.
  - 8.8.6 \$3,000 for Project Lead the Way from NextEd to Rocklin High School.
  - 8.8.7 \$200 from the Rocklin Public Safety Volunteers to Ruhkala Elementary School.
  - 8.8.8 \$50 from the Rocklin Historical Society to Ruhkala Elementary School.
  - 8.8.9 \$200 on behalf of Christie Binford through the Kaiser Community Giving Campaign to Ruhkala Elementary School.
  - 8.8.10 \$1,221 from Noodles & Company for a fundraising event to Sierra Elementary School.
  - 8.8.11 Donation of time spent on painting projects by Bayside Church at Sierra Elementary School.
  - 8.8.12 \$200 from Darcy Fujroka through the Kaiser Permanente Community Giving Program to Sierra Elementary School.
  - 8.8.13 \$200 from Kristine Lang through the Wells Fargo Community Support Program to Sierra Elementary School.
  - 8.8.14 \$1,800 from Whitney HS Booster Club to the World Language Department at Whitney High School.
  - 8.8.15 \$250 from Rocklin Youth Soccer Club to the Graphics Department at Whitney High School.
  - 8.8.16 \$600 from Kimberley Higa through the Wells Fargo Giving Program to Whitney High School.
  - 8.8.17 \$400 from Lozano Smith for the staff barbecue.
  - 8.8.18 \$1,000 from Kronick Moskovitz Tiedemann & Girard for the staff barbecue.
  - 8.8.19 \$500 from Economics & Planning Systems, Inc. for the staff barbecue.
  - 8.8.20 \$500 from Houghton Mifflin Harcourt for the staff barbecue.
- 9.0 **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.
  - 9.1 **APPROVE BOARD POLICY (BP) AND ADMINISTRATIVE REGULATION** - Request to approve a revision to the following policy and regulation (Deborah Sigman)
    - 9.1.1 AR1312.3 Uniform Complaint Procedures
  - 9.2 **APPROVE ADMINISTRATIVE REGULATION (AR)** – Request to approve the following regulations (Colleen Slattery)
    - 9.2.1 AR 4117.14 Postretirement Employment
    - 9.2.2 AR 4317.14 Postretirement Employment
- 10.0 **INFORMATION AND REPORTS**
  - 10.1 **NEW SUBSTITUTE PLACEMENT AND ABSENCE MANAGEMENT SOFTWARE (AESOP) UPDATE** – Colleen Slattery
  - 10.2 **ENGLISH LEARNER PROGRESS REPORT** – Deborah Sigman
  - 10.3 **WATER CONSERVATION UPDATE** – Sue Wesselius

- 11.0 **PENDING AGENDA** – This is the time to place future items on the Pending Agenda.
- 12.0 **CLOSED SESSION** – The Board will adjourn to closed session regarding the following matters:
  - 12.1 *Conference with Legal Counsel – Existing Litigation* as authorized by Government Code section 54956.9 (Sacramento Court Case No. SA-CE-2562-E)
  - 12.2 *Public employee discipline/dismissal/release pursuant* to Government Code section 54957.
  - 12.3 *Conference with Labor Negotiators* as authorized by Government Code Section 54957.6:  
District Representative(s): Roger Stock, Superintendent  
Barbara Patterson, Deputy Superintendent, Business and Operations  
Colleen Slattery, Assistant Superintendent, Human Resources
  - 12.4 *Conference with Legal Counsel – Anticipated Litigation*
  - 12.5 *Public Employee Performance Evaluation* as authorized by Government Code 54957 (Position: Superintendent).
- 13.0 **RECONVENE TO OPEN SESSION**
- 14.0 **REPORT OF ACTION TAKEN IN CLOSED SESSION**
- 15.0 **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 17, 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 29, 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 29th day of August 2014 in Rocklin, California.

Brenda Meadows  
Administrative Assistant  
Rocklin Unified School District

**ROCKLIN UNIFIED SCHOOL DISTRICT**

**Item 4.1  
SPECIAL RECOGNITION  
September 3, 2014**

**Board Agenda – Special Recognition**

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**SUBJECT:** Michael A. Fernandez, Colonel, USAF (Ret)  
**DEPARTMENT:** Office of the Director of Secondary Programs and School Leadership

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**Background:**

The *Leadership Laboratory Activity 2014* (formerly known as the Summer Leadership School) was held at Whitney High School on July 28 through August 8, 2014. Members of the Junior Reserve Officer Training corps (California 954<sup>th</sup> Cadet Group) participated in various leadership activities led by Colonel Michael Fernandez. At the conclusion of the Leadership Laboratory Activity 2014, Colonel Fernandez was recognized by the Air Force as the Outstanding Instructor for Region Four of Air Force Junior Reserve Officer Training. The region includes all JROTC units in an eleven state area.

**Status:**

The Board of Trustees will recognize and honor Colonel Fernandez for receiving the *Outstanding Instructor Award* for Region Four and to thank him for the leadership and passion he continues to provide to the District's Air Force Junior ROTC program.

**Presenter(s):**

Marty Flowers, Director of Secondary Programs and School Leadership

**Financial Impact: N/A**

Current Year:

Future Year:

Funding Source:

**Material/Films:**

None

**Other People Who Might Present:**

None

**Allotment of Time:**

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

**Packet Information Item:**

None

**Recommendation:**

Special Recognition

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



Item 8.1  
**CONSENT**  
September 3, 2014

**AUGUST 20, 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 20, 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*;  
   Skott Hutton, *Coordinator*; Janna Cambra, *Director*; Elisabeth Davidson, *Principal*;  
   LaQuita Ulrich, *Program Specialist*; Jennifer Kaiser, *Program Specialist*

3.0 **PLEDGE OF ALLEGIANCE** – The Whitney High School AFJROTC Color Guard along with 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:

Comments: Jerry Mitchell, a community member and organizer of a local community group promoting the United States Constitution, explained how he and others in the group distribute brochures and flyers regarding the Constitution at local business. They give out approximately 30 per week. He is seeking direction on how to proceed to put these in the high schools and perhaps middle schools as well. Mr. Lowell introduced him to Deborah Sigman to provide him guidance on his request. Steve Paul commented that Mr. Mitchell was the Mayor of Rocklin in 1991 and has continually been an active member of the community and thanked him for his support of the community.

5.0 **COMMENTS FROM BOARD AND SUPERINTENDENT** – Comments: Camille: Congratulations to everyone from last week – teacher orientation and in-services. She commented she enjoyed the 1<sup>st</sup> day of school. She extended congratulations to all for their efforts to open school. She congratulated Barbara Scott as the newly elected RTPA President. Steve Paul attended Food Services, Grounds, and

Transportation In-service meetings along with the New Teacher Induction. Everyone was engaged and excited. Steve also saw the Special Education staff at their in-service. Good year – good start to the school year. He congratulated Beth Davidson as the new Spring View Middle School Principal. Greg Daley noted he missed the New Teacher Induction but visited schools on Friday. He made note that Lindsay Wong was mentioned by English Learner staff about what a great job she is doing. He commented on how hard the office staff and administrators are working to assist parents and all the grounds look great. Wendy Lang stated she didn't make New Teacher Induction but attended Food Service and Transportation in-service meetings. She also visited campuses today and will get out to more schools this week. Wendy said the barbeque was wonderful. Nice to see everyone there at Whitney High School. Much appreciation to Food Services for all their help. Todd Lowell commented it felt like there was no summer and here we are in day 2. He attended Sierra College President's Breakfast and noted it well attended by leadership from throughout the region and many opportunities for K-14 students. Roger Stock extended his thanks to all employees, staff, administrators and expressed his excitement to have the kids back.

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)

A MOTION was made by Steve Paul and seconded by Wendy Lang to approve the Consent Calendar. Motion passed unanimously by the following roll call vote: Maben – aye, Paul – aye, Lang – aye, Daley – aye, Lowell – aye.

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

7.1 **MANDATED COST REIMBURSEMENT**– A MOTION was made by Greg Daley and seconded by Wendy Lang to approve participation in the Mandated Block Grant program for 2014-15 and file a claim for reimbursement for the Behavior Intervention Plan (BIP) mandate. Motion passed unanimously.

7.2 **RESOLUTION 14-15-04 – A RESOLUTION ADOPTING ELIGIBILITY RENEWAL APPLICATION, FOR STATE AND FEDERAL SURPLUS PROPERTY PROGRAM** – – A MOTION was made by Steve Paul and seconded by Camille Maben to approve the adoption

of the resolution regarding the Eligibility Renewal Application for State and Federal Surplus Property. Motion passed unanimously.

## 8.0 **INFORMATION AND REPORTS**

### 8.1 **SCHOOL OPENING REPORT – (Deborah Sigman, Barbara Patterson, Karen Huffines, Martin Flowers, Mike Fury, Sue Wesselius, Colleen Slattery)**

Information was provided by Cabinet members on work done to open the 2014-15 school year, including the deployment of wireless Internet access to all classrooms, enrollment, facilities, staffing, professional development, and readiness activities.

### 8.2 **STRATEGIC PLANNING UPDATE – (Skott Hutton)**

Comments: Detailed information was given to the Board with an overview and update on the Strategic Plan including actions plans being worked on in 2014-15. Breen, Sierra, and Twin Oaks Elementary Schools are leading off-site strategic planning this September.

### 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)**

Comments: Deborah Sigman along with Elementary Summer School Principal Jennifer Kaiser provided in-depth informational data to the Board on the 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. All students who participated in the summer school programs had the opportunity to further their learning in their areas of need such as reading, writing, communication, social skills, and learning English. Ninety-eighty percent (98%) of the high school students earned credits this summer.

## 9.0 **PENDING AGENDA** – No items were placed on the pending agenda.

## 10.0 **CLOSED SESSION** – The Board adjourned to Closed Session at 8:25 p.m. 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** – President Lowell reconvened the meeting to open session.

## 12.0 **REPORT OF ACTION TAKEN IN CLOSED SESSION** – No action was taken in closed session.

## 13.0 **ADJOURNMENT** – President Lowell adjourned the meeting at 10:07 p.m.



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



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**CERTIFICATED/MANAGEMENT PERSONNEL REPORT**

**NEW HIRE:**

1. Stacy Baker, 1.0 FTE Elementary Teacher, Breen Elementary
2. Colin Brown, 0.50 FTE Social Science Teacher, Victory High School
3. Hilary Edwards, 0.50 FTE Elementary Teacher, Sierra Elementary
4. Tod Furtado, 1.0 FTE Spanish Teacher, Whitney High School
5. Jennifer Hampleman, K-6 Teacher (Hourly), Rocklin Independent Charter Academy
6. Whitney Lum, 1.0 FTE Art Teacher, Whitney High School
7. Lauren Santoro, 7-8 Teacher (Hourly), Rocklin Independent Charter Academy

**RECLASSIFICATION/CHANGE IN ASSIGNMENT:**

8. Elizabeth Sturgeon, Language Arts Teacher (Hourly) at Rocklin Independent Charter Academy to 0.50 FTE Language Arts Teacher at Whitney High School

**REQUEST FOR LEAVE OF ABSENCE:**

9. Erin Henshaw, 1<sup>st</sup> Grade Teacher, Sunset Ranch Elementary, 9/2/14 – 10/6/14
10. Joanne Evers, Elementary VAPA Teacher, District 8/20/14 – 9/30/14
11. Kimberly Cornett, Science Teacher, Granite Oaks Middles School, 8/14/14 – 12/19/14

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**CLASSIFIED PERSONNEL REPORT**

**NEW HIRES:**

1. Name: Renee Maranzino Effective: 08/07/14  
Position: School Clerk Site: Whitney High School  
Salary: CSEA, Range 30, Step A Funding: General  
Hours: 6.5 Hours/Day  
Days: 10.5 Months/Year
  
2. Name: Deanna Masterson Effective: 08/19/14  
Position: Instructional Aide I Site: Antelope Creek Elementary  
Elementary K-6 Funding: General  
Salary: Non-Rep, Range 1, Step A  
Hours: 3.75 Hours/Day  
Days: 10 Months/Year
  
3. Name: Michele Bobrowsky Effective: 08/19/14  
Position: Food Services Worker I Site: Rocklin High School  
Salary: CSEA, Range 21, Step A Funding: Cafeteria Fund  
Hours: 1.6 Hours/Day  
Days: 10 Months/Year
  
4. Name: Georgina Whitley Effective: 08/19/14  
Position: Food Services Worker I Site: Spring View Middle School  
Salary: CSEA, Range 21, Step A Funding: Cafeteria Fund  
Hours: 3 Hours/Day  
Days: 10 Months/Year
  
5. Name: Susan Benson Effective: 08/19/14  
Position: Computer Center Technician Site: Twin Oaks Elementary  
Salary: CSEA, Range 27, Step C Funding: General  
Hours: 4 Hours/Day  
Days: 10 Months/Year
  
6. Name: William Pitts Effective: 08/19/14  
Position: Discipline Technician Site: Whitney High School  
Salary: Non-Rep, Range 4, Step C Funding: General  
Hours: 8 Hours/Day  
Days: 10 Months/Year
  
7. Name: Kathleen Yach Effective: 08/19/14  
Position: Food Services Worker I Site: Parker Whitney Elementary  
Salary: CSEA, Range 21, Step A Funding: Cafeteria Fund  
Hours: 2 Hours/Day  
Days: 10 Months/Year

