

**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*



**NOVEMBER 5, 2014**

**SPECIAL RECOGNITION, EMPLOYEE YEARS OF SERVICE – 6:30 P.M. – 7:00 P.M.  
REGULAR MEETING AGENDA — 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 Patriot Day Art and Essay Contest Recognition (Presenter: Skott Hutton)

4.2 Special Presentation – Elementary School Library Donation (Presenters: Skott Hutton, Jim Trimble, Lorraine Littlejohn)

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 Sept 17, 2014 (Regular Session)

8.1.2 Oct 15, 2014 (Regular Session)

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

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

8.4 **BILL WARRANTS** – Request to approve bill warrants. (Barbara Patterson)

8.5 **MONTHLY ACCOUNT SUMMARIES** – Request to approve monthly account summaries. (Barbara Patterson)

- 8.6 **OVERNIGHT FIELD TRIP(S)** – Request to approve the following overnight field trips. (Deborah Sigman)
- 8.6.1 Whitney High School Varsity Basketball team to attend overnight field trip to participate in Annual “Dawg” Classic Boys Varsity Basketball Tournament at San Rafael High School in Marin County, CA (December 4 – Dec 6, 2014).
- 8.7 **DONATIONS** – Request to accept District donations. (Barbara Patterson)
- 8.8 **WILL SERVE LETTER, YANKEE HILL ESTATES, UNIT 6 (a.k.a. LIBERTY ESTATES)** – Request to approve “Will Serve” letter for Yankee Hill Estates, Unit 6 (a.k.a. Liberty Estates project). (Sue Wesselius)
- 8.9 **DISPOSING OF SURPLUS EQUIPMENT – ROCKLIN HIGH SCHOOL** (Sue Wesselius)
- 8.10 **CONTRACT WITH BVD CONSULTING FOR SURPLUS PROPERTY DISPOSAL** (Sue Wesselius)
- 8.11 **SPECIAL EDUCATION MEMORANDUMS OF UNDERSTANDING (MOUs)** (Deborah Sigman)
- 8.12 **REVISED NUTRITION SERVICES JOB DESCRIPTIONS** (Colleen Slattery)
- 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 **BOARD POLICY (BP), ADMINISTRATIVE REGULATION (AR) AND EXHIBITS (E) -** Request to approve the following Board Policies, Administrative Regulations and Exhibits (Karen Huffines)
- 9.1.1 BP 5111 Admission Kindergarten – revised
- 9.1.2 AR 5111 Admission Kindergarten – revised
- 9.2 **BOARD POLICY (BP), ADMINISTRATIVE REGULATION (AR) AND EXHIBITS (E) -** Request to approve the following Board Policies, Administrative Regulations and Exhibits (Colleen Slattery)
- 9.2.1 AR 4117.7 Employment Status Reports – revised
- 9.2.2 AR 4317.7 Employment Status Reports – new
- 9.2.3 E 4112.9 Employee Notifications – new
- 9.2.4 E 4212.9 Employee Notifications – new
- 9.2.5 E 4312.9 Employee Notifications – new
- 9.3 **LEASE-LEASEBACK ENTITY FOR WHITNEY HIGH SCHOOL CONCRETE WORK** (Sue Wesselius)
- 9.4 **RESOLUTION NO. 14-15-08, APPROVING A SITE LEASE, A DEVELOPMENT AND LEASE AGREEMENT AND GENERAL CONSTRUCTION PROVISIONS** (Sue Wesselius)
- 10.0 **INFORMATION AND REPORTS**
- 10.1 **ROCKLIN EDUCATIONAL TECHNOLOGY TEAM (RETT) UPDATE** – (Mike Fury)
- 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 *Public employee discipline/dismissal/release pursuant to Government Code section 54957.*
- 12.2 *Conference with Legal Counsel – Anticipated Litigation as authorized by Government Code section 54956.9*
- 12.3 *Conference with Legal Counsel – Existing Litigation as authorized by Government Code section 54956.9 (Sacramento Court Case No. SA-CE-2562-E)*

- 12.4 *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

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: NOVEMBER 19, 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:**

October 31, 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 31st day of October 2014 in Rocklin, California.

Brenda Meadows  
Executive Assistant  
Rocklin Unified School District



# ROCKLIN UNIFIED SCHOOL DISTRICT

## BOARD AGENDA BRIEFING

---

**SUBJECT:** Employee Years of Service Recognition

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

---

**Background:**

Each year the Board of Trustees, District Cabinet, and staff recognize employees who have served 10, 15, 20, 25, 30, and 35 years of service at an annual recognition event.

**Status:**

The Board of Trustees, District Cabinet, and staff would like to recognize Secondary employees along with District office, Nutrition Services, Maintenance and Operations, and Transportation staff reaching these significant years of service.

**Presenters:**

Board of Trustees and District Cabinet

**Financial Impact:**

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

**Materials/Films:**

10, 15, and 20 year service pins; 25 year awards

**Other People Who Might Present:**

None

**Allotment of Time:**

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

**Packet Information:**

Staff being recognized for years of service

**Recommendation:**

Special Recognition

**SECONDARY, DISTRICT OFFICE, NUTRITION SERVICES,  
MAINTENANCE AND OPERATIONS,  
AND TRANSPORTATION STAFF**

**YEARS OF SERVICE RECOGNITION**

**10 Years of Service**

<b>Lona Armstrong</b>	<b>Lindsay Atlas</b>	<b>John Bosco</b>
<b>Renee Caballero</b>	<b>Pamela Cano</b>	<b>Cheryl Cerny</b>
<b>Dennis Davis</b>	<b>Carrie Dick</b>	<b>James Grace</b>
<b>Meredith Hawkins</b>	<b>Amanda Johnson</b>	<b>Tracey Jones</b>
<b>Jodi Konesky</b>	<b>Deborah Lane</b>	<b>Frances McDonald</b>
<b>Margaret McLain</b>	<b>Erich Means</b>	<b>Sarah Nichols</b>
<b>Diane Noonan</b>	<b>Jennifer Pethel</b>	<b>Megan Rehder</b>
<b>Kellie Schulz</b>	<b>Laura Marie Sellers</b>	<b>Jennifer Sneed</b>
<b>Jacqueline Sturtz</b>	<b>Karen Sullivan</b>	<b>Cristine Tanner</b>
<b>Justin Thayer</b>	<b>Denise Tynan</b>	<b>Stacy Velasquez</b>
<b>Micaelina VianaMoran</b>		

**15 Years of Service**

<b>Glenn Baker</b>	<b>Leann Crutchfield</b>	<b>Peter Davis</b>
<b>Michelle Fitzpatrick</b>	<b>Tim Hurrianko</b>	<b>Craig Kaylor</b>
<b>Suzanne Louie</b>	<b>Dean Moore</b>	<b>Paul Morrison</b>
<b>David Muscarella</b>	<b>Kathleen Patterson</b>	<b>Daniel Pereira</b>
<b>Khamsay Rakthay</b>	<b>Joan Rettinhouse</b>	<b>Georgiann Rohrer</b>
<b>Sharon Root</b>	<b>Vicki Sherle-Lovitt</b>	<b>Donna Stricklin</b>
<b>Eric Sturgeon</b>		