**ROCKLIN UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES**

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8. Name: Julianne Schulz  
Position: Instructional Aide I -  
Elementary K-6  
Salary: Non-Rep, Range 1, Step A  
Hours: 3 Hours/Day  
Days: 10 Months/Year  
Effective: 08/19/14  
Site: R.I.C.A.  
Funding: General Fund
9. Name: Katherine Felkins  
Position: Special Ed Aide II  
Salary: CSEA, Range 27, Step A  
Hours: 6 Hours/Day  
Days: 10 Months/Year  
Effective: 08/19/14  
Site: Rocklin High School  
Funding: General
10. Name: Patricia Cotton  
Position: Library Aide  
Salary: Non-Rep, Range 2, Step A  
Hours: .3 Hours/Day  
Days: 10 Months/Year  
Effective: 08/19/14  
Site: Rock Creek Elementary  
Funding: General
11. Name: Bryan Givens  
Position: Special Ed Aide II  
Salary: CSEA, Range 27, Step A  
Hours: 3 Hours/Day  
Days: 10 Months/Year  
Effective: 08/19/14  
Site: Spring View Middle School  
Funding: General
12. Name: John Galli  
Position: Special Ed Aide II  
Salary: CSEA, Range 27, Step A  
Hours: 3 Hours/Day  
Days: 10 Months/Year  
Effective: 08/19/14  
Site: Parker Whitney Elementary  
Funding: General
13. Name: Cortney Nusz  
Position: Special Ed Aide II  
Salary: CSEA, Range 27, Step A  
Hours: 6 Hours/Day  
Days: 10 Months/Year  
Effective: 08/19/14  
Site: Rocklin High School  
Funding: General
14. Name: Christina Eister  
Position: Instructional Aide I  
Elementary K-6  
Salary: Non-Rep, Range 1, Step A  
Hours: 3.75 Hours/Day  
Days: 10 Months/Year  
Effective: 08/19/14  
Site: Rocklin Elementary  
Funding: General
15. Name: Erin Azarfahimi  
Position: Food Services Worker I  
Salary: CSEA, Range 21, Step A  
Hours: 2 Hours/Day  
Days: 10 Months/Year  
Effective: 08/25/14  
Site: Rocklin High School  
Funding: Cafeteria Fund

**ROCKLIN UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES**

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16. Name: Jodi Neiman  
Position: Instructional Aide I -  
Elementary K-6  
Salary: Non-Rep, Range 1, Step A  
Hours: 2.83 Hours/Day  
Days: 10 Months/Year  
Effective: 08/25/14  
Site: Ruhkala Elementary  
Funding: General
17. Name: Tracey Eidsath  
Position: Data, Assessment, and  
Evaluation Specialist  
Salary: CSEA, Range 54, Step A  
Hours: 8 Hours/Day  
Days: 12 Months/Year  
Effective: 09/02/14  
Site: District Office  
Funding: General

**RECLASSIFICATIONS:**

18. Name: Tracy Rissanen  
Position: Food Services Worker III  
Salary: CSEA, Range 31, Step F  
Hours: 8 Hours/Day  
Days: 10 Months/Year  
Effective: 08/19/14  
Site: Spring View Middle School  
Funding: Cafeteria Fund
19. Name: Terri Allen  
Position: Special Ed Aide II  
Salary: CSEA, Range 27, Step E  
Hours: 6 Hours/Day  
Days: 10 Months/Year  
Effective: 08/19/14  
Site: Spring View Middle School  
Funding: General
20. Name: Holly Bellamy  
Position: Special Ed Aide II  
Salary: CSEA, Range 27, Step D  
Hours: 6 Hours/Day  
Days: 10 Months/Year  
Effective: 08/19/14  
Site: Spring View Middle School  
Funding: General
21. Name: Valerie Blevins  
Position: Special Ed Aide I  
Salary: CSEA, Range 24, Step A  
Hours: 3 Hours/Day  
Days: 10 Months/Year  
Effective: 08/20/14  
Site: Valley View Elementary  
Funding: General

**UNPAID LEAVE OF ABSENCE:**

22. Name: Lea Obermire  
Position: Special Ed Aide I  
Site: Breen Elementary School  
Hours: 3 Hours/Day  
Effective: 08/25/14  
Comments: Through 02/20/15

**ROCKLIN UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES**

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**RESIGNATIONS:**

23. Name: Debra Strandberg  
Position: Food Services Worker I  
Site: Granite Oaks Middle School  
Hours: 2 Hours/Day  
Effective: 07/18/14
  
24. Name: Amy Hope  
Position: Special Ed Aide II  
Site: Breen Elementary  
Hours: 3.5 Hours/Day  
Effective: 08/05/14
  
25. Name: Lisa Montano  
Position: Special Ed Aide I  
Site: Rocklin High School  
Hours: 6 Hours/Day  
Effective: 08/05/14
  
26. Name: Marla Tawls  
Position: Instructional Aide I – P.E.  
Site: Rocklin Elementary  
Hours: 3 Hours/Day  
Effective: 08/05/14
  
27. Name: Melissa Spackman  
Position: Instructional Aide I  
Site: Sunset Ranch Elementary  
Hours: 2.67 Hours/Day  
Effective: 08/07/14
  
28. Name: Kathie Nevins  
Position: Library Aide  
Site: Victory High  
Hours: 3.5 Hours/Day  
Effective: 08/11/14
  
29. Name: Andrea Sawyer  
Position: Food Services Worker I  
Site: Antelope Creek Elementary  
Hours: 2 Hours/Day  
Effective: 08/14/14
  
30. Name: Mary Teri White  
Position: Food Services Worker I  
Site: Rocklin High School  
Hours: 1.6 Hours/Day  
Effective: 08/15/14

**ROCKLIN UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES**

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- 31. Name: Camile Stricklin  
Position: Special Ed Aide II  
Site: Rocklin High School  
Hours: 6 Hours/Day  
Effective: 08/18/14
  
- 32. Name: Angie Gardner  
Position: Library Aide  
Site: Granite Oaks Middle School  
Hours: 3.9 Hours/Day  
Effective: 08/18/14
  
- 33. Name: James Daily Jr.  
Position: Groundskeeper II  
Site: Maintenance Department  
Hours: 8 Hours/Day  
Effective: 08/22/14
  
- 34. Name: Carrie Caughey  
Position: Instructional Aide – P.E.  
Site: Valley View Elementary  
Hours: 2.4 Hours/Day  
Effective: 08/28/14
  
- 35. Name: Vivienne Rowe  
Position: Attendance Clerk  
Site: Rocklin High School  
Hours: 8 Hours/Day  
Effective: 08/29/14
  
- 36. Name: Janice George  
Position I: Special Ed Aide I  
Position II: Instructional Aide  
Site: Granite Oaks Middle School  
Hours I: 3 Hours/Day  
Hours II: .75 Hours/Day  
Effective: 08/29/14
  
- 37. Name: Mary Dickinson  
Position: Special Ed Aide II  
Site: Whitney High  
Hours: 6 Hours/Day  
Effective: 08/30/14

**RETIREMENT:**

- 38. Name: Cao Carl Huynh  
Position: Night Custodian  
Site: Rocklin High School  
Hours: 8 Hours/Day  
Effective: 10/01/14



ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

**SUBJECT:** Renew Annual Maintenance Contract with Ray Morgan Company for Canon Copiers  
2014-15

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

---

**Background:**

The district has contracted with Ray Morgan Company for the maintenance of the District's Canon copiers.

**Status:**

Annual renewal of maintenance contract for all district Canon copiers at a cost-per-copy rate of .0052.

**Presenter:**

Barbara L. Patterson

**Financial Impact:**

Current year: Approximately \$75,962

Future years:

Funding source:

**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:** None

**Recommendation:**

Administration recommends the renewal of the annual contract with Ray Morgan Company for the maintenance of district Canon copiers.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

**SUBJECT:** Approve Contract with SchoolWorks, Inc.

**DEPARTMENT:** Office of the Senior Director, Facilities & Operations

**Background:**

Rocklin Unified School District has a contract with SchoolWorks, Inc. to provide technical support and data update support for Facilities SchoolWorks 2014-15 software.

**Status:**

Our contract is renewable annually for maintenance of facilities planning software.

**Presenter:**

Sue Wesselius

**Financial Impact:**

Current year: \$15,500.00  
Future years:  
Funding source: Developer fees

**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:**

Copy of 2014-15 SchoolWorks, Inc. GIS Services contract attached.

**Recommendation:**

Administration recommends that the Board approve the contract with SchoolWorks, Inc. for professional services for the school year 2014-15 and authorize the Senior Director to sign on its behalf.



6815 Fair Oaks Blvd, Suite 3  
Carmichael, CA 95608  
Ph. 916.733.0402

[www.SchoolWorksGIS.com](http://www.SchoolWorksGIS.com)

# ROCKLIN UNIFIED SCHOOL DISTRICT

*October 1, 2014 – September 30, 2015*

## 2014/2015 SCHOOLWORKS GIS SERVICES CONTRACT

SchoolWorks, Inc. will contract to perform the tasks enumerated below for the prices indicated. School districts are authorized to enter into this agreement by Government Code 53060.

### I. FACILITY PLANNING CONSULTING SERVICES

#### A. GIS Services:

##### 1. **2014 Demographic Study with Enrollment Projections:**

SchoolWorks will provide a comprehensive Demographic Study. This Study will include District enrollment projections, individual school projections, attendance boundary maps, birth rate analysis, new development activity, district yield rates, school capacities and projected classroom needs. This Study allows those without direct access to the GIS software to have the demographic data they need to make informed decisions.

##### 2. **GIS Program Services:**

Data files to be provided/processed include the following:

✓ **Students:**

Update the student data files with the 2014/15 enrollment data

✓ **Facilities:**

Update the facility information with any changes made during the past year

✓ **New Developments:**

Input any new developments in the community that occurred during the past year

##### 3. **Software Upgrades:**

✓ Updated Map Files (streets, parcels, etc.)

✓ Updated MapInfo files:

- SchoolWorks Toolbar added to increase efficiency
- New Menu Items

✓ Updated Excel file: SchoolWorks 2014

- Includes updated charts/figures/reports
- New Menus/Buttons to increase efficiency
- Review historic cohort trends and enrollments for each school



- 4. **School Locator Maintenance:**  
New – Improved – Updated School Locator (if you use this software)
- 5. **Technical Support**
  - ✓ Complete Installation of Updated Data and SchoolWorks® 2014
  - ✓ Half-Day Training and Review Session with SchoolWorks® staff
  - ✓ One (1) Board Presentation (Demographic Study)
  - ✓ Unlimited Telephone Technical Support

II. **Terms:**

Comprehensive GIS Services.....\$15,500

*If SchoolWorks presence is requested at additional school board meetings or other meetings, the district will be billed at \$140 per hour, plus travel time and expenses.*

III. **Payment schedule:**


The GIS Annual Services may be billed in one or two payments. If one payment is selected, it will be billed in November 2014. If two payments are selected, they will be billed in November 2014 and May 2015. Please select your billing preference below:

One Payment

Two Payments

*The amount of each billing is due within thirty days of the date of the invoice. A late fee of five percent (5%) of the invoice amount will be charged if the amount due is not paid within sixty days of the date of the invoice.*

\_\_\_\_\_  
Authorized Signature

  
\_\_\_\_\_  
Ken Reynolds, President  
SchoolWorks, Inc.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Dated

ROCKLIN UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BRIEFING

---

**SUBJECT:** Biannual Review of Board Bylaw 9270 -- Conflict of Interest  
**DEPARTMENT:** Office of the Deputy Superintendent, Business & Operations

---

**Background:**

By October 1, 2014, all local agencies must review their Conflict of Interest Code to ensure that the Code still accurately designates the appropriate positions and requires disclosure by designated officials in the appropriate disclosure category.

**Status:**

The current Board Bylaw 9270 - Conflict of Interest has been reviewed. A title change in Category 1 and the addition of Assistant Director of Facilities and Maintenance to Category 2 are the only revisions.

**Presenter:**

Barbara L. Patterson

**Financial Impact:**

Current year: N/A  
Future years: N/A  
Funding source: N/A

**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 Board Bylaw 9270 and related Government Codes are attached.

**Recommendation:**

Recommendation to approve the Board Bylaw 9270 on Conflict of Interest.

# **Rocklin USD**

## **Board Bylaw**

### **Conflict Of Interest**

BB 9270

#### **Board Bylaws**

The Board of Trustees desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.

(cf. 9005 - Governance Standards)

The district's conflict of interest code shall be comprised of the terms of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the district appendix specifying designated positions and the specific types of disclosure statements required for each position.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code in even-numbered years. If no change in the code is required, the district shall submit by October 1 a written statement to that effect to the code reviewing body. If a change in the code is necessitated by changed circumstances, the district shall submit an amended code to the code reviewing body. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 - Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or district employment. (Government Code 87302, 87500)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

#### Conflict of Interest under the Political Reform Act

A Board member or designated employee shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest.

A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member or designated employee makes a governmental decision when, acting within the authority of his/her office or position, he/she votes on a matter, appoints a person, obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district. (2 CCR 18702.1)

A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the district is barred from entering into the contract. (Government Code 1090; *Klistoff v. Superior Court*, (2007) 157 Cal.App. 4th 469)

A Board member shall not be considered to be financially interested in a contract if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment. (Government Code 1091.5)

A Board member shall not be considered to be financially interested in a contract if he/she has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. (Government Code 1091)

Even if there is not a prohibited conflict of interest, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which

his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

#### Additional Requirements for Boards that Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18702.5)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

(cf. 3430 - Investing)

Common Law Doctrine Against Conflict of Interest



A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

#### Rule of Necessity or Legally Required Participation

On a case-by-case basis and upon advice of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applies pursuant to Government Code 87101 and 2 CCR 18708.

#### Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

(cf. 4136/4236/4336 - Nonschool Employment)

#### Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

#### Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a

deduction from income for tax purposes

**APPENDIX  
DESIGNATED POSITIONS/DISCLOSURE CATEGORIES**

It has been determined that persons occupying the following positions manage public investments and shall file a full statement of economic interests pursuant to Government Code 87200:

Board of Trustees Members  
Superintendent of Schools

1. Persons occupying the following positions are designated employees in Category 1:

Deputy/Associate/Assistant Superintendents  
Senior Director of Facilities and Operations

Designated persons in this category must report:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b. Investments or business positions in or income from sources which:
  - (1) Are engaged in the acquisition or disposal of real property within the district
  - (2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district or
  - (3) Manufacture or sell supplies, books, machinery or equipment of the type used by the district

2. Persons occupying the following positions are designated employees in Category 2:

Directors  
Assistant Director  
Chief Technology Officer

Designated persons in this category must report investments or business positions in or income from sources which:

- a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or
- b. Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs.

3. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

- a. Approve a rate, rule or regulation
- b. Adopt or enforce a law
- c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement
- d. Authorize the district to enter into, modify or renew a contract that requires district approval
- e. Grant district approval to a contract or contract specifications which require district approval and in which the district is a party
- f. Grant district approval to a plan, design, report, study or similar item
- g. Adopt or grant district approval of district policies, standards or guidelines

#### Disclosures for Consultants

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's Conflict of Interest Code. (2 CCR 18701)

#### Legal Reference:

##### EDUCATION CODE

1006 Qualifications for holding office

35107 School district employees

35230-35240 Corrupt practices, especially:

35233 Prohibitions applicable to members of governing boards

41000-41003 Moneys received by school districts

##### FAMILY CODE

297.5 Rights, protections, and benefits of registered domestic partners

## **GOVERNMENT CODE**

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

81000-91014 Political Reform Act of 1974, especially:

82011 Code reviewing body

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

91000-91014 Enforcement

## **PENAL CODE**

85-88 Bribes

## **CODE OF REGULATIONS, TITLE 2**

18110-18997 Regulations of the Fair Political Practices Commission, especially:

18702.5 Public identification of a conflict of interest for Section 87200 filers

## **COURT DECISIONS**

Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655

Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

## **ATTORNEY GENERAL OPINIONS**

92 Ops.Cal.Atty.Gen. 26 (2009)

92 Ops.Cal.Atty.Gen. 19 (2009)

89 Ops.Cal.Atty.Gen. 217 (2006)

86 Ops.Cal.Atty.Gen. 138(2003)

85 Ops.Cal.Atty.Gen. 60 (2002)

82 Ops.Cal.Atty.Gen. 83 (1999)

81 Ops.Cal.Atty.Gen. 327 (1998)

80 Ops.Cal.Atty.Gen. 320 (1997)

69 Ops.Cal.Atty.Gen. 255 (1986)

68 Ops.Cal.Atty.Gen. 171 (1985)

65 Ops.Cal.Atty.Gen. 606 (1982)

63 Ops.Cal.Atty.Gen. 868 (1980)

## **Management Resources:**

### **CSBA PUBLICATIONS**

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

### **FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS**

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

### **INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS**

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

### **WEB SITES**

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

ROCKLIN UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BRIEFING

---

SUBJECT: Twin Oaks Walker Creek Ranch Overnight Field Trip  
DEPARTMENT: Office of the Deputy Superintendent, Educational Services

---

**Background:**

The 5<sup>th</sup> grade classes at Twin Oaks Elementary School would like to participate in an environmental camp at the Marin County Outdoor School, which is part of Walker Creek Ranch. We will travel to Walker Creek Ranch on Monday, September 15, 2014 and return on September 18, 2014. While at the Marin County Outdoor School students will work to enhance their critical thinking skills, processing and socialization skills, while gaining access to California science standards through hands-on experiences.

**Status:**

Staff is requesting approval for Twin Oaks' 5<sup>th</sup> grade field trip to Walker Creek Ranch/The Marin County Outdoor School for approximately 65 students, 3 adults, and 10 high school chaperones. The trip is scheduled for September 15, 2014 – September 18, 2014.

**Presenter:**

Sarah James, Principal

**Financial Impact:**

Current year: \$320 per student

Future Year:

Funding Source: fundraising, parents/students donations, PTC scholar'ships

**Material/Films:**

None

**Other People Who Might Present:**

Laurie Jo Magner; Twin Oaks 5<sup>th</sup> grade teacher

**Allotment of Time:**

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

**Packet Information Item:**

None

**Recommendation:**

Staff is requesting Board approval of the overnight field trip described above.

Submitted by: Sarah James Date: 8/22/14

Approved by Site Administrator: [Signature] Date: 8/22/14

Approved by D.O. Administrator: [Signature] Date: 8/22/14

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Sierra Elementary - Walker Creek Ranch Overnight Field Trip

DEPARTMENT: Office of the Deputy of Superintendent, Educational Services

**Background:**

The 6<sup>th</sup> Grade classes at Sierra Elementary would like to participate in an environmental camp at the Marin County Outdoor School, which is part of Walker Creek Ranch. We will travel to Walker Creek Ranch on Monday, October 13, 2014 and return on October 17, 2014. While at the Marin County Outdoor School students will work to enhance their critical thinking skills, processing, and socialization skills, while gaining access to California science standards through hands-on experiences.

**Status:**

Staff is requesting approval for Sierra's 6<sup>th</sup> grade field trip to Walker Creek Ranch/The Marin County Outdoor School for approximately 80 students, 3 adults, and 8 high school chaperones. The trip is scheduled for October 13, 2014-October 17, 2014.

**Presenter:**

Hannah Anderson, Principal

**Financial Impact:**

Current year: \$385

Future Year: \$0

Funding Source: fundraising, parents/students donations, PTC scholarships

**Material/Films:**

None

**Other People Who Might Present:**

Marie Dodge, Nell Hildebrand, Jeff Strawn

**Allotment of Time:**

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

**Packet Information Item:**

None

**Recommendation:**

Staff is requesting Board approval of the overnight field trip described above.

Submitted by: Georgea Nawame Date: 8/21/2014

Approved by Site Administrator: H Anderson Date: 8/21/14

Approved by D.O. Administrator: D. Strawn Date: 8/22/14

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677  
Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

Item 8.8  
CONSENT  
September 3, 2014

August 28, 2014

Mr. James Golly  
1741 E. Roseville Parkway, Suite 400  
Roseville, CA 95661

Dear Mr. Golly:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for your donation of student materials for the Transitional Kindergarten program at Antelope Creek Elementary School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in cursive script that reads 'Todd Lowell' followed by a circular monogram containing the initials 'TL'.

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

ROSEVILLE UNIFIED SCHOOL DISTRICT  
DONATION FORM

Site: Antelope Creek

Received From: James L. Golly

Date: July 21, 2014

Address: 1741 E. Roseville Parkway, Suite 400

City/Zip Code: Roseville, CA 95661

Telephone: 916-780-4106

Item(s):

Donation of two boxes of student materials for the Transitional Kindergarten program.

Estimated Value:

Comments:

Return this form to Diane Noonan and the donation will be placed on the Board agenda.



# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

TRUIST  
2201 Wisconsin Avenue NW Suite 250  
Washington, DC 20007

Dear TRUIST:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for the donation of \$26.75 to Cobblestone Elementary School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in cursive script that reads "Todd Lowell" followed by a small circular mark containing the initials "TL".

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

**ROCKLIN UNIFIED SCHOOL DISTRICT**

Site: COBBLESTONE ELEMENTARY SCHOOL

Received From: TRUIST COMPREHENSIVE DISTRIBUTION

Date: APRIL 29, 2014

Address: 2201 WISCONSIN AVE., NW, STE. 250

City/Zip Code: WASHINGTON, DC 20007

Telephone:

Item(s): TRUIST COMPREHENSIVE DISTRIBUTION -  
PAYMENT OF GIFTS TO COBBLESTONE FROM DONORS  
EMPLOYED BY GIVING PROGRAMS MANAGED BY TRUIST  
FOR THE PERIOD ENDED 4/25/14.



Estimated Value: \$26.75

Comments: Please deposit to DONATIONS  
01.0002.0.4300.00.1136.1000.115.72.000.00

Return this form to Diane Noonan and the donation will be placed on the Board agenda.

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Ms. Kristi Hoisington  
210 Incline Drive  
Colfax, CA 95713

Dear Kristi:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for your donation of \$245.00 through the PG&E Corporation Foundation to Cobblestone Elementary School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in cursive script that reads 'Todd Lowell' followed by a circled 'dn'.

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

**ROCKLIN UNIFIED SCHOOL DISTRICT**

Site: COBBLESTONE ELEMENTARY SCHOOL

Received From: YOURCAUSE, LLC TRUSTEE FOR PACIFIC GAS AND ELECTRIC / Kristi Hoisington

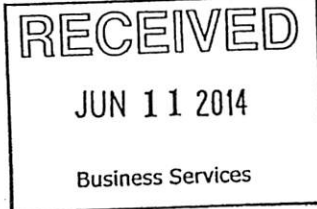
Date: MAY 21, 2014

Address: 2508 HIGHLANDER WAY, SUITE 210  
210 Incline Drive

City/Zip Code: CARROLLTON, TX 75006  
Colfax, CA 95713

Telephone: 1-877-330-4950

Item(s): PAYMENT OF GIFTS TO COBBLESTONE FROM DONORS EMPLOYED BY PG&E.



Estimated Value: \$245.00

Comments: Please deposit to DONATIONS  
01.0002.0.4300.00.1136.1000.115.72.000.00

Return this form to Diane Noonan and the donation will be placed on the Board agenda.

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Square 1 Art  
5470 Oakbrook Parkway, Suite 3  
Norcross, GA 30093

Dear Square 1 Art:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for your donation of \$1,187.11 for the school fundraiser to Cobblestone Elementary School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in black ink that reads "Todd Lowell" followed by a circled "dn".

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

**ROCKLIN UNIFIED SCHOOL DISTRICT**

Site: COBBLESTONE

Received From: SQUARE 1 ART

Date: 5/14/14

Address: 5470 OAKBROOK PKWY, STE. E

City/Zip Code: NORCROSS, GA 30093

Telephone:

Item(s): COMMISSION CHECK FOR THE AMOUNT OF \$1,187.11. (SCHOOL FUNDRAISER)

Estimated Value: \$84.00

Comments: Please deposit to DONATIONS  
01.0002.0.4300.00.1136.1000.115.72.000.00

Return this form to Diane Noonan and the donation will be placed on the Board agenda.

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Glen Shrigley  
El Dorado Molds  
2691 Merchantile Drive  
Rancho Cordova, CA 95742

Dear Mr. Shrigley:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for the donation of a variety of tool steel to Rocklin High School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

## ROCKLIN UNIFIED SCHOOL DISTRICT

Name of School/Department: Rocklin High School

Date: 7/1/2014

Received From: Glen Shrigley / El Dorado Molds

Address: 2691 Merchantile Dr.

City/Zip Code: Rancho Cordova, CA. 95742

Telephone: 916-853-0717

Item(s): Variety of Tool Steel (420 Stainless, S7, O6, H13)

Estimated Value: \$3,000

For inventory purposes, please attach description/receipt of items and total market value if applicable.

Comments: This gift will be used by the students to learn how a variety of materials behave when machined; thus, better informing their engineering designs through a better understanding of manufacturing technologies.

Return this form to Diane Noonan and the donation will be placed on the Board agenda.

8/7/2014

C:\Documents and Settings\bhopper\Local Settings\Temporary Internet Files\Content.Outlook\HEP0A8GQ\EIDoradoMoldsDonation7\_1\_14.docxAdmin/Forms



# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677  
Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

NextEd  
One Capital Mall, Suite 300  
Sacramento, CA 95814

Dear NextEd:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for the mini grant in the amount of \$3,000 for Project Lead the Way at Rocklin High School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

ROCKLIN UNIFIED SCHOOL DISTRICT

Name of School/Department: Rocklin High School

Date: July 21, 2014

Received From: NextEd

Address: One Capital Mall, Suite 300

City/Zip Code: Sacramento, CA 95814

Telephone: (916) 552-6800

Item(s):

Mini Grant in the amount of \$3,000 for Project Lead the Way.

Estimated Value: \$3,000

For inventory purposes, please attach description/receipt of items and total market value if applicable.

Comments:

Return this form to Diane Noonan and the donation will be placed on the Board agenda.

8/19/2014

C:\Documents and Settings\dnoonan\Local Settings\Temporary Internet Files\Content.Outlook\QKDWVYEJ\PLTW grant donation form.docxAdmin/Forms

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677  
Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Rocklin Public Safety Volunteers, Inc.  
P. O. Box 507  
Rocklin, CA 95677

Dear Rocklin Public Safety Volunteers:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for the donation of \$200 from the Public Safety Fair dunk tank to Ruhkala Elementary School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

**ROCKLIN UNIFIED SCHOOL DISTRICT**

Site: Ruhkala Elementary

Received From: Rocklin Public Safety Volunteers, Inc.

Date: 6/2/2014

Address: P.O. Box 507

City/Zip Code: Rocklin, CA 95677

Telephone:

Item(s): Check for \$200.00 from Public Safety Fair - Dunk tank.



Estimated Value: \$200.00

Comments: Please deposit to account string:  
01.0002.0.4300.00.1136.1000.150.96.000.00  
Donations.

Return this form to Diane Noonan and the donation will be placed on the Board agenda.

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677  
Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Rocklin Historical Society  
P. O. Box 1  
Rocklin, CA 95677

Dear Rocklin Historical Society:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for the donation of \$50.00 for reimbursement of field trips to Ruhkala Elementary School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in cursive script that reads 'Todd Lowell' followed by a circular flourish.

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

ROCKLIN UNIFIED SCHOOL DISTRICT	
Name of School/Department:	Ruhkala Elementary
Date:	06/09/2014
Received From:	Rocklin Historical Society
Address:	P.O. Box 1
City/Zip Code:	Rocklin, CA 95677
Telephone:	
Item(s):	Check #2349 in the amount of \$50.00
Estimated Value:	\$50.00
For inventory purposes, please attach description/receipt of items and total market value if applicable.	
Comments:	Partial reimbursement for field trip costs.