**20 Years of Service**

<b>Mary Dick</b>	<b>Michelle Flowers</b>	<b>Martin Flowers</b>
<b>Mark Hardy</b>	<b>Anne Mangels</b>	<b>Tara McCullough</b>
<b>Casey Nichols</b>	<b>Julia Olsen</b>	<b>Melanie Patterson</b>
<b>Frank Shields</b>	<b>Scott Shier</b>	<b>Linda Taylor</b>

**25 Years of Service**

<b>Katherine Galimba</b>	<b>Debra Williams</b>	<b>Kathleen Zungri</b>
--------------------------	-----------------------	------------------------

BOARD AGENDA BRIEFING

**SUBJECT:** Patriot Day Art & Essay Contest Recognition

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

**Background:**

As part of the 4<sup>th</sup> Annual Patriot Day celebration held on Saturday, October 11, and to honor "Those Who Serve", the Rocklin Public Safety Volunteers, Inc. invited Rocklin Unified elementary schools to participate in Patriotism based Art (Grades K-3) and Essay (Grades 3/4-6) contests.

**Status:**

In the Category of Art, the First Place title was split in a three-way tie that included Danielle Pittman; second-grader from Antelope Creek (Mrs. Van Wagner), Katelyn Vu, third-grader from Sunset Ranch (Mrs. Whitney) and Lillie Stevenson; third-grader from Sunset Ranch (Mrs. Whitney). Lillie Stevenson was also awarded Grand Champion for her submission in that category.

In the Category of Essay, the First Place winner was Raevyn Davis, sixth-grader from Rocklin Elementary (Mrs. Chesbro). Abby Wristen; fifth-grader from Rocklin Elementary (Mrs. Johnson) received the Grand Champion award for her patriotic essay submission.

**Presenter:**

Wendy Smith, Crime Prevention Coordinator, Rocklin Police  
Skott Hutton, Coordinator of Family/Community Engagement and Strategic Planning

**Financial Impact:**

Current year:  
Future years:  
Funding source:

**Materials/Films:**

4<sup>th</sup> Annual Rocklin Patriot Day flier

**Other People Who Might Be Present:**

Jim Brown, Grant Team Leader/Volunteer

**Allotment of Time:**

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

**Packet Information:**

N/A

**Recommendation:**

This is an information item only.



## 4<sup>th</sup> ANNUAL ROCKLIN PATRIOT DAY

*Bill Eads RVs presents*

Saturday, October 11, 2014

10:00 a.m. – 5:00 p.m.

Walmart at I-80 and Sierra College

We would like to extend an invitation to join us at the 4<sup>th</sup> Annual Rocklin Patriot Day. This fun-filled, family event will be held from 10:00 a.m. to 5:00 p.m. at the new Walmart I-80 and Sierra College Blvd.

This day honors “Those Who Serve” in the public safety and military at the local, state, and federal levels. We remember them by bringing community members together with many public safety professionals who proudly and bravely serve Rocklin and the surrounding areas each and every day.

This free event is sponsored by the Rocklin Public Safety Volunteers, Inc. for Rocklin and surrounding communities in Placer County. We will feature demonstrations by the Rocklin Police and Fire Departments and other law enforcement and fire agencies. We will also have special dignitary speakers, multiple vendor booths, arts/crafts, entertainment, an elementary art (K-3) and essay (4-6) contest on patriotism where winners will be announced, slot car challenge, food, and musical entertainment onstage. Expected attendance throughout the day is 2,000 – 5,000 participants. It will be a fun day for everyone.

Some (but not all) of the demonstrations this year are:

- Police K9 Demonstrations
- SWAT Team and Equipment
- Police Motorcycles
- Police Helicopter
- Fire Truck & Ladder
- Fire Department Jaws of Life Demo
- Color Guard

Family activities:

- Child ID Kits
- Hands-On CPR
- File of Life
- Amusement Rides
- Lakeshore’s Family Flag Art
- Slot Car Racing
- Face Painting
- Pictures w/ Public Safety Officials

Rosie and Bill, owners of Bill Eads RV’s, became a major event sponsor of this year’s Patriot Day Celebration. When asked why they became involved, Bill responded “*This event recognizes those men and women who chose to become the protectors of our local communities and our nation. The Rocklin community has been very kind to us and we’re proud to be Americans. This event allows us the opportunity to support our local public safety efforts by becoming a sponsor. We are much honored to be affiliated with the Patriot Day event.*”

Some of our major contributors include Bill Eads RVs, WalMart, Niello Land Rover, and Run Rocklin.

**ROCKLIN UNIFIED SCHOOL DISTRICT**

**Item 4.2  
SPECIAL RECOGNITION  
November 5, 2014**

**BOARD AGENDA BRIEFING**

---

**SUBJECT:** Special Presentation – Elementary School Library Donation

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

---

**Background:**

In partnership with Sierra Pines Golf Course, last year's 13<sup>th</sup> Annual Rocklin Unified School District Golf Tournament raised over \$2,150. Each year, proceeds from this event are dedicated to supporting the Elementary School libraries and to-date, have totaled over \$30,000.

This year's event is May 8th at Sierra Pines Golf Course. Also thanks to the staff at Sierra Pines Golf Course.

**Status:**

Jim Trimble will be presenting a check to Lorraine Littlejohn.

**Presenter:**

Jim Trimble, Sunset Ranch Elementary Principal  
Skott Hutton, Coordinator of Family/Community Engagement and Strategic Planning

**Financial Impact:**

Current year:  
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 [X] Information Item

**Packet Information:**

**Recommendation:**

This is an information item only.

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



**Item 8.1.1**  
**CONSENT**  
**November 5, 2014**

**SEPTEMBER 17, 2014**  
**REGULAR MEETING MINUTES – 7:00 P.M.**

1.0 **CALL TO ORDER**

2.0 **ROLL CALL**

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

Trustee(s) Absent: Todd Lowell, *President*

Student Representative: Trevor Bohatch, *Rocklin High School*

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*; Karen Huffines, *Director*; Matt Phillips, *Director*; Gilbert Benthin, *Assistant Director*; Bill Pruett, *Energy Specialist*

3.0 **PLEDGE OF ALLEGIANCE** – Trevor Bohatch introduced the members of The Whitney High School AFJROTC Color Guard then led the Board and audience in the Pledge of Allegiance.

4.0 **AUDIENCE/VISITORS PUBLIC DISCUSSION** – Steve Paul 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: John Joseph Burdette III of Newcastle California, introduced himself representing Southland Energy. Mr. Burdette was referred to Sue Wesselius for further discussion on his company’s services.