Return this form to Diane Noonan and the donation will be placed on the Board agenda.

6/10/2014

C:\Documents and Settings\dnoonan\Local Settings\Temporary Internet Files\Content.Outlook\UNFJ60AD\DONATION ACKNOWLEDGEMENT FORM.docxAdmin/Forms

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Kaiser Permanente  
P. O. Box 8319  
Princeton, NJ 08543-8319

Dear Kaiser Permanente:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for your donation of \$200 on behalf of Christie Binford through the Kaiser Community Giving Campaign to Ruhkala Elementary School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in cursive script that reads 'Todd Lowell' followed by a circular monogram containing the initials 'TL'.

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

## ROCKLIN UNIFIED SCHOOL DISTRICT

Name of School/Department: Ruhkala Elementary

Date: 06/11/2014

Received From: Cristie Binford/Kaiser Permanente

Address: P.O. Box 8319

City/Zip Code: Princeton, NJ 08543-8319

Telephone: 1-866-470-8016

Item(s): \$200.00

Estimated Value: \$200.00

For inventory purposes, please attach description/receipt of items and total market value if applicable. (Letter attached)

Comments: Please deposit to account number  
01.0002.0.4300.00.1136.1000.150.96.000.00

Return this form to Diane Noonan and the donation will be placed on the Board agenda.



# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677  
Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Noodles & Company  
3984 Douglas Blvd.  
Roseville, CA 95661

Dear Noodles & Company:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for the donation of \$1,221.00 to Sierra Elementary School for the fundraising event on August 3, 2014. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in black ink that reads 'Todd Lowell' followed by a stylized monogram 'TLW'.

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

# ROCKLIN UNIFIED SCHOOL DISTRICT

## DONATION FORM

<b>Site:</b> (Select from drop down)	Sierra Elementary
<b>Donation Received From:</b>	Noodles & Company
<b>Donor Address:</b>	3984 Douglas Blvd Roseville 95661
<b>Donor Telephone:</b>	(916) 771-6513
<b>Date:</b>	(Fundraiser event date - 8/3/14) (Deposit) 8/13/2014
<b>Donation Amount:</b>	\$1,221.00
<b>Purpose of Donation:</b>	
<b>Unrestricted or Restricted:</b> (Select from drop down)  Note: If the donor has placed any kind of restriction on how the donation should be spent, please choose <i>restricted</i> . (Unrestricted = RE0002 and Restricted = RE9xxx).	
<b>Budget Account:</b>	
<b>Comments:</b>	
<b>Prepared By:</b>	Georgia Nowame 8/13/2014

Return this form to Diane Noonan so that the donation can be placed on the Board agenda.

RECEIVED

AUG 15 2014

ACCOUNTS PAYABLE

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677  
Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Bayside Church  
8191 Sierra College Blvd.  
Roseville, CA 95677

Dear Bayside Church:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for the time spent on the painting projects at Sierra Elementary School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in cursive script that reads "Todd Lowell" followed by a small circular mark containing the letters "dn".

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

ROCKY MOUNTAIN UNIFIED SCHOOL DISTRICT

Name of School/Department: Sierra Elem

Date: 6-2-14

RECEIVED

Received From: Bayside Church

JUN - 3 2014

Address: 8191 Sierra College Blvd

Business Services

City/Zip Code: ROSEVILLE, CA 95677

Telephone: (916) 791-1244

Item(s): 2 projects

- painted ball wall out on playground
- painted office wall and applying school logo to it.

Estimated Value:

For inventory purposes, please attach description/receipt of items and total market value if applicable.

Comments:

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Ms. Darcy Fujroka  
3240 Hopscotch Way  
Roseville, CA 95747

Dear Ms. Fujroka:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for the donation of \$200 through the Kaiser Permanente Community Giving Program to Sierra Elementary School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in cursive script that reads "Todd Lowell" followed by a circular flourish.

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

ROCKLIN UNIFIED SCHOOL DISTRICT

Name of School/Department: *Sierra Elem*

Date: *6-11-14*

Received From: *Marcy V. Fujioka*

Address: *3240 Hopscotch Way*

City/Zip Code: *Roseville, CA. 95747*

Telephone:

Item(s):

*Kaiser Permanente  
Community Giving  
Matching Gift Program*

Estimated Value: *\$ 200.<sup>00</sup>*

For inventory purposes, please attach description/receipt of items and total market value if applicable.

Comments: *To help fund the TB Program*

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 23, 2014

Ms. Kristine Lang  
4707 Gatwich Court  
Rocklin, CA 95677

Dear Kristine:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for the donation of \$200 through the Wells Fargo Community Support Campaign to Sierra Elementary School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in cursive script that reads 'Todd Lowell' followed by a circular flourish.

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

ROCKLIN UNIFIED SCHOOL DISTRICT

Name of School/Department: *Sierra Elem*

Date: *6-9-14*

Received From: *Kristine Lanz*

Address: *4707 Gatcheck Court*

City/Zip Code: *Rocklin, CA*

Telephone:

Item(s): *200.00 Matching Gift Program*

Estimated Value: *\$200.00*

For inventory purposes, please attach description/receipt of items and total market value if applicable.

Comments:



# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Whitney HS Booster Club  
P. O. Box 2122  
Rocklin, CA 95677

Dear WHS Booster Club:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for the donation of \$1,800 to the World Language Department at Whitney High School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in cursive script that reads "Todd Lowell" followed by a circular flourish.

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

**ROCKLIN UNIFIED SCHOOL DISTRICT**

Name of School/Department: WHS

Date: 6/4/14

Received From: WHS Booster Club

Address: P.O. Box 2122

City/Zip Code: Rocklin, CA 95677

Telephone:

Item(s): Check for \$1,800.00 for the World Language Department. Please deposit into account:  
01-0002-0-4300-00-1385-1000-320-85-000-00



Estimated Value: \$1,800.00

For inventory purposes, please attach description/receipt of items and total market value if applicable.

Comments:

Return this form to Diane Noonan and the donation will be placed on the Board agenda.

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Rocklin Youth Soccer Club  
2351 Sunset Blvd., #170-306  
Rocklin, CA 95765

Dear Rocklin Youth Soccer Club:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for the donation of \$250 to the Graphics Department at Whitney High School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

## ROCKLIN UNIFIED SCHOOL DISTRICT

Name of School/Department: WHS

Date: 6/4/14

Received From: Rocklin Youth Soccer Club

Address: 2351 Sunset Blvd., #170-306

City/Zip Code: Rocklin, CA 95765

Telephone:

Item(s): Check for \$250.00  
Donation from Rocklin Youth Soccer to our Graphics  
Department. Please deposit into account:  
01-0002-0-4300-00-3810-1000-320-85-000-00

RECEIVED

JUN - 4 2014

Business Services

Estimated Value: \$250.00

For inventory purposes, please attach description/receipt of items and total market value if applicable.

Comments:

Return this form to Diane Noonan and the donation will be placed on the Board agenda.

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677  
Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Ms. Kimberley Higa  
1503 Olympic Circle  
Rocklin, CA 95765

Dear Ms. Higa:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for the donation of \$600 through the Wells Fargo Giving Program to Whitney High School. The Board of Trustees will officially accept your donation at their regular meeting to be held on September 3, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in black ink that reads 'Todd Lowell' followed by a circular flourish containing the initials 'TL'.

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

ROCKLIN UNIFIED SCHOOL DISTRICT

Site:	WAS
Received From:	Kimberly Higa
Date:	1503 Olympic Circle
Address:	Rocklin, CA 95765
City/Zip Code:	
Telephone:	5/29/14
Item(s):	\$600 through Wells Fargo program
Estimated Value:	
Comments:	

Return this form to Diane Noonan and the donation will be placed on the Board agenda.

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Marcy Gutierrez  
Lozano Smith  
One Capitol Mall, Suite 640  
Sacramento, CA 95814

Dear Marcy:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for your donation of \$400 to the staff barbeque. The Board of Trustees will officially accept your donation at their regular meeting to be held on August 28, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in black ink that reads "Todd Lowell" followed by a circled monogram "TL".

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

ROCKLIN UNIFIED SCHOOL DISTRICT

Site: District Office

Received From: Lozano Smith

Date: 8/10/14

Address: 7404 N. Spading Ave

City/Zip Code: Fresno, CA 93720

Telephone:

Item(s):

Donation of \$400 to staff BBQ

Estimated Value:

Comments:

Return this form to Diane Noonan and the donation will be placed on the Board agenda.



# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stöck, Superintendent  
Todd Cutler, Deputy Superintendent

Barbara Patterson, Associate Superintendent  
Michael S. Garrison, Assistant Superintendent

August 28, 2014

Michelle Cannon  
Kronick Moskovitz Tiedemann & Girard  
3400 Douglas Blvd., Suite 201  
Roseville, Ca 95661

Dear Michelle:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for your donation of \$1,000 to the staff barbeque. The Board of Trustees will officially accept your donation at their regular meeting to be held on August 28, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in cursive script that reads "Todd Lowell" followed by a circled monogram "TL".

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

ROCKLIN UNIFIED SCHOOL DISTRICT

Site:

District Office

Received From:

Kronick Moskowitz Tiedemann + Girard

Date:

8/10/14

Address:

3400 Douglas Blvd Suite 210

City/Zip Code:

Roseville CA 95661

Telephone:

Item(s):

Donation of \$1,000 for Staff BBQ

Estimated Value:

Comments:

Return this form to Diane Noonan and the donation will be placed on the Board agenda.

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677  
Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Mr. Russ Powell  
Economic & Planning Systems, Inc.  
2295 Gateway Oaks Drive, Suite 250  
Sacramento, CA 95833

Dear Russ:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for your donation of \$500 to the staff barbeque. The Board of Trustees will officially accept your donation at their regular meeting to be held on August 28, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in cursive script that reads 'Todd Lowell' followed by a circled monogram 'TL'.

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

ROCKLIN UNIFIED SCHOOL DISTRICT

Site:	District Office
Received From:	EPS
Date:	8/10/2014
Address:	2295 Gateway Oaks Dr. Suite 250
City/Zip Code:	Sacramento, CA 95833
Telephone:	
Item(s):	Donation of \$500 to Staff barbecue
Estimated Value:	
Comments:	

Return this form to Diane Noonan and the donation will be placed on the Board agenda.

# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677  
Phone (916) 624-2428 • FAX (916) 624-7246



Roger Stock, Superintendent  
Deborah Sigman, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Colleen Slattery, Assistant Superintendent

August 28, 2014

Kelly Dykstra  
Houghton Mifflin Harcourt  
7053 Cedar Oaks Drive  
Granite Bay, Ca 95746

Dear Kelly:

As President of the Rocklin Unified School District Board of Trustees, I would like to thank you for your donation of \$500 to the staff barbeque. The Board of Trustees will officially accept your donation at their regular meeting to be held on August 28, 2014.

Once again, **THANK YOU** for supporting the students of Rocklin School District.

Sincerely,

A handwritten signature in cursive that reads 'Todd Lowell' followed by a circular flourish.

Todd Lowell  
Board President  
ROCKLIN UNIFIED SCHOOL DISTRICT

TL:dn

cc: Board Members

# ROCKLIN UNIFIED SCHOOL DISTRICT

## DONATION FORM

<b>Site:</b> (Select from drop down)	DO
<b>Donation Received From:</b>	Houghton Mifflin Harcourt / Dykstra
<b>Donor Address:</b>	7053 Cedar Oaks Drive Granite Bay 95746
<b>Donor Telephone:</b>	
<b>Date:</b>	7/28/2014
<b>Donation Amount:</b>	\$500 <sup>00</sup>
<b>Purpose of Donation:</b>	August 14, 2014 Staff BBQ
<b>Unrestricted or Restricted:</b> (Select from drop down)  Note: If the donor has placed any kind of restriction on how the donation should be spent, please choose <i>restricted</i> . (Unrestricted = RE0002 and Restricted = RE9xxx).	
<b>Budget Account:</b>	01.0000.0.8699.00.0000.7100.000.31.000.0
<b>Comments:</b>	
<b>Prepared By:</b>	Mary Leetola

**Return this form to Diane Noonan so that the donation can be placed on the Board agenda.**

## ROCKLIN UNIFIED SCHOOL DISTRICT

## BOARD AGENDA BRIEFING

---

**SUBJECT:** Board Policy (BP) and Administrative Regulation (AR)  
AR1312.3 Uniform Complaint Procedures

**DEPARTMENT:** Office of the Deputy Superintendent, Educational Services

---

**Background:**

District departments update Board Policy (BP) and Administrative Regulations (AR) as advised by California School Board Association (CSBA). Revisions, updates, deletions and additions are the result of Assembly Bills, Education Code, Government Code, and Civil Code.

**Status:****AR 1312.3 Uniform Complaint Procedures**

On July 1, 2013, Assembly Bill 97 was signed by Governor Brown enacting the Local Control Funding Formula (LCFF). As part of LCFF, school districts are required to develop, adopt, and annually update a three-year LCAP using the State Board of Education template.

A complaint that a school district has not complied with the requirements of the Local Control Funding Formula (LCAP) may be filed using a district's Uniform Complaint Policy. (Education Code 52075); LCAP requirements are found in Education Code 52060-52076.

**Presenter(s):**

Deborah Sigman

**Financial Impact:** Current year: N/A Future Year: N/A Funding Source: N/A

**Material/Films:**

None

**Other People Who Might Be Present:**

None

**Allotment of Time:**  Consent Calendar  Action Item  Information Item

**Packet Information Item:**

AR 1312.3 Uniform Complaint Procedures

**Recommendation:**

Administration recommends approval of the updates to the policy/regulation listed above.

# Rocklin USD

## Board Policy

### Uniform Complaint Procedures

BP 1312.3

#### Community Relations

The Board of Trustees recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging discrimination, harassment, intimidation, or bullying in accordance with uniform complaint procedures.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 4030 - Nondiscrimination in Employment)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)
- (cf. 5131.2 - Bullying)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

Uniform complaint procedures shall also be used to address any complaint alleging failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 3260 - Fees and Charges)
- (cf. 3320 - Claims and Actions Against the District)
- (cf. 3555 - Nutrition Program Compliance)



- (cf. 3553 - Free and Reduced Price Meals)
- (cf. 5141.4 - Child Abuse Prevention and Reporting)
- (cf. 5148 - Child Care and Development)
- (cf. 6159 - Individualized Education Program)
- (cf. 6171 - Title I Programs)
- (cf. 6174 - Education for English Language Learners)
- (cf. 6175 - Migrant Education Program)
- (cf. 6178 - Career Technical Education)
- (cf. 6178.1 - Work-Based Learning)
- (cf. 6178.2 - Regional Occupational Center/Program)
- (cf. 6200 - Adult Education)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

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

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

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

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complain related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

(cf. 1312.4 - Williams Uniform Complaint Procedures)

**Legal Reference:**

**EDUCATION CODE**

200-262.4 Prohibition of discrimination  
8200-8498 Child care and development programs  
8500-8538 Adult basic education  
18100-18203 School libraries  
32289 School safety plan, uniform complaint procedures  
35186 Williams uniform complaint procedures  
37254 Intensive instruction and services for students who have not passed exit exam  
41500-41513 Categorical education block grants  
48985 Notices in language other than English  
49010-49013 Student fees  
49060-49079 Student records  
49490-49590 Child nutrition programs  
52160-52178 Bilingual education programs  
52300-52490 Career technical education  
52500-52616.24 Adult schools  
52800-52870 School-based program coordination  
54000-54028 Economic impact aid programs  
54100-54145 Miller-Unruh Basic Reading Act  
54400-54425 Compensatory education programs  
54440-54445 Migrant education  
54460-54529 Compensatory education programs  
56000-56867 Special education programs  
59000-59300 Special schools and centers  
64000-64001 Consolidated application process

**GOVERNMENT CODE**

11135 Nondiscrimination in programs or activities funded by state  
12900-12996 Fair Employment and Housing Act

**PENAL CODE**

422.55 Hate crime; definition  
422.6 Interference with constitutional right or privilege

**CODE OF REGULATIONS, TITLE 5**

3080 Application of section  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs

**UNITED STATES CODE, TITLE 20**

6301-6577 Title I basic programs  
6601-6777 Title II preparing and recruiting high quality teachers and principals  
6801-6871 Title III language instruction for limited English proficient and immigrant students  
7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs  
7301-7372 Title V rural and low-income school programs

**Management Resources:**

**WEB SITES**

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

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy            ROCKLIN UNIFIED SCHOOL DISTRICT  
| adopted:        ~~May 15, 2013~~ September 3, 2014     Rocklin, California

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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**SUBJECT:** Board Policy (BP) and Administrative Regulation (AR)  
4117.14 – Postretirement Employment and 4317.14 – Postretirement Employment

**DEPARTMENT:** Office of the Assistant Superintendent – Human Resources

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**Background:**

District departments update Board Policy (BP) and Administrative Regulations (AR) as advised by California School Board Association (CSBA). Revisions, updates, deletions and additions are the result of Assembly Bills, Education Code, Government Code, and Civil Code. Note: AR 4100 series relates to Certificated Personnel and AR 4300 series relates to Administrative and Supervisory Personnel.

**Status:**

**AR 4117.14 Postretirement Employment**

**AR 4317.14 Postretirement Employment**

Recent legislation, AB 1379 and AB 1381, addresses changes to the Education Code (22119.5, 22164.5, 24214, 24214.5) that affect postretirement employment restrictions and benefits which are applicable by law when retired members of the California State Teachers' Retirement System (CalSTRS) are hired by the district after retirement. This legislation clarified the postretirement earnings limit for Defined Benefit members.

**Presenter(s):**

Colleen Slattery

**Financial Impact:** Current year: N/A Future Year: N/A Funding Source: N/A

**Material/Films:**

None

**Other People Who Might Be Present:**

None

**Allotment of Time:** [ ] Consent Calendar [X] Action Item [ ] Information Item

**Packet Information Item:**

AR 4117.14 Postretirement Employment and AR 4317.14 Postretirement Employment

**Recommendation:**

Administration recommends approval of the revisions to the regulations listed above.

# **Rocklin USD**

## **Administrative Regulation**

### **Postretirement Employment**

AR 4117.14  
**Personnel**

The Board of Trustees may hire retired certificated individuals who possess unique knowledge and experience to perform specialized work of a limited duration.

Any retired certificated individual who is a member of the defined benefit program of the State Teachers' Retirement System (STRS) and who is hired by the district to perform services pursuant to this administrative regulation shall not make contributions to the retirement fund or accrue service credit based on compensation earned from that service. (Education Code 24214)

Any retired individual hired under this administrative regulation shall be paid at a rate commensurate with that of other district employees performing comparable duties. (Education Code 24214)

Beginning July 1, 2010, any certificated individual who is a member of STRS and who retires from service below normal retirement age shall not be hired for service pursuant to this administrative regulation for at least six calendar months after his/her retirement from service. (Education Code 24214.5)

#### **Postretirement Compensation Limitation**

Upon retaining the services of a retired individual as a district employee, employee of a third party, or an independent contractor, the Superintendent or designee shall: (Education Code 22461, 24214)

1. Advise the retired individual of the postretirement compensation limitation set forth in Education Code 24116, 24214, and 24215
2. Maintain accurate records of the retired individual's earnings and report the compensation to STRS and the individual regardless of the method of payment or the fund from which the payments are made

When employing a retired individual eligible for any of the exemptions from the postretirement compensation limitation stated below, the Superintendent or designee shall submit to STRS, no later than June 30 of the school year for which the exemption is to apply, all required documentation to substantiate eligibility for the exemption (Education Code 24216, 24216.5, 24216.6)

#### **Exemption for Providing Specified Instructional Services**

Until June 20, 2012, any retired certificated individual employed by the district shall be exempt from the compensation limitation for members of STRS provided that he/she retired from service with an effective date on or before January 1, 2009, and is employed to provide any of the following services: (Education Code 24216.5, 24216.6)

1. Direct classroom instruction to students in grades K-12
2. Support and assessment for new teachers through the Beginning Teacher Support and Assessment program pursuant to Education Code 44279.1-44279.7

(cf. 4131.1 - Beginning Teacher Support/Induction)

3. Support to individuals completing student teaching assignments
4. Support to individuals participating in an alternative certification program (Education Code 44380-44386) or a school paraprofessional teacher training program (Education Code 44390-44393)

(cf. 4112.21 - Interns)

(cf. 4222 - Teacher Aides/Paraprofessionals)

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

(cf. 4112.23 - Special Education Staff)

6. Instruction to students enrolled in English language learner programs pursuant to Education Code 300-340, 400-410 and 430-446

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

7. Direct remedial instruction to students in grades 2-12 for the programs specified in Education Code 37252 and 37252.2

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6179 - Supplemental Instruction)

Retired individuals who are exempt from the limitation on compensation shall be treated as part of a distinct class of temporary employees within the existing bargaining unit whose service may not be included in computing the service required as a prerequisite to attainment of or eligibility for classification as a permanent employee of the district. (Education Code 24216.5, 24216.6)

The compensation for the class of retired individuals shall be agreed to in the collective bargaining agreement between the district and the exclusive representative for the bargaining unit. (Education Code 24216.5, 24216.6)

Exemption for Appointment as Trustee/Administrator or for Emergency Situations

Until June 30, 2012, a retired certificated individual shall be exempt from the postretirement compensation for a maximum period of 24 consecutive months if he/she is appointed by the Superintendent of Public Instruction as a trustee or administrator pursuant to Education Code 41320.1, appointed as a trustee by the State Board of Education pursuant to Education Code 52055.57-52055.60 (the Local Educational Agency Intervention program), or assigned to a position by the County Superintendent of Schools pursuant to Education Code 42122-42129. (Education Code 24216)

Until June 30, 2012, a retired individual shall be exempt from the postretirement compensation limitation up to an additional one-half of the full-time position when employed in an emergency situation to fill a vacant administrative position requiring highly specialized skills, provided that all of the following conditions are met:  
(Education Code 24216)

1. The vacancy occurred due to circumstances beyond the district's control.
2. The recruitment process to fill the vacancy on a permanent basis is expected to extend over several months.
3. The employment is reported in a public meeting of the Board.

(cf. 9320 - Meetings and Notices)

4. The retired individual's termination of employment with the district is not the basis for the vacant administrative position.

The above exemptions shall not apply to any individual who has received additional retirement service credit pursuant to Education Code 22715 or 22716. A retiree who has received an additional service credit pursuant to Education Code 22714 or 22714.5 shall be ineligible for the above exemptions for one year from his/her effective date of retirement for service performed in any California district, community college district, or county office of education. (Education Code 24216)

(cf. 4117.13/4317.13 - Early Retirement Option)

#### Consultancy Contracts

A retired certificated employee serving as a consultant shall be retained as an employee and his/her service shall be limited in accordance with retirement system rules and regulations. (Education Code 35046)

To be eligible for consideration for a consultancy contract, a retired certificated employee must have served the district or the County Superintendent for at least 10 years and be at least 55 years of age. (Education Code 35046)

Retirement consultancy contracts are renewable annually for up to five years or until the employee reaches age 65, whichever comes first. (Education Code 35046)

**Legal Reference:**

**EDUCATION CODE**

300-340 English language education  
400-410 English language acquisition program  
430-446 English Learner and Immigrant Student Federal Conformity Act  
22119.5 Creditable service, definition  
22461 Notice of earnings limitation  
22714 Encouragement of retirement  
22714.5 2+2 service and year credit option under STRS  
22715 Additional service credit  
22716 Unpaid services  
24116 Service at California State University  
24214 Creditable service by retiree  
24214.5 Postretirement compensation limit; members below normal retirement age  
24215 Service at California State University  
24216 Payments to retirants in excess of limitation  
24216.5 Exemption from earnings limitation  
24216.6 Exemption from earnings limitation  
35046 Consultancy contracts  
37252-37254.1 Supplemental instruction  
41320.1 Appointment of trustee  
42120-42129 Budget completion  
44279.1-44279.7 Beginning Teacher Support and Assessment Program  
44380-44386 Alternative certification program  
44390-44393 School paraprofessional teacher training program  
44830 Employment of certificated employees  
44830.3 Employment of district interns  
44929 Service credit under STRS; additional two years  
44929.1 2+2 service and year credit option under STRS  
52055.57-52055.60 Local Educational Agency Intervention program  
56000-56885 Special education

**Management Resources:**

**WEB SITES**

California State Teachers' Retirement System: <http://www.calstrs.com>

Regulation ROCKLIN UNIFIED SCHOOL DISTRICT  
approved: July 20, 2011 Rocklin, California



# Administrative Regulation

## Postretirement Employment

AR 4117.14

### Personnel

**\*\*\*Note: The following administrative regulation addresses postretirement employment restrictions and benefits which are applicable by law when retired members of the California State Teachers' Retirement System (CalSTRS) are hired by the district after their retirement. \*\*\***

When necessary, the Governing Board may hire a qualified retired certificated individual who possesses the knowledge and experience needed to perform creditable service for the district as an employee, the employee of a third party, or an independent contractor/consultant, provided that all applicable restrictions specified by the California State Teachers' Retirement System (CalSTRS) are met. Applicable CalSTRS restrictions include, but are not limited to, a requirement that a retired member be paid compensation comparable to that for active employees for comparable duties and prohibitions against the hiring of a retired member within 180 days of his/her retirement and for the classified service, except as an aide pursuant to Education Code 45134. Additional restrictions and rules may apply to other employment situations, such as when CalSTRS retired members are employed as employees of third parties, independent contractors, or consultants. The Superintendent or designee should consult legal counsel when dealing with such employment situations. (Education Code 22119.5, 22164.5, 24214, 24214.5)

(cf. 3600 - Consultants)

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4112 - Appointment and Conditions of Employment)

Any retired member of the defined benefit program of CalSTRS who is hired by the district to perform retired member activities as defined pursuant to Education Code 22164.5 shall be paid at an annualized rate of pay that shall not be below the minimum or exceed the maximum paid to other district employees performing comparable duties. However, such a retired individual shall not make contributions to the CalSTRS retirement fund or accrue service credit based on compensation earned from the retired member activity. (Education Code 24214)

**\*\*\*Note: Pursuant to Education Code 24214.5, retired CalSTRS members may be hired to perform work that would normally accrue service credit in CalSTRS (creditable service) as long as the work commences more than 180 days after the member's retirement. Such retired individuals are allowed to receive compensation for services rendered without reduction in their retirement allowance if the compensation does not exceed the CalSTRS earnings limit. However, a retired CalSTRS member may be exempted from the 180-day waiting period if he/she has attained the normal retirement age and certain other conditions are met, as listed in items #1-6 below. Even if a retired individual is exempted from the 180-day waiting period, he/she shall still be subject to the postretirement compensation limitation specified in Education Code 24214. \*\*\***

No retired member of the CalSTRS defined benefit program shall be hired by the district for at least 180 calendar days after his/her retirement from service, unless he/she has attained the normal retirement age and qualifies for an exemption to the 180-day waiting period. To seek this exemption, the Board shall, during the open session of a Board meeting, adopt a resolution which shall include the following information and findings: (Education Code 24214.5)

1. A statement expressing the Board's intent to seek an exemption to the 180-day waiting period
2. A description of the nature of the employment of the retiree
3. A finding that the retiree has reached the normal retirement age
4. A finding that the appointment of the retiree is necessary to fill a critically needed position before the 180-day waiting period has passed