5.0 **COMMENTS FROM STUDENT REPRESENTATIVE(S)** – Student Representative Trevor Bohatch provided a report on District-wide events. Rocklin Independent Charter had a successful picnic, enjoyed by all in attendance. Victory High School’s Back to School Night was very successful and well attended. Trevor noted being a member of the District’s Strategic Planning Team and that Twin Oaks recently started strategic planning. Rocklin High School and Whitney High School had a record turnout at the 5<sup>th</sup> Annual Quarry Bowl. He commented on the pride shown by all students and what a great event it was to start off the year.

6.0 **COMMENTS FROM BOARD AND SUPERINTENDENT** – Greg Daley expressed the Board’s condolences at the loss of Barbara Ann Chestnutt’s mother. Barbara is one of the District’s Visual and Performing Arts elementary teachers. Wendy Lang visited Back to School Nights and commented on

the outstanding attendance. Quarry bowl was fantastic. She welcomed Trevor Bohatch as the student representative from Rocklin High. Steve Paul commented on Back to School Nights at both Rocklin High and Whitney High Schools and how amazing it was to come together as a community with great participation at these events. Quarry Bowl is a great community event that brings many people together. Roger Stock expressed thanks to all Athletic and Activity Directors, Administrators and support staff for their work and effort in planning the Quarry Bowl.

7.0 **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.

- 7.1 **BOARD MINUTES** – Request to approve Board minutes.  
7.1.1 Sept 3, 2014 (Regular Session)
- 7.2 **APPROVE CERTIFICATED PERSONNEL REPORT** – Request to approve personnel items included on the Certificated Personnel Report. (Colleen Slattery)
- 7.3 **APPROVE CLASSIFIED PERSONNEL REPORT** – Request to approve personnel items included on the Classified Personnel Report. (Colleen Slattery)
- 7.4 **BILL WARRANTS** – Request to approve bill warrants. (Barbara Patterson)
- 7.5 **MONTHLY ACCOUNT SUMMARIES** – Request to approve monthly account summaries. (Barbara Patterson)
- 7.6 **APPROVE STIPULATED EXPULSION** – Request to approve stipulated expulsion for Student No. 091714-01. (Marty Flowers)

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

8.0 **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.

- 8.1 **RESOLUTION 14-15-05 – ESTABLISHING APPROPRIATION LIMITATION (GANN LIMIT)** – A **MOTION** was made by Wendy Lang and seconded by Greg Daley to approve a resolution identifying the estimated appropriation limits for the current year and the actual appropriation limits for the proceeding year (GANN Limit). Motion passed unanimously.
- 8.2 **2013-14 UNAUDITED ACTUAL FINANCIAL STATEMENTS** – A **MOTION** was made by Greg Daley and seconded by Wendy Lang to approve the 2013-14 Unaudited Actual Financial Report. Motion passed unanimously.
- 8.3 **PROPOSITION 39 UPDATE** – A **MOTION** was made by Greg Daley and seconded by Wendy Lang to approve the five year expenditure plan to the California Energy Commission. Motion passed unanimously.
- 8.4 **APPROVE BOARD POLICY (BP) AND ADMINISTRATIVE REGULATION** – A **MOTION** was made by Wendy Lang and seconded by Greg Daley to approve a revision to BP 4111 (Certificated Personnel) – Recruitment and Selection, and new BP 4211 (Classified Personnel), and BP 4311(Management, Supervisory, and Confidential Personnel) – Recruitment and Selection. Motion passed unanimously.

**9.0 INFORMATION AND REPORTS****9.1 ENROLLMENT UPDATE (Barbara Patterson)**

Comments: Barbara Patterson, Deborah Sigman and Sue Wesselius provided a student enrollment update noting the decline in District's enrollment of 161 students as of the 10<sup>th</sup> day enrollment count from the prior year. An overview of enrollment count for the past 5 years, current housing permits being requested for the Rocklin District area, Kindergarten projections based on births, the number of no shows when school started, inter-district transfers, and data with was presented to the Board. Also shared was the financial impact of a loss of students to the District.

**10.0 PENDING AGENDA – No items were placed on the pending agenda.****11.0 CLOSED SESSION – The Board adjourned to Closed Session at 8:20 p.m. regarding the following matters:**

- 11.1 *Public employee discipline/dismissal/release pursuant to Government Code section 54957.*
- 11.2 *Conference with Legal Counsel – Existing Litigation as authorized by Government Code section 54956.9 (Sacramento Court Case No. SA-CE-2562-E)*
- 11.3 *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
- 11.4 *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

**12.0 RECONVENE TO OPEN SESSION – Steve Paul reconvened the meeting to open session.****13.0 REPORT OF ACTION TAKEN IN CLOSED SESSION – No action was taken in closed session.****14.0 ADJOURNMENT – Vice President Paul adjourned the meeting at 9:54 p.m.**

*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, OCT 15, 2014 (7:00 P.M.)**





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



**Item 8.1.2**  
**CONSENT**  
November 5, 2014

**OCTOBER 15, 2014**  
**SPECIAL RECOGNITION, EMPLOYEE YEARS OF SERVICE — 6:30 P.M. – 7:00 P.M.**  
**REGULAR MEETING MINUTES — 7:00 P.M.**

**EMPLOYEE YEARS OF SERVICE RECOGNITION (6:30 P.M. – 7:00 P.M.)** – The District held its 18th annual Employee Recognition Years of Service Event, recognizing RUSD Elementary employees with 10, 15, 20, 25 30 and 35 years of service. Board of Trustees thanked those being recognized for their dedicated service and long term commitment to students and the community. Secondary employees along with support staff in Nutrition Services, Transportation, and Maintenance and Operations and the District Office will be recognized at the November 5 Board Meeting held at the District Office (6:30 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 October 15, 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*  
   Wendy Lang, *Member*

Trustee(s) Absent:                    Greg Daley, *Clerk*  
   Camille Maben, *Member*

Student Representative:            Trevor Bohatch, *Rocklin High School*

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*; Shari Anderson, *Principal Valley View Elementary*; Brian Arcuri, *Principal, Antelope Creek Elementary*; Amanda Makis, *Principal Rocklin Elementary*; Jim Trimble, *Principal Sunset Ranch Elementary*; Mark Williams, *Principal Victory High School*; David Bills, *Principal Rocklin High School*; Kari Auwae, *Teacher on Special Assignment (TOSA)*; Joe McLean, *TOSA*; Lara Kikosicki, *TOSA*; Jeri Farmer, *TOSA*.

3.0 **PLEDGE OF ALLEGIANCE** – Trevor Bohatch introduced the Whitney High School AFJROTC Color Guard then led the Board and audience in the Pledge of Allegiance.

4.0 **SPECIAL RECOGNITIONS/PRESENTATIONS**

4.1 **SPECIAL REPORT CITY OF ROCKLIN, SUMMER CIVIC CAREER PROGRAM:** Diana Ruslin, City of Rocklin Councilmember, shared information regarding the Summer Civic Career Program that was implemented, in partnership with RUSD, to provide high school students with real world learning experiences. Thirteen students from all three RUSD high schools participated in the three week summer program. Diana thanked Amber Tillary, Rocklin High School Career Counselor, along with all three high school principals and staff who were involved in the program’s success. Students

Thomas Brennan (VHS) and Lydia Tahraoui (RHS) read their post program essays to Trustees about the positive impact of the program.