\*\*\*Note: Education Code 24214.5 requires a finding that the retired individual did not receive additional service credit or a financial inducement to retire, as provided in item #5 below. Pursuant to Education Code 24214.5, as amended by AB 1381 (Ch. 559, Statutes of 2013), "financial inducement to retire" is defined broadly and includes any form of compensation or other payment paid to a retired member directly or indirectly by "any public employer," not just the district needing to employ the retired member. \*\*\*

5. A finding that the retired individual did not receive additional service credit pursuant to Education Code 22714 or 22715 or any financial inducement to retire. Financial inducement to retire shall include, but is not limited to, cash or any form of compensation or other payment directly or indirectly paid by any public employer to the retired individual before or after his/her retirement, if the individual retires for service on or before a specific date or range of dates established by the public employer on or before the date the inducement is offered
6. A finding that the retired individual's termination of employment with the district is not the basis for the need to acquire the services of the retired individual

The resolution shall not be adopted through the Board's consent agenda. (Education Code 24214.5)

(cf. 9320 - Meetings and Notices)

When employing a retired individual who is eligible for exemption from the 180-day waiting period, the Superintendent or designee shall submit all required documentation to substantiate eligibility for the exemption to CalSTRS before the retired member begins performing any retired member activities. The Superintendent or designee may contact

CalSTRS to request information as to whether the retired member qualifies for the exemption after 30 days of submitting the required documentation to CalSTRS. (Education Code 24214.5)

**\*\*\*Note: Special rules apply to the hiring of an individual receiving a CalSTRS disability allowance and the district should consult CalSTRS and legal counsel prior to employing any such disability allowance recipient. \*\*\***

#### Postretirement Compensation Limitation, Notice, and Report

**\*\*\*Note: Pursuant to Education Code 22461, as amended by AB 1379 (Ch. 558, Statutes of 2013), a district is required to notify retired individuals of the employment restrictions and the CalSTRS postretirement compensation limitation as specified in the following section. However, the statute expressly states that it does not impose liability upon the district for any amount paid in excess of the limitation or for failing to inform the retired individual that continuation of service would exceed the limitation. \*\*\***

All CalSTRS retirees performing creditable service for the district shall be subject to the applicable CalSTRS earnings limit. Monies earned in excess of the limit may subject the CalSTRS retiree to a reduction in his/her retirement allowance. Compensation subject to the earnings limitation includes, but is not limited to, salary or wages, deferred compensation plans, purchase of an annuity contract, tax-deferred retirement plan or insurance program, and other plans or contributions when the cost is covered by a district. (Education Code 22119.5, 22164.5, 24214)

Whenever the district retains the services of a CalSTRS retiree as a district employee, employee of a third party, or an independent contractor, the Superintendent or designee shall: (Education Code 22461, 24214)

1. Advise the retired individual of the postretirement earnings limitation or employment restriction set forth in Education Code 22714, 24214, or 24214.5, or any other applicable law

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

2. Maintain accurate records of the retired individual's compensation and report it monthly to CalSTRS and the individual, regardless of the method of payment or the fund from which the payments are made

**\*\*\*Note: Pursuant to 5 CCR 27000-27009, CalSTRS has the authority to impose penalties on employers for late reporting of retired members' contributions. However, since retirees no longer contribute to CalSTRS, the penalties may be inapplicable. \*\*\***

#### Legal Reference:

##### EDUCATION CODE

22119.5 Creditable service, definition

22131 Employer; employing agency, definition

22164.5 Retired member activities, definition

22461 Notice of earnings limitation

22714 Encouragement of retirement  
22715 Additional service credit  
22716 Unpaid services  
24214 Creditable service by retiree  
24214.5 Postretirement compensation limit; members below normal retirement age  
26113 Creditable service, definition  
35046 Consultancy contracts  
44830 Employment of certificated employees  
44830.3 Employment of district interns  
44929 Service credit under STRS; additional two years  
44929.1 2+2 service and year credit option under STRS  
45134 Age limits  
CODE OF REGULATIONS, TITLE 5  
27000-27009 Penalties and interests for late remittances and late and unacceptable reporting by employers

Management Resources:

WEB SITES

California State Teachers' Retirement System: <http://www.calstrs.com>

Regulation ROCKLIN UNIFIED SCHOOL DISTRICT

approved: July 20, 2011 Rocklin, California

revised: September 3, 2014 Rocklin, California

# **Rocklin USD**

## **Administrative Regulation**

### **Postretirement Employment**

AR 4317.14  
**Personnel**

The Board of Trustees may hire retired certificated individuals who possess unique knowledge and experience to perform specialized work of a limited duration.

Any retired certificated individual who is a member of the defined benefit program of the State Teachers' Retirement System (STRS) and who is hired by the district to perform services pursuant to this administrative regulation shall not make contributions to the retirement fund or accrue service credit based on compensation earned from that service. (Education Code 24214)

Any retired individual hired under this administrative regulation shall be paid at a rate commensurate with that of other district employees performing comparable duties. (Education Code 24214)

Beginning July 1, 2010, any certificated individual who is a member of STRS and who retires from service below normal retirement age shall not be hired for service pursuant to this administrative regulation for at least six calendar months after his/her retirement from service. (Education Code 24214.5)

#### **Postretirement Compensation Limitation**

Upon retaining the services of a retired individual as a district employee, employee of a third party, or an independent contractor, the Superintendent or designee shall: (Education Code 22461, 24214)

1. Advise the retired individual of the postretirement compensation limitation set forth in Education Code 24116, 24214, and 24215
2. Maintain accurate records of the retired individual's earnings and report the compensation to STRS and the individual regardless of the method of payment or the fund from which the payments are made

When employing a retired individual eligible for any of the exemptions from the postretirement compensation limitation stated below, the Superintendent or designee shall submit to STRS, no later than June 30 of the school year for which the exemption is to apply, all required documentation to substantiate eligibility for the exemption (Education Code 24216, 24216.5, 24216.6)

#### **Exemption for Providing Specified Instructional Services**

Until June 20, 2012, any retired certificated individual employed by the district shall be exempt from the compensation limitation for members of STRS provided that he/she retired from service with an effective date on or before January 1, 2009, and is employed to provide any of the following services: (Education Code 24216.5, 24216.6)

1. Direct classroom instruction to students in grades K-12
2. Support and assessment for new teachers through the Beginning Teacher Support and Assessment program pursuant to Education Code 44279.1-44279.7

(cf. 4131.1 - Beginning Teacher Support/Induction)

3. Support to individuals completing student teaching assignments
4. Support to individuals participating in an alternative certification program (Education Code 44380-44386) or a school paraprofessional teacher training program (Education Code 44390-44393)

(cf. 4112.21 - Interns)

(cf. 4222 - Teacher Aides/Paraprofessionals)

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

(cf. 4112.23 - Special Education Staff)

6. Instruction to students enrolled in English language learner programs pursuant to Education Code 300-340, 400-410 and 430-446

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

7. Direct remedial instruction to students in grades 2-12 for the programs specified in Education Code 37252 and 37252.2

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6179 - Supplemental Instruction)

Retired individuals who are exempt from the limitation on compensation shall be treated as part of a distinct class of temporary employees within the existing bargaining unit whose service may not be included in computing the service required as a prerequisite to attainment of or eligibility for classification as a permanent employee of the district. (Education Code 24216.5, 24216.6)

The compensation for the class of retired individuals shall be agreed to in the collective bargaining agreement between the district and the exclusive representative for the bargaining unit. (Education Code 24216.5, 24216.6)

## **Exemption for Appointment as Trustee/Administrator or for Emergency Situations**

Until June 30, 2012, a retired certificated individual shall be exempt from the postretirement compensation for a maximum period of 24 consecutive months if he/she is appointed by the Superintendent of Public Instruction as a trustee or administrator pursuant to Education Code 41320.1, appointed as a trustee by the State Board of Education pursuant to Education Code 52055.57-52055.60 (the Local Educational Agency Intervention program), or assigned to a position by the County Superintendent of Schools pursuant to Education Code 42122-42129. (Education Code 24216)

Until June 30, 2012, a retired individual shall be exempt from the postretirement compensation limitation up to an additional one-half of the full-time position when employed in an emergency situation to fill a vacant administrative position requiring highly specialized skills, provided that all of the following conditions are met:  
(Education Code 24216)

1. The vacancy occurred due to circumstances beyond the district's control.
2. The recruitment process to fill the vacancy on a permanent basis is expected to extend over several months.
3. The employment is reported in a public meeting of the Board.

(cf. 9320 - Meetings and Notices)

4. The retired individual's termination of employment with the district is not the basis for the vacant administrative position.

The above exemptions shall not apply to any individual who has received additional retirement service credit pursuant to Education Code 22715 or 22716. A retiree who has received an additional service credit pursuant to Education Code 22714 or 22714.5 shall be ineligible for the above exemptions for one year from his/her effective date of retirement for service performed in any California district, community college district, or county office of education. (Education Code 24216)

(cf. 4117.13/4317.13 - Early Retirement Option)

## **Consultancy Contracts**

A retired certificated employee serving as a consultant shall be retained as an employee and his/her service shall be limited in accordance with retirement system rules and regulations. (Education Code 35046)

To be eligible for consideration for a consultancy contract, a retired certificated employee must have served the district or the County Superintendent for at least 10 years and be at least 55 years of age. (Education Code 35046)

Retirement consultancy contracts are renewable annually for up to five years or until the employee reaches age 65, whichever comes first. (Education Code 35046)

**Legal Reference:**

**EDUCATION CODE**

300-340 English language education  
400-410 English language acquisition program  
430-446 English Learner and Immigrant Student Federal Conformity Act  
22119.5 Creditable service, definition  
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22714 Encouragement of retirement  
22714.5 2+2 service and year credit option under STRS  
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22716 Unpaid services  
24116 Service at California State University  
24214 Creditable service by retiree  
24214.5 Postretirement compensation limit; members below normal retirement age  
24215 Service at California State University  
24216 Payments to retirants in excess of limitation  
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24216.6 Exemption from earnings limitation  
35046 Consultancy contracts  
37252-37254.1 Supplemental instruction  
41320.1 Appointment of trustee  
42120-42129 Budget completion  
44279.1-44279.7 Beginning Teacher Support and Assessment Program  
44380-44386 Alternative certification program  
44390-44393 School paraprofessional teacher training program  
44830 Employment of certificated employees  
44830.3 Employment of district interns  
44929 Service credit under STRS; additional two years  
44929.1 2+2 service and year credit option under STRS  
52055.57-52055.60 Local Educational Agency Intervention program  
56000-56885 Special education

**Management Resources:**

**WEB SITES**

California State Teachers' Retirement System: <http://www.calstrs.com>

Regulation ROCKLIN UNIFIED SCHOOL DISTRICT  
approved: July 20, 2011 Rocklin, California



# Administrative Regulation

## Postretirement Employment

AR 4317.14  
**Personnel**

**\*\*\*Note: The following administrative regulation addresses postretirement employment restrictions and benefits which are applicable by law when retired members of the California State Teachers' Retirement System (CalSTRS) are hired by the district after their retirement. \*\*\***

When necessary, the Governing Board may hire a qualified retired certificated individual who possesses the knowledge and experience needed to perform creditable service for the district as an employee, the employee of a third party, or an independent contractor/consultant, provided that all applicable restrictions specified by the California State Teachers' Retirement System (CalSTRS) are met. Applicable CalSTRS restrictions include, but are not limited to, a requirement that a retired member be paid compensation comparable to that for active employees for comparable duties and prohibitions against the hiring of a retired member within 180 days of his/her retirement and for the classified service, except as an aide pursuant to Education Code 45134. Additional restrictions and rules may apply to other employment situations, such as when CalSTRS retired members are employed as employees of third parties, independent contractors, or consultants. The Superintendent or designee should consult legal counsel when dealing with such employment situations. (Education Code 22119.5, 22164.5, 24214, 24214.5)

(cf. 3600 - Consultants)  
 (cf. 4111/4211/4311 - Recruitment and Selection)  
 (cf. 4112 - Appointment and Conditions of Employment)

Any retired member of the defined benefit program of CalSTRS who is hired by the district to perform retired member activities as defined pursuant to Education Code 22164.5 shall be paid at an annualized rate of pay that shall not be below the minimum or exceed the maximum paid to other district employees performing comparable duties. However, such a retired individual shall not make contributions to the CalSTRS retirement fund or accrue service credit based on compensation earned from the retired member activity. (Education Code 24214)

**\*\*\*Note: Pursuant to Education Code 24214.5, retired CalSTRS members may be hired to perform work that would normally accrue service credit in CalSTRS (creditable service) as long as the work commences more than 180 days after the member's retirement. Such retired individuals are allowed to receive compensation for services rendered without reduction in their retirement allowance if the compensation does not exceed the CalSTRS earnings limit. However, a retired CalSTRS member may be exempted from the 180-day waiting period if he/she has attained the normal retirement age and certain other conditions are met, as listed in items #1-6 below. Even if a retired individual is exempted from the 180-day waiting period, he/she shall still be subject to the postretirement compensation limitation specified in Education Code 24214. \*\*\***

No retired member of the CalSTRS defined benefit program shall be hired by the district for at

least 180 calendar days after his/her retirement from service, unless he/she has attained the normal retirement age and qualifies for an exemption to the 180-day waiting period. To seek this exemption, the Board shall, during the open session of a Board meeting, adopt a resolution which shall include the following information and findings: (Education Code 24214.5)

1. A statement expressing the Board's intent to seek an exemption to the 180-day waiting period
2. A description of the nature of the employment of the retiree
3. A finding that the retiree has reached the normal retirement age
4. A finding that the appointment of the retiree is necessary to fill a critically needed position before the 180-day waiting period has passed