Trustee, Todd Lowell, asked if the Summer Civic Program would be extended next year for more than three weeks. Diana responded that extending the program is a possibility, depending on student need and resources available. Todd thanked the City of Rocklin for their leadership and for providing RUSD students the opportunity to participate and grow in their career skills. Trustee, Wendy Lang, shared that she too appreciated the relationship that the City and the School District have together and how proud she was of the students who participated, specifically thanking those who took the time to attend the Board Meeting and share their essays.

- 5.0 **AUDIENCE/VISITORS PUBLIC DISCUSSION** – Todd 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:

Ms. Darlene Gates addressed the Trustees in regards to the “cost of Senior Citizens attending sports programs” at secondary schools. Ms. Gates has lived in Rocklin for 16 years and has two granddaughters who are very involved in sports at WHS. She attends several games a week, which can be costly on a senior budget. She requested that high school(s) consider reducing senior citizen sports entrance fees to a more affordable \$3 (currently \$5). Todd Lowell asked if she had contacted WHS regarding the issue. She responded that she had, but did not receive a response. Trustees thanked her for her time to bring this to their attention and asked Deputy Superintendent, Deborah Sigman, to follow up.

- 6.0 **COMMENTS FROM STUDENT REPRESENTATIVE(S)** – Student Representative Trevor Bohatch provided a detailed report on a variety of District-wide events happening at elementary and secondary Schools.

- 7.0 **COMMENTS FROM BOARD AND SUPERINTENDENT** – Steve Paul shared that he was thankful for the great Homecoming event held at Rocklin High School recently. The football game against Del Oro was attended by more than 6000 fans. He mentioned that senior quarterback, Max O’Rourke, was injured, but on the road to recovery. Wendy Lang also attended the Homecoming game and was moved by the “Matt Redding Award” and “Rick Morris Recognition.” Todd Lowell shared that Rick Morris, a beloved Rocklin High School teacher, with 35 years of service, passed away recently. Morris made a significant impact on generations of Rocklin Thunder students and families with his photographs and videos of nearly every significant event held at RHS. He leaves behind a legacy to both RHS and the community. A memorial for Morris will be held, Sunday, Nov 2, 1pm, at the Rocklin Event Center. Superintendent Stock shared that the District was recently chosen by the SME Education Foundation Partnership Response in Manufacturing Education (PRIME) as one of six high schools in the nation to receive funding for its Manufacturing Education Program. Dan Frank, Rocklin High School teacher, led this process, which will provide \$35k of equipment and software updates to connect manufacturing students, educators, and the industry to grow the next manufacturing generation workforce.

8.0 **ACTION ITEMS - CONSENT CALENDAR**

- 8.1 **BOARD MINUTES** – Request to approve Board minutes.  
8.1.1 Sept 17, 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 RESOLUTION 14-15-07 - A RESOLUTION DELEGATING BARBARA PATTERSON AS REPRESENTATIVE AND ROGER STOCK AS ALTERNATIVE REPRESENTATIVE TO THE JOINT POWERS BOARD FOR SCHOOLS INSURANCE GROUP (SIG) 2014-15** - Request to approve a resolution delegating Barbara Patterson as

- representative and Roger Stock as alternate representative to the Joint Powers Board for SIG for the 2014-15 school year. (Barbara Patterson).
- 8.5 **APPROVE STUDENT TEACHING AGREEMENT WITH CALIFORNIA STATE UNIVERSITY, CHICO** – Request to approve Student Teaching Agreement with California State University Chico. (Colleen Slattery)
- 8.6 **APPROVE FOOD SERVICE AGREEMENT WITH THE PLACER COUNTY OFFICE OF EDUCATION (PCOE)** – Request to approve agreement with PCOE to provide lunches to the Pathways Charter iCARE Program. (Barbara Patterson)
- 8.7 **MEMORANDUM OF UNDERSTANDING WITH ROCKLIN TEACHERS PROFESSIONAL ASSOCIATION (RTPA)** – Request to approve MOU with RTPA to continue release time for RTPA Association President for 2014-15. (Colleen Slattery)
- 8.8 **APPROVE REVISED SECURITY FLEX 125 FLEXIBLE SPENDING ACCOUNT SERVICE AGREEMENT WITH SECURITY BENEFIT LIFE INSURANCE COMPANY** – Request to approve the revised agreement with Security Benefit Life Insurance Company. (Barbara Patterson)
- 8.9 **APPROVE BUDGET REVISIONS** – Request to approve RUSD budget revisions. (Barbara Patterson)
- 8.10 **APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS** – Request to approve the Quarterly Report on Williams Uniform Complaints for the quarter ending September 30, 2014. (Deborah Sigman)
- 8.11 **APPROVE COMPUCLAIM MEDI-CAL BILLING OPTION PROGRAM AGREEMENT** – Request to approve the agreement with CompuClaim for Medi-Cal billing. (Barbara Patterson)
- 8.12 **APPROVE OVERNIGHT FIELD TRIP(S)** – Request to approve the following overnight field trips. (Deborah Sigman).
- 8.12.1 Valley View Elementary, Grade 6 students to attend overnight field trip to Alliance Redwoods Conference Center in Sonoma County, CA (December 2 – Dec 5, 2014).
- 8.12.2 Breen Elementary, Grade 6 students to attend overnight field trip to Sly Park Environmental Education Center in El Dorado County, CA (December 1 – Dec 5, 2014).
- 8.12.3 Ruhkala Elementary, Grade 4 students to attend overnight field trip to Coloma in El Dorado County, CA (October 22 – October 24, 2014).
- 8.12.4 Sierra Elementary, Grade 3 students to attend overnight field trip to Monterey Bay Aquarium in Monterey County, CA (April 9 – April 10, 2015).
- 8.12.5 Sunset Ranch Elementary, Grade 5 students to attend overnight field trip(s) to “Age of Sail” in the San Francisco Bay, San Francisco, CA (November 4 – 5, 2014; November 12 – 13, 2014 and December 1 – 2, 2014).
- 8.13 **ACCEPT DONATIONS** – Request to accept the following donations. (Barbara Patterson)
- 8.13.1 \$500 from Renaissance Learning for the back-to-school staff barbecue.
- 8.13.2 \$500 from Measured Progress for the back-to-school staff barbecue.
- 8.13.3 Cash, gift cards to Walmart & Target and miscellaneous school supplies from St. Peter & Paul Church.
- 8.13.4 Miscellaneous school supplies collected by the employees of Gap, Inc.
- 8.13.5 \$120 from PG&E Corporation to Breen Elementary.
- 8.13.6 \$3,710.25 from Breen PTC to purchase Chromebooks at Breen Elementary.
- 8.13.7 Fourteen iPad minis, 14 cases and 2 iTunes from Miguel Ruiz to Parker Whitney Elementary.
- 8.13.8 \$3,000 from Rock Creek PTC to use towards Leader in Me for 2014-15 at Rock Creek Elementary.
- 8.13.9 A violin from the Pluta family to Rocklin Elementary.
- 8.13.10 \$2,388 from Noodles & Company to Rocklin Elementary.
- 8.13.11 \$1,000 from Mr. & Mrs. Barnes to the Sly Park Scholarship Fund at Rocklin Elementary.
- 8.13.12 \$300 from the GAP Foundation Money for Time Program at Ruhkala Elementary.
- 8.13.13 \$230.76 from Wells Fargo Bank Matching Gift Program to Ruhkala Elementary.

- 8.13.14 \$901.53 from Target Take Charge of Education to Ruhkala Elementary.
- 8.13.15 \$798.17 from Target Take Charge of Education to Sierra Elementary.
- 8.13.16 \$9,175 from Intel Volunteer Grant Program to Twin Oaks Elementary.
- 8.13.17 \$420 from Scott Becker to the SAT Prep Class at Rocklin High.
- 8.13.18 \$1,080.60 from Target Take Charge of Education to Rocklin High.
- 8.13.19 \$1,216.65 from Target Take Charge of Education to Whitney High.
- 8.13.20 \$100 from the Stauffer Family/Capital Bandwidth to Whitney High.
- 8.13.21 \$100 from Shane & Sarah Leverenz to Whitney High.
- 8.13.22 \$100 from Michele Colombo to Whitney High.
- 8.13.23 \$100 from Atlee & Kelly Horner to Whitney High.
- 8.13.24 \$5000 in labor and materials from Bayside Church, North Campus to Breen Elementary, Spring View Middle School, Victory High School, Whitney High School and Rocklin High School

Todd Lowell noted his absence at the September 17, 2014, Board of Trustees meeting and requested to pull Item 8.1 to be brought to November 5<sup>th</sup> meeting for approval. Following this, a MOTION was made by Steve Paul and seconded by Wendy Lang to approve the remainder of the Consent Calendar. Motion passed unanimously by the following roll call vote: Paul – aye, Lang – aye, Lowell, aye.

## 9.0 ACTION ITEMS – REGULAR AGENDA

- 9.1 **HOLD PUBLIC HEARING REGARDING RESOLUTION 14-15-06 – AFFIRMING SUFFICIENT TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR 2014-15** – A public hearing was held regarding Resolution 14-15-06, affirming sufficient textbooks and instructional materials for 2014-15. Hearing no comments from the public, President Lowell closed the public hearing.

**RESOLUTION 14-15-06 – APPROVE RESOLUTION AFFIRMING SUFFICIENT TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR 2014-15** – A MOTION was made by Wendy Lang and seconded by Steve Paul to approve resolution 14-15-06 affirming sufficient textbooks and instructional materials for 2014-15. Motion passed by the following roll call vote: Paul – aye, Lang – aye, Lowell, aye. Motion passed unanimously.

- 9.2 **APPROVE BOARD POLICY (BP) AND ADMINISTRATIVE REGULATION (AR) - A MOTION** was made by Steve Paul and seconded by Wendy Lang to approve revisions to the following policy and regulation. Motion passed unanimously.
- 9.2.1 BP 5141.21 Students Administering Medications and Monitoring Health Conditions
  - 9.2.2 AR 5141.21 Students Administering Medications and Monitoring Health Conditions

## 10.0 INFORMATION AND REPORTS

- 10.1 **California Public Employee Retirement System (CalPERS) and California State Teachers' Retirement System (CalSTRS) Rate Increase and Cost Update** – Barbara Patterson, Deputy Superintendent, Business and Operations, provided an update on increased pension rates and cost updates for California Public Employee Retirement System (CalPERS) and California State Teachers Retirement System (CalSTRS). Both pension funds are underfunded, particularly CalSTRS. The CalPERS Board and California State Legislature recently addressed the unfunded liabilities with a mandate that increases employer contribution rates over the next seven years. Based on current salaries and staffing, the cumulative financial impact of the pension rate increases by 2021 will be approximately \$6.4 million. In 2015-16 it will be an increased cost of \$965,000 to the District's budget for employee pensions over the current year. These additional costs will have a significant impact on District resources as there is currently

no dedicated funding source provided. These mandatory costs will have to be paid with future new revenues from the State, and absent new revenues, by reduction of services.

Todd Lowell shared that this increase will be a drastic mandate and have a significant impact on the District.

- 10.2 **Advanced Placement Spanish, Text Book Adoption** – Marty Flowers shared information on Advanced Placement Spanish Textbook Adoption. Information included materials currently being utilized by Advanced Placement (AP) Spanish, the most up-to-date textbook available for this course, encompassing all new changes to the AP Spanish Language and Culture exam. Wendy Lang asked if the new textbook adoption will be available in an electronic version. Marty Flowers will research and provide information to the Board through a Board Communication.
- 10.3 **Academic Content Standards, Curriculum Frameworks and Instructional Materials, Providing the Context for Implementation Activities and Expenditures** – Deborah Sigman, Marty Flowers and Karen Huffines, presented to Trustees an update on content standards, curriculum frameworks and instructional materials. In 2010, the state of California adopted new rigorous academic content standards in English Language Arts and Math. Districts throughout CA are determining the most appropriate and opportune way to implement new standards. RUSD is no exception and is moving forward with deliberate and comprehensive implementation of the standards and an adoption of standards aligned instructional materials. This is a multi-year, multi-faceted effort with the end goal is to make students “college and career ready.” The team presented information on current academic standards implementation activities, current instructional materials expenditures, and projected adoption timelines and expenditures. The District has specific strategic priority plans to develop capacity for new curriculum and materials through the 2018/19 school year. Plans for implementation include teacher training, professional learning opportunities, and collaboration.

Comments: Wendy Lang asked for the best way to support and respond to parents who want to support their students in this transition. Specifically, what is the best way for parents to ask questions? Deborah Sigman shared that the National PTA has a variety of good materials that the District will look into as a resource and possible link to RUSD website. Todd Lowell asked about the current status of the writing program “Excellence in Writing?” Karen Huffines explained we have never made one specific writing program mandate and there has always been effort to give teachers “options” to provide teachers freedom to choose what works best for their classroom. Excellence in Writing is a supplemental writing program. Deborah Sigman shared with Trustees, that as the District moves forward, it will continue to look closely at what makes a good quality writing program and support it the best way possible. The Board will be provided with information on how the District is addressing all three areas.

11.0 **PENDING AGENDA** – No items were placed on the Pending Agenda.