**\*\*\*Note: Education Code 24214.5 requires a finding that the retired individual did not receive additional service credit or a financial inducement to retire, as provided in item #5 below. Pursuant to Education Code 24214.5, as amended by AB 1381 (Ch. 559, Statutes of 2013), "financial inducement to retire" is defined broadly and includes any form of compensation or other payment paid to a retired member directly or indirectly by "any public employer," not just the district needing to employ the retired member. \*\*\***

5. A finding that the retired individual did not receive additional service credit pursuant to Education Code 22714 or 22715 or any financial inducement to retire. Financial inducement to retire shall include, but is not limited to, cash or any form of compensation or other payment directly or indirectly paid by any public employer to the retired individual before or after his/her retirement, if the individual retires for service on or before a specific date or range of dates established by the public employer on or before the date the inducement is offered
6. A finding that the retired individual's termination of employment with the district is not the basis for the need to acquire the services of the retired individual

The resolution shall not be adopted through the Board's consent agenda. (Education Code 24214.5)

(cf. 9320 - Meetings and Notices)

When employing a retired individual who is eligible for exemption from the 180-day waiting period, the Superintendent or designee shall submit all required documentation to substantiate eligibility for the exemption to CalSTRS before the retired member begins performing any retired member activities. The Superintendent or designee may contact

CalSTRS to request information as to whether the retired member qualifies for the exemption after 30 days of submitting the required documentation to CalSTRS. (Education Code 24214.5)

**\*\*\*Note: Special rules apply to the hiring of an individual receiving a CalSTRS disability allowance and the district should consult CalSTRS and legal counsel prior to employing any such disability allowance recipient. \*\*\***

## Postretirement Compensation Limitation, Notice, and Report

**\*\*\*Note: Pursuant to Education Code 22461, as amended by AB 1379 (Ch. 558, Statutes of 2013), a district is required to notify retired individuals of the employment restrictions and the CalSTRS postretirement compensation limitation as specified in the following section. However, the statute expressly states that it does not impose liability upon the district for any amount paid in excess of the limitation or for failing to inform the retired individual that continuation of service would exceed the limitation. \*\*\***

All CalSTRS retirees performing creditable service for the district shall be subject to the applicable CalSTRS earnings limit. Monies earned in excess of the limit may subject the CalSTRS retiree to a reduction in his/her retirement allowance. Compensation subject to the earnings limitation includes, but is not limited to, salary or wages, deferred compensation plans, purchase of an annuity contract, tax-deferred retirement plan or insurance program, and other plans or contributions when the cost is covered by a district. (Education Code 22119.5, 22164.5, 24214)

Whenever the district retains the services of a CalSTRS retiree as a district employee, employee of a third party, or an independent contractor, the Superintendent or designee shall: (Education Code 22461, 24214)

1. Advise the retired individual of the postretirement earnings limitation or employment restriction set forth in Education Code 22714, 24214, or 24214.5 or any other applicable law

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

2. Maintain accurate records of the retired individual's compensation and report it monthly to CalSTRS and the individual, regardless of the method of payment or the fund from which the payments are made

**\*\*\*Note: Pursuant to 5 CCR 27000-27009, CalSTRS has the authority to impose penalties on employers for late reporting of retired members' contributions. However, since retirees no longer contribute to CalSTRS, the penalties may be inapplicable. \*\*\***

### Legal Reference:

#### EDUCATION CODE

22119.5 Creditable service, definition

22131 Employer; employing agency, definition

22164.5 Retired member activities, definition

22461 Notice of earnings limitation

22714 Encouragement of retirement

22715 Additional service credit

22716 Unpaid services

24214 Creditable service by retiree

24214.5 Postretirement compensation limit; members below normal retirement age

26113 Creditable service, definition

35046 Consultancy contracts

44830 Employment of certificated employees

44830.3 Employment of district interns

44929 Service credit under STRS; additional two years

44929.1 2+2 service and year credit option under STRS

45134 Age limits

CODE OF REGULATIONS, TITLE 5

27000-27009 Penalties and interests for late remittances and late and unacceptable reporting by employers

Management Resources:

WEB SITES

California State Teachers' Retirement System: <http://www.calstrs.com>

Regulation ROCKLIN UNIFIED SCHOOL DISTRICT

approved: July 20, 2011 Rocklin, California

revised: September 3, 2014 Rocklin, California

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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**SUBJECT:** AESOP Substitute Placement and Absence Management Update

**DEPARTMENT:** Office of the Assistant Superintendent, Human Resources

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**Background:**

In June 2014, the Human Resources Office contracted with Frontline Technologies - Aesop to implement an absence tracking and substitute calling system that is cloud-based to increase efficiency, improve accountability by tracking absences, reduce costs, eliminate manual calling, improve reporting process, and improve integration with Escape.

**Status:**

On August 5, 2014, Human Resources staff, in a cooperative effort with Business Services, provided an initial training of the trainers on Aesop Absence Tracking System to all site administrators and site support staff to kick off the new program to be used by all District staff.

**Presenter:**

Colleen Slattery, Assistant Superintendent of Human Resources

**Financial Impact:**

Current year: Not to exceed \$20,000.00 (One-time startup cost plus annual subscription)  
Future years: Annual Subscription Fee - \$13,819.00  
Funding source: General Fund

**Materials/Films:**

None

**Other People Who Might Present:**

None

**Allotment of Time:**

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

**Packet Information:**

PowerPoint handout attached.

**Recommendation:**

Update only.

# AESOP

## SUBSTITUTE PLACEMENT AND ABSENCE MANAGEMENT

Rocklin Unified School District  
Board of Trustees Meeting  
September 3, 2014



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Colleen Slattery  
Assistant Superintendent, Human Resources

## UPDATE ON AESOP

### Substitute Placement and Absence Management

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- Previous system
- Needs
- Timeline
- Key points
- Next steps

## **PREVIOUS SYSTEM**

### **eSchool Solutions**

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- Implemented 2006-07 school year
- Absence tracking with select employees groups
- Substitute teacher calling system
- Utilized phone lines for filling teacher absences and vacancies
- Minimal use of technology
- Capability of users
- Minimal ability to interface with other systems (Human Resources, Payroll, etc.) and import/export options

3

## **DISTRICT NEEDS**

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- District-wide absence tracking for all employees
- Integration with other systems
- Substitute calling for selected job classes
- System utilizing Internet/cloud based
- Decrease in manual calling of substitutes
- Decrease/eliminate paper (timesheets, leave requests, memos, etc.)

4

## TIMELINE

	ACTION
April 2014	Business Services introduced to AESOP system
April 23, 2014	Frontline Technologies presented AESOP to Business and Human Resources
May 2014	Human Resources researched other vendors and systems used in the region
June 11, 2014	Human Resources presented AESOP – Frontline Technologies to the Board of Trustees for approval
June 12, 2014	AESOP integration process began
June 16, 2014	Implementation began – RUSD team assembled
August 5, 2014	Roll out to site secretaries, clerks, site administrators
August 11, 2014	District office AESOP Training
August 14, 2014	Roll out of AESOP to all certificated staff

5

## KEY POINTS

- All employees are using AESOP for absence tracking
- Prevents substitutes from “job shopping” with other districts
- Site users are able to enter and modify their own absences and run reports
- Eliminates paper timesheets for district substitutes
- Absences are reconciled daily rather than weekly or monthly with timesheets
- Integration with escape (Human Resources/Payroll System)

6



## **NEXT STEPS**

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- Human Resources/Business Services continue to monitor implementation
- Updating Orientation/Induction process for new employees
- Analyze data regarding unfilled jobs and strategies to improve

ROCKLIN UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BRIEFING

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**SUBJECT:** Update on Performance of English Learners

**DEPARTMENT:** Office of the Deputy Superintendent, Educational Services

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**Background:**

Rocklin Unified School District (RUSD) measures the success of our English Learner (EL) students through Annual Measurable Achievement Objective (AMAO). There are three AMAOs that measure both English achievement as measured on the California English Development Test (CELDT) and grade level mastery on California Standards Tests (CST). Due to the elimination of English language arts and mathematics CSTs for the 2013-14 school year, there will only be new data on AMAO 1 and 2 for the 2014-15 school year which are based on CELDT data only. This is one way we measure growth towards meeting our goals.

In addition, as a process in the beginning of the year, the EL teachers identify students who are not adequately meeting language acquisition progress and target instruction and services to better meet their needs. This is done through multiple measures of analysis including: CELDT growth, academic indicators of performance (STAR Reading, grades, standards met, progress reports and observation).

EL student progress data and actions to support increased achievement and language acquisition for EL students will be provided in a Power Point presentation.

**Status:**

RUSD EL students are being strategically targeted to ensure continued growth and achievement by calling out needed services within the Local Control Accountability Plan (LCAP) for supplemental funding. The areas being addressed for this population of students are: Effective First Instruction, Assessment and Data Analysis, Career and College Readiness and Family Engagement. The specific activities planned for our students include:

- Professional Development for English Language Development (ELD) teacher and classroom teachers (Differentiation certificate and Guided Language Acquisition Development (GLAD) training)
- Expanding GLAD outreach- Training of Trainers (building capacity)
- Co-teaching model-in class language support in content areas
- Family Tutoring Center growth
- Academic support during the day and afterschool
- Data Talks for middle and high school students
- Long Term EL identification and support
- Data Analyst support in Education Services
- Increase in Counselors at middle and high levels to target struggling EL students
- School wide implantation of behavior support model (PBIS)
- Outreach to families to increase participation during and after school
- Research site based family services to support families in need
- Creating more opportunities for bilingual families to access support
- Support access to educational materials during and afterschool (MyOn Reader)

**Current status and progress towards LCAP actions:**

- Over 160 teachers participated in GLAD over the last two years and this summer to facilitate a focus on effective first instruction
- Each ELD staff member made a commitment to work with one grade level at a particular site to implement a co-teaching model

- ELD staff working with more impacted sites will implement at additional grade levels.
- Family Tutoring Center expanded to support more families at Cobblestone after a pilot last year.
  - Cobblestone site set to open early October.
  - Cobblestone models program at Rocklin Elementary.
- All EL students were supplied with backpacks and basic school supplies including math manipulative and/or calculators to aide them in working at home.
- Spring View Middle School (SV) will continue their afterschool academic support club (set to open in September)
- Data Talks at SV and Rocklin High School are scheduled for the first two weeks of school
- MyOn pilot moving to implementation- expected ready for use early September

**Presenters:**

Deborah Sigman, Lindsay Wong, and Sarah Soares

**Financial Impact:**

Current year: N/A

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:**

A Power Point presentation will be provided including the most recent AMAOs I and II.

**Recommendation:**

This is an information/discussion item only.

# UPDATE ON PERFORMANCE OF ENGLISH LEARNERS

Rocklin Unified School District  
Board of Trustees Meeting  
September 3, 2014

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Presented by Deborah Sigman,  
Lindsay Wong & Sarah Soares

# Overview

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- Data (what we will measure)
- Actions for current year (based on data)
- Actions accomplished to date
- What's next?

# How will we measure growth in content areas and Acquisition of English language?

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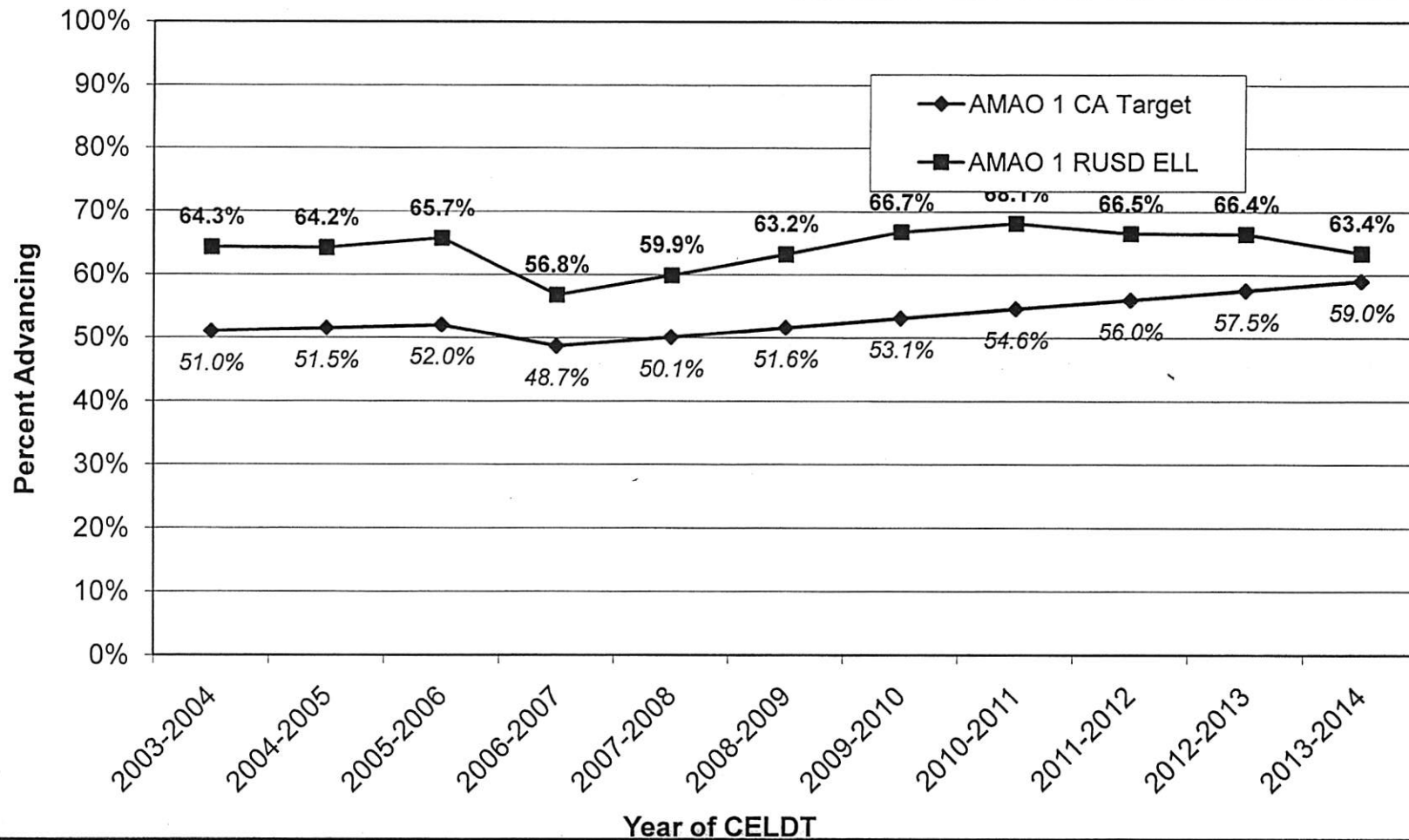
Metrics from Local Control Accountability Plan (LCAP) including:

- California English Language Development Test (CELDT)
- Reclassifications
- A Developmental English Proficiency Test (ADEPT)
- Grades/standards met
- Formative assessments

# AMAO Progress – AMAO 1

## AMAO #1

What Percentage of ELLs are Advancing Minimum 1 Level on CELDT?