12.0 **CLOSED SESSION** – The Board adjourned to closed session at 9:05 regarding the following matters:

- 12.1 *Public employee discipline/dismissal/release pursuant to Government Code section 54957.*
- 12.2 *Conference with Legal Counsel – Anticipated Litigation as authorized by Government Code section 54956.9 (two potential cases)*
- 12.3 *Conference with Legal Counsel – Existing Litigation as authorized by Government Code section 54956.9 (Sacramento Court Case No. SA-CE-2562-E)*
- 12.4 *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

- 13.0 **RECONVENE TO OPEN SESSION** – President Lowell reconvened the meeting to open session.
- 14.0 **REPORT OF ACTION TAKEN IN CLOSED SESSION** – The Board of Trustees took action to approve two settlement agreements: OAH Case No. 2014080689 and OAH Case No. 2014080053. The vote was Paul – aye, Lang – aye, Lowell, aye.
- 15.0 **ADJOURNMENT** – President Lowell adjourned the meeting at 10:13 p.m.

*Please note that additional information distributed to the Board of Trustees before or during the meeting and not included in the agenda packet can be obtained by calling the District Office at (916) 630-2230.*

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

**ATTENDANCE SIGN-IN SHEET**

Wednesday, October 15, 2014

NAME	AFFILIATION <small>(site name/position, parent, community organization, etc.)</small>	CONTACT INFORMATION <small>(email address and/or phone)</small>
Shani Anderson	VU Principal	
Brian Arcuri	AC	
Theranda Makis	RE Principal	
Barbara Branges	AC - Teacher	
J. Trimb	SR Principal	
Ju Ju	TOSA	
Kari Auwa	TOSA	
J. McLean	TOSA	
Lara Klesicki	TOSA	
Jant Hill	Peter Hill - 52yrs	
Paulene Hayes	Resident	
Marie Williams	VHS	
Astrid Fann	AC	
Thomas Brennan	VHS Student Speaker	
Ashley Eckenburg	Breen	
Spelken	Mo / CSEA	
Missy Godell	Health Services Sup	
Kelly King	Breen / Teacher Sunset Ranch	

Completion of any portion of this sign-in sheet is voluntary and will be included as part of the permanent minutes.





**CERTIFICATED PERSONNEL REPORT**

**REQUEST FOR LEAVE OF ABSENCE:**

1. Rebecca Duke, SDC Preschool Teacher, Rock Creek Elementary, 10/30/14 – 2/12/15
2. Jenna Trejo, SDC Teacher, Spring View Middle School, 1/5/15 – 6/5/15

**CHANGE IN ASSIGNMENT FOR 2014-15:**

1. Joanne Evers, from 0.95 FTE to 0.88 FTE Elementary VAPA Teacher, effective 10/1/14



**ROCKLIN UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES**

---

8. Name: Joseph Jergo Effective: 10/14/14  
Position I: Special Ed Aide I Site: Granite Oaks Middle School  
Position II: Instructional Aide Funding: General  
Secondary 7-12  
Salary I: CSEA, Range 24, Step A  
Salary II: Non-Rep, Range 1, Step A  
Hours I: 3 Hours/Day  
Hours II: .75 Hours/Day  
Days: 10 Months/Year
9. Name: Heather Marquis Effective: 10/16/14  
Position: Special Ed Aide II Site: Sierra Elementary  
Salary: CSEA, Range 27, Step C Funding: General  
Hours: 6 Hours/Day  
Days: 10 Months/Year
10. Name: Jacquelyn Ferguson Effective: 10/21/14  
Position: Instructional Aide I - Site: Rock Creek Elementary School  
Elementary K-6 Funding: General  
Salary: Non-Rep, Range 1, Step A  
Hours: 2 Hours/Day  
Days: 10 Months/Year
11. Name: Nina Inniss Effective: 10/21/14  
Position: Food Services Worker I Site: Whitney High School  
Salary: CSEA, Range 21, Step A Funding: Cafeteria Fund  
Hours: 1.6 Hours/Day  
Days: 10 Months/Year

**INCREASED HOURS:**

12. Name: Kathy O'Hagan Effective: 10/08/14  
Position: Special Ed Aide II Site: Transition Program  
Salary: CSEA, Range 27, Step F Funding: General  
Hours: 6 Hours/Day  
Days: 10 Months/Year
13. Name: Medha Nirgun Effective: 10/08/14  
Position: Special Ed Aide II Site: Transition Program  
Salary: CSEA, Range 27, Step B Funding: General  
Hours: 6 Hours/Day  
Days: 10 Months/Year

**RECLASSIFICATIONS:**

14. Name: Christina Gee Effective: 10/06/14  
Position: Special Ed Aide II Site: Parker Whitney Elementary  
Salary: CSEA, Range 27, Step F Funding: General  
Hours: 6 Hours/Day  
Days: 10 Months/Year

**ROCKLIN UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES**

---

**RESIGNATIONS:**

- 15. Name: Sarah Rath  
Position: Library Aide  
Site: Sunset Ranch Elementary  
Hours: 3.8 Hours/Day  
Effective: 12/28/14
  
- 16. Name: Dawn Rogers  
Position: Bus Driver  
Site: Transportation Department  
Hours: 5.5 Hours/Day  
Effective: 09/30/14
  
- 17. Name: Georgina Whitley  
Position: Food Services Worker I  
Site: Spring View Middle School  
Hours: 3 Hours/Day  
Effective: 10/23/14
  
- 18. Name: William Pitts  
Position: Discipline Technician  
Site: Whitney High School  
Hours: 8 Hours/Day  
Effective: 10/31/14

**RETIREMENTS:**

- 19. Name: Ronald Davis  
Position: Elementary Lead Custodian  
Site: Parker Whitney Elementary  
Hours: 8 Hours/Day  
Effective: 12/28/14
  
- 20. Name: Frances McDonald  
Position: Clerk  
Site: Transportation Department  
Hours: 8 Hours/Day  
Effective: 12/30/14

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

SUBJECT: Whitney High School Basketball Team to San Rafael High School Overnight Field Trip

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

---

**Background:**

Students on the Whitney High School Varsity Basketball team would like to participate in an Annual "Dawg" Classic Boys Varsity Basketball Tournament at San Rafael High School. Staff and students will travel to San Rafael High School on December 4, 2014 and return on December 6, 2014. While at the San Rafael High School, students will participate in a basketball tournament.

**Status:**

Staff is requesting approval for Whitney High School's Varsity Basketball team field trip to San Rafael High School for approximately 20 students and 3 adults. The trip is scheduled for December 4, 2014 through December 6, 2014.

**Presenter:**

Debra Hawkins, Principal and Sherry Mauser, Assistant Principal

**Financial Impact:**

Current year: \$125.00 per student

Future Year: NA

Funding Source: Boys Basketball Club fundraising, parents/students

**Material/Films:**

None

**Other People Who Might Present:**

None

**Allotment of Time:**

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

**Packet Information Item:**

None

**Recommendation:**

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

Submitted by: Sherry Mauser Date: 10/22/14

Approved by Site Administrator: Debra Hawkins Date: 10/22/14

Approved by Superintendent or Designee: [Signature] Date: 10/27/14

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

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

---

**Background:**

The District receives donations from various individuals and companies throughout the year.

**Status:**

It is the practice of the District to bring all donations to the Board on a monthly basis.

**Presenter:** Barbara Patterson

**Financial Impact:**

Current year: \$13,050  
Future years:  
Funding source: Local sources

**Materials/Films:**

**Other People Who Might Be Present:**

**Allotment of Time:**

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

**Packet Information:**

List of donations

**Recommendation:**

Staff recommends accepting donations.

## DONATIONS /NOVEMBER 5, 2014

Date	Donor	Donation	Purpose	School Site
9/25/2014	Cash	\$125	Concrete	Whitney HS
9/25/2014	Ted & Heidi Pefferman	\$100	Concrete	Whitney HS
9/25/2014	Eva Manzer	\$50	Concrete	Whitney HS
9/25/2014	Tracy Bartoe	\$100	Concrete	Whitney HS
9/25/2014	Wendy Cox	\$20	Concrete	Whitney HS
9/25/2014	Stephen & Jane Mitchell	\$50	Concrete	Whitney HS
9/25/2014	Mark & Tiffani Sienkiewicz	\$100	Concrete	Whitney HS
9/25/2014	Jeannine Madden	\$50	Concrete	Whitney HS
9/25/2014	Alan & Joanie Carr	\$100	Concrete	Whitney HS
9/25/2014	Stan & Michelle Brock	\$20	Concrete	Whitney HS
9/25/2014	Tara & Gregory Lucas	\$100	Concrete	Whitney HS
9/25/2014	Darrick & Susan Blatnick	\$100	Concrete	Whitney HS
9/25/2014	Warren & Kelly King	\$100	Concrete	Whitney HS
9/25/2014	Greg & Bernadette Hawkins	\$100	Concrete	Whitney HS
9/25/2014	Stanley Ck Cheng	\$30	Concrete	Whitney HS
9/25/2014	Claire Stroope	\$100	Concrete	Whitney HS
9/25/2014	Daniel & Dolores Lopez Koen	\$100	Concrete	Whitney HS
9/25/2014	VonMorgenland/Charette	\$25	Concrete	Whitney HS
9/25/2014	Brian & Kris Okamoto	\$100	Concrete	Whitney HS
9/25/2014	Michael & Jennifer Allen	\$100	Concrete	Whitney HS
9/25/2014	Catherine Morante	\$100	Concrete	Whitney HS
9/25/2014	Arnel and Erly Espinosa	\$100	Concrete	Whitney HS
9/25/2014	Sanjay & Sanyukta Pawar	\$230	Concrete	Whitney HS
9/25/2014	William & Lori Leone	\$100	Concrete	Whitney HS
9/25/2014	Matthew & Arlene Hill	\$100	Concrete	Whitney HS
9/25/2014	Patty Carrel	\$100	Concrete	Whitney HS
9/25/2014	Gina & Jeff Wheeler	\$100	Concrete	Whitney HS
9/25/2014	Gregg & Lynda Descheemaeker	\$100	Concrete	Whitney HS
9/25/2014	Trevor Rose	\$100	Concrete	Whitney HS
9/25/2014	Jim & Lauri Anderson	\$100	Concrete	Whitney HS



<b>Date</b>	<b>Donor</b>	<b>Donation</b>	<b>Purpose</b>	<b>School Site</b>
9/25/2014	Jean & John Crouse	\$100	Concrete	Whitney HS
9/25/2014	Cathleen & Kenneth Mollison	\$100	Concrete	Whitney HS
9/25/2014	WAVE Broadband	\$100	Concrete	Whitney HS
9/25/2014	Darlene and Greg Duke	\$50	Concrete	Whitney HS
9/25/2014	Guy and Tammy Nakano	\$100	Concrete	Whitney HS
9/25/2014	Michael & Stacie Sysum	\$1,000	Concrete	Whitney HS
10/2/2014	WHS Booster Club	\$5,000	Concrete	Whitney HS
10/1/2014	Truist Distribution	\$77	Donation	Antelope Creek
10/2/2014	Nancy Woods	Ten quilts	Bookfair Raffle	Antelope Creek
10/13/2014	Deborah Paulsen	\$50	Classroom Accounts	Breen
10/13/2014	Mentor Graphics Foundation	\$300	Volunteer hours by Derek & Barbara Nordman	Breen
9/22/2014	Target Corporation	\$473	Take Charge of Education	Cobblestone
10/7/2014	Valley View PTC	\$3,000	AR Licenses for 2014-15	Valley View
10/6/2014	Walter Schubert	Copy paper, card stock & index cards	Classroom use	Rocklin Elem.
10/1/2014	Granite Oaks CJSF Students	Backpacks w/school supplies calculators & hand-made notebooks	For needy students	District Office
	<b>Total</b>	<b>\$13,050</b>		

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

**SUBJECT:** Will Serve Letter – Yankee Hill Estates, Unit 6 a.k.a. Liberty Estates

**DEPARTMENT:** Senior Director, Facilities & Operations

**Background:**

First American Title Company is requesting a "Will Serve" letter for Yankee Hill Estates, Unit 6, a.k.a. Liberty Estates project. The projected dates of this project are from October 2014 to June 2015, which means these students would arrive from August of 2015.

**Status:**

A standard "Will Serve" letter for this request is attached for review and approval by the Board.

**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:**

A copy of the First American Title Company request, the will serve letter and listing of schools is included.

**Recommendation:**

Administration recommends that the Board approve the attached "Will Serve" letter for Yankee Hill Estates, Unit 6 a.k.a. Liberty Estates project.

# 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

October 24, 2014

Chrissy Smith  
First American Title Company  
3400 Douglas Blvd, Ste. 100  
Roseville, CA 95661

**Subject: Yankee Hill Estates, Unit 6 a.k.a. Liberty Estates  
Will Serve Letter**

Dear Ms. Smith:

This letter confirms that the Rocklin Unified School District will provide educational services to all eligible K-12 pupils who may now or in the future reside in Yankee Hill Estates, Unit 6, a.k.a. Liberty Estates project. In order to qualify for funding from the State Program for Class Size Reduction and to follow District practice of balancing class sizes, the students from the new development may be required to attend a school other than the one in their area. The attached information sheet lists all schools serving this area.

The above referenced development is included in a Community Facilities (Mello Roos) District that funds K-6 schools. However, the developer is required to pay to the District an impact fee for construction of 7-12 facilities and district support facilities, at the time of permit pull.

Transportation is provided for those students living outside of the walking distance to their attendance schools. Fees for transportation for the 2014/15 school year are \$240 per semester.

If you have any questions or need further information, please call.

Sincerely,

Sue Wesselius  
Senior Director  
Facilities & Operations



*First American  
Title Company*

RECEIVED

OCT 22 2014

Rocklin Unified School District  
Rocklin, CA

October 21, 2014

Rocklin Unified School District  
Facilities Department  
2615 Sierra Meadows Drive  
Rocklin, CA 95677  
Attn: Linda Taylor, Administrative Assistant

RE: Project Name: Yankee Hill Estates, Unit 6 a.k.a. Liberty Estates  
Location: Mockingbird Court and North Haven Drive, Rocklin, CA  
Developer: Artisan Homes of California, Inc.  
APN: 045-510-031

Dear Ms. Taylor,

We are assisting the developer in obtaining a Public Report from the Bureau of Real Estate (BRE) for the above referenced subdivision. The BRE requires that the developer provide a statement from the school district that indicates the name and location of the schools in your district that will serve the students from this subdivision. We are requesting that you provide such a letter at your earliest convenience.

This overall subdivision contains 10 lots. For your reference, enclosed are a subdivision map and a general vicinity map. Your early attention to our request is greatly appreciated. We would appreciate a response within the next 30 days.

Please address your response to the Bureau of Real Estate, c/o First American Title Company, 3400 Douglas Blvd., Suite 100, Roseville, CA 95661, Attn: Dianna Woods, and return it via e-mail ([csmith@firstam.com](mailto:csmith@firstam.com)), fax (866-524-2118), or in the enclosed envelope.

If you are not the person who handles these requests, please forward this letter to the appropriate person. If you have any questions, please contact Dianna Woods at 916-677-2667.

**Please reference the project name in your response.**

Sincerely,

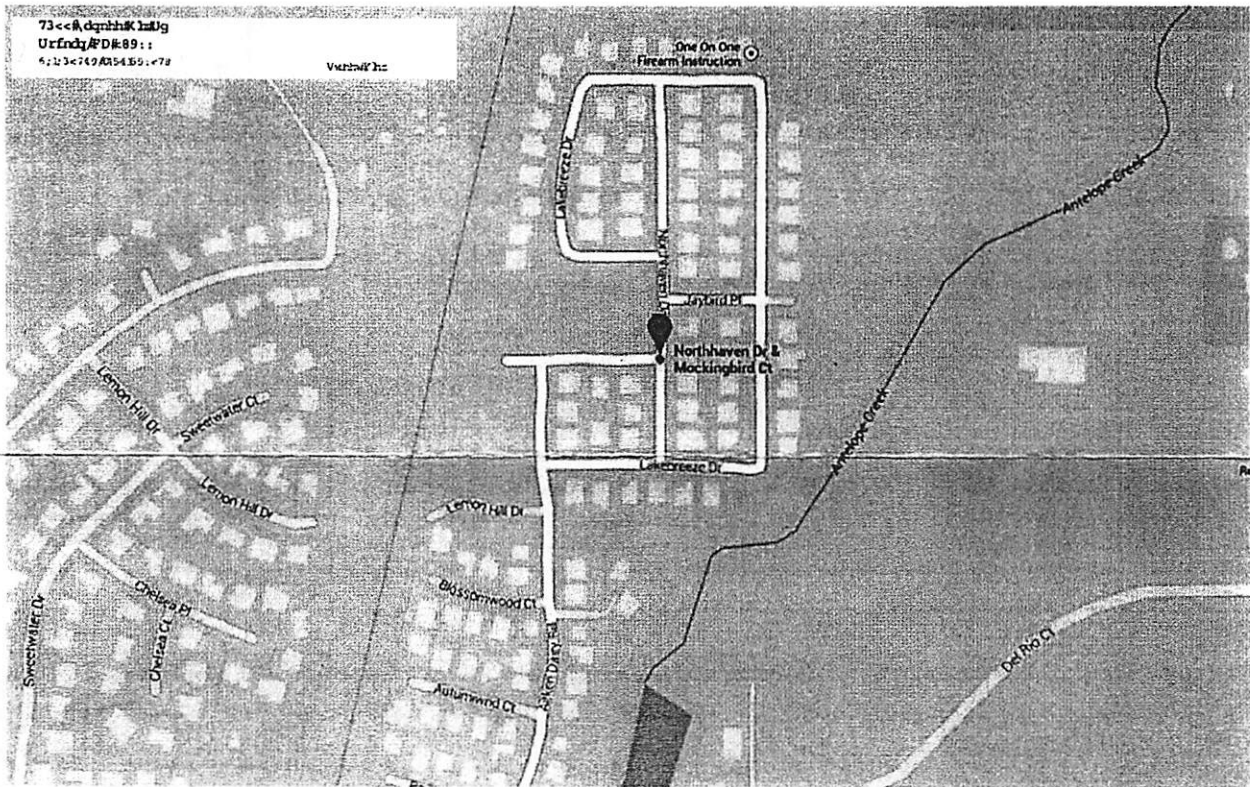
Chrissy Smith on behalf of  
Dianna Woods  
BRE Processor

Encl.

3400 Douglas Blvd., Suite 100, Roseville, CA 95661

TEL 916-786-5300 • FAX 866-524-2118

[WWW.FIRSTAM.COM](http://WWW.FIRSTAM.COM)



© 2014 Google

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Disposing of Surplus Equipment – Rocklin High School

DEPARTMENT: Senior Director – Facilities & Operations

**Background:**

RHS is adding additional equipment to their CTE lab with additional grant funding through the Career Pathways Trust and needs to dispose of some of the older equipment that is no longer needed.

It is the District's intent to follow California Education Code Sections 17540-17542 and 17545-17547 in the process of surplus asset sales/disposal.

**Status:**

The following items are no longer of use to the program and are scheduled to be sold with the assistance of a consultant using the Public Surplus process:

- 1 x cnc lathe
- 2 x cnc mills
- 2 x Syil x 6 mills and parts
- 1 x Bfb 3<sup>rd</sup> touch printer with parts
- Misc. collet holders
- 1 x drill chuck
- 1 x radial arm saw

The monies received from the sale will be used to make accommodations for the new equipment, or for the purchase of additional new equipment.

**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:**

None

**Recommendation:**

Staff recommends approval for the Senior Director of Facilities & Operations to dispose of the above listed items.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

**SUBJECT:** Approve Contract with BVD Consulting for Surplus Property Disposal

**DEPARTMENT:** Senior Director, Facilities & Operations

---

**Background:**

Our District has previously used the services of InterSchola as a legal mechanism to dispose of surplus equipment and items that were no longer needed. InterSchola recently closed their doors. John Deatherage, formerly with InterSchola, has created a business to provide the services formerly provided by InterSchola (Public Notice, surplus property identification and inventory, assisting with sales and inspection dates by buyers, assist with buyer pickup dates, etc.) The one difference is that the District will now register with a public auction house such as Public Surplus instead of using the former eBay method.

This process follows California Education Code Sections 17540-17542 and 17545-17555.

**Status:**

When the District has surplus items that have some value, it is staff's intent to dispose of these surplus items in the most cost effective manner with the hope of recouping some funding. Any funding obtained will be returned to the original funding source in compliance with Education Code.

**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:**

Personal Services Agreement between Rocklin Unified School District and BVD Consulting.

**Recommendation:**

It is recommended that the Board approve the contract with BVD Consulting and authorize staff to sign on it's behalf.

## **Personal Services Contract Agreement**

This agreement for professional services ("Agreement") is between the Rocklin School District ("District") and **BVD Consulting**, a Sole Proprietor ("Contractor").

### **RECITALS**

- A. District has the occasional need to dispose of surplus