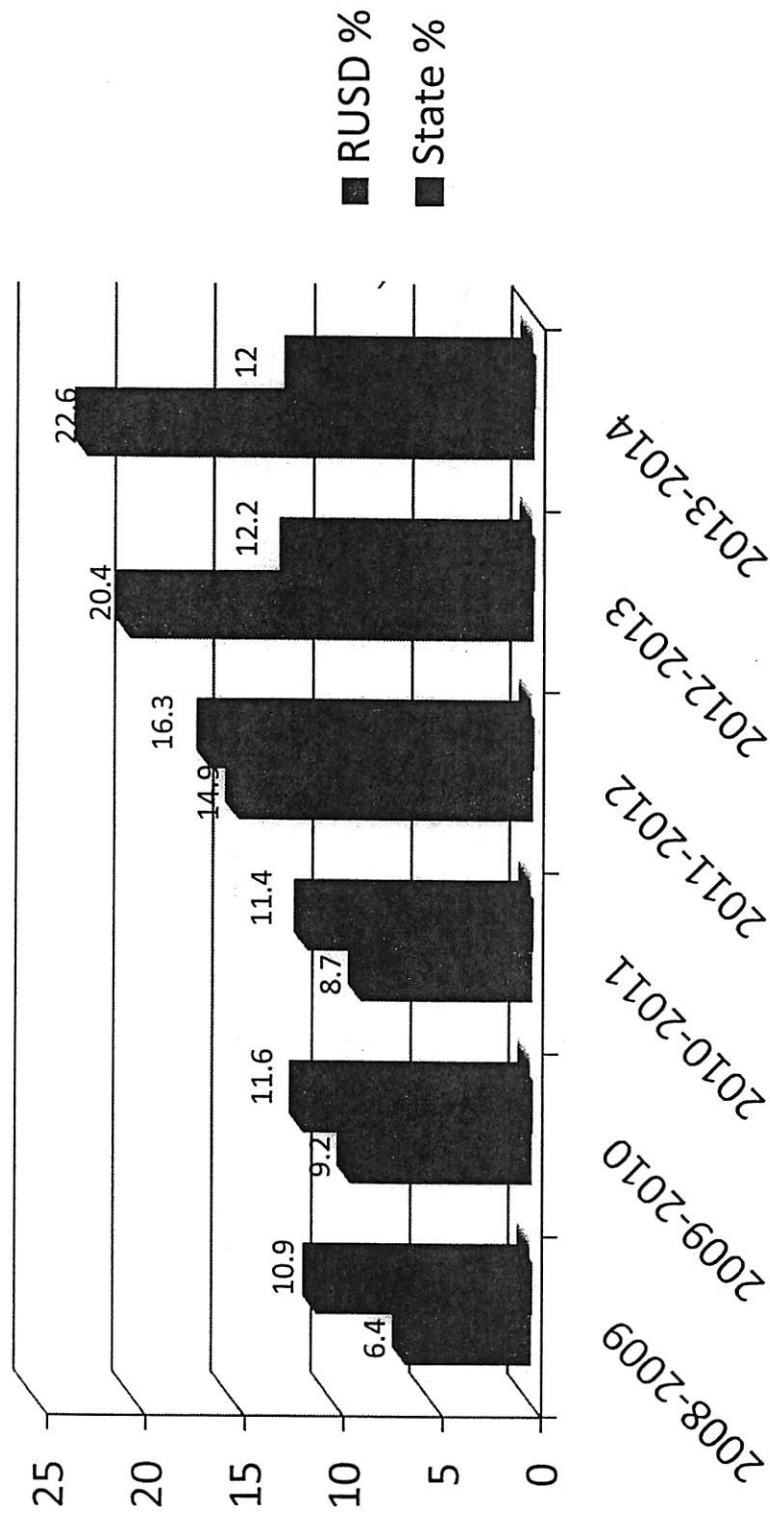


# Enrollment and CELDT Level Trend Data

CELDT Level	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Beginning (L1)	33	20	27	43	36	35
Early Intermediate (L2)	45	66	47	42	44	61
Intermediate (L3)	88	109	106	145	119	139
Early Advanced (L4)	60	63	97	93	85	87
Advanced (L5)	8	11	12	21	16	27
<b>TOTAL POPULATION</b>	<b>249</b>	<b>281</b>	<b>309</b>	<b>349</b>	<b>431</b>	<b>398</b>



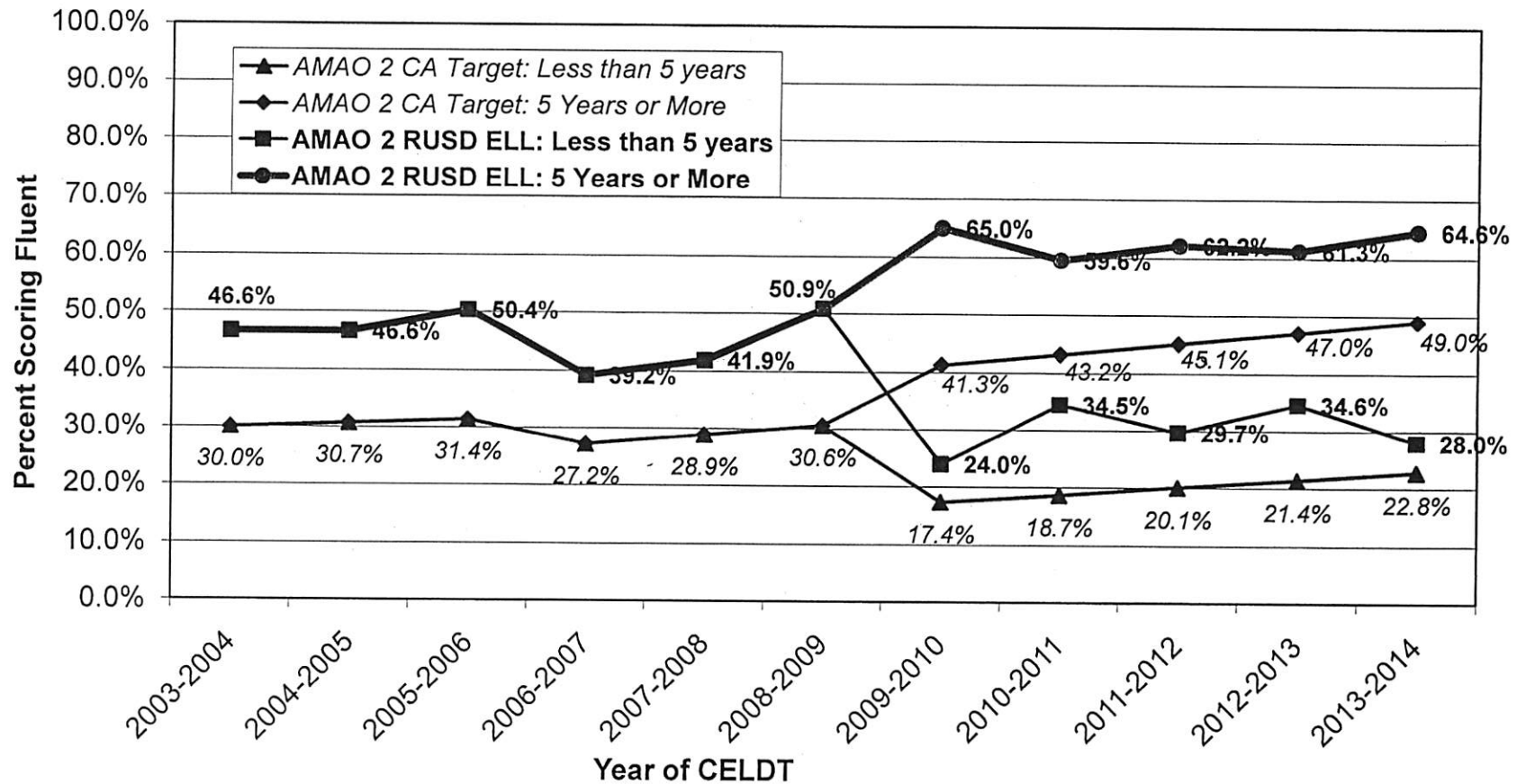
# Reclassification Data for RUSD and State



# AMAO Progress – AMAO 2

## AMAO #2

What Percentage of ELs are Attaining Fluent Levels per the CELDT?



# New Actions Planned for Current Year (Staff Focus)

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- **Professional Development (Strategic Plan Strategy 3 and LCAP Goal 1)**
  - Classroom teachers selected to continue to “GLADiator” level (Trainer of Trainers)
  - Release time for ELD staff to observe co-teaching in action
  - Book Clubs for ELD staff (Co-Teaching and Technology focus)
- **Data Talks (Strategic Plan Strategy 1)**
  - SV and RHS presentations in fall (before CELDT) and spring (before Smarter Balanced assessment)
  - Explicitly teach secondary students how to interpret their own data
  - Student goal setting and work towards reclassification
- **Co teaching model (Strategic Plan Strategy 3 )**
  - One teacher/one grade level
  - Co-plan and co-teach using GLAD
  - Embed ELD in content areas
  - Peer observations of Co-Teaching in action (District and surrounding areas)

# New Actions for Engaging English Learner Families

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## ➤ **Tutoring center expansion (LCAP Goal 1)**

- New center success in 2013-2014-expansion made possible (Cobblestone)
- Continue to add programs and support to our current Rocklin Elementary Center
  - ESL for parents, Love and Logic, Family Literacy Class

## ➤ **New Academic home/school connections (Strategic Plan Strategy 2 and LCAP Goal 6)**

- Parent overviews for new academic standards and English language arts/English Language Development Frameworks (bilingual nights)
- Parent outreach and support

## ➤ **DELAC celebrations (Strategic Plan Strategies 2 & 6)**

- EL Reclassification ceremony (November)
- End-of -year multi-cultural event (May)

## ➤ **Academic support after school (LCAP Goal 1)**

- Spring View academy after school program
- Three days a week teachers provide academic intervention support to students

# Actions Taken to Date to Support Strategic Plan and LCAP

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- **Data Talks completed at RHS and SV (Strategic Plan Strategy 2)**
- **California English Language Development Test (CELDT) underway (Strategic Plan Strategy 1)**
- **Backpacks distributed (Strategic Plan Strategy 1)**
- **Guided Language Acquisition Design (GLAD) Summer Session (Strategies 1 & 3 and LCAP Goal 1)**
  - Over 160 teachers across the district GLAD certified
  - Plan in place to continually monitor and support trained teachers (3 follow-up planning days)
- **August 14<sup>th</sup> GLAD work session**
  - 112 teachers attended hour long session
  - Six teachers committed to becoming GLADiators and training will take place Dec. 1-5
- **Summer School (LCAP Goal 4)**

# Connections to Common Core

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- **Rigorous standards-accelerate learning**
  - Need 2+ years growth every year to reach target
  
- **Emphasis on academic vocabulary and literacy skills in core content areas (Strategic Plan Strategies 1, 2 and LCAP Goal 1)**
  - Integration of new ELD standards-built into the ELA framework
  - PLC work with ELD staff will focus on the new framework
  - Professional development opportunities
  
- **Co-Teach /Co- Plan with classroom teachers (Strategic Plan Strategy 3)**
  - Embed ELD into content areas
  - Support classroom implementation of rigorous new standards

## Next Steps

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- Implement actions planned for current year
- Analyze existing and new CELDT data and progress
- Modify actions based on student performance data

**ROCKLIN UNIFIED SCHOOL DISTRICT**

**BOARD AGENDA BRIEFING**

**SUBJECT:** Water Conservation Update  
**DEPARTMENT:** Senior Director, Facilities & Operations

**Background:**

California is in its third year of drought conditions. In February, 2014 Placer County Water Agency requested a 20% reduction in water usage.

**Status:**

At the February 5, 2014 Board meeting the Board adopted water conservation measures. Due to the aggressive implementation of these measures by our Grounds Department, Rocklin Unified School District has achieved 50% reduction for the first six months of 2014 when compared to the first six months of 2013.

	1/1/13 - 6/30/13 (in units)	1/1/14 - 6/30/14 (in units)	% / \$ Change
<b>Rocklin Unified School District</b>			
41 accounts for both years	67,594	33,560	-50.35%
Water cost savings	34,034 units x \$1.36/unit		\$46,286.24

The greatest reduction has been generated by reducing watering times, capping unnecessary sprinkler heads, and adding mulch for moisture retention.

**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:**

**Recommendation:**

This item is for information only.



## PENDING BOARD AGENDA ITEMS

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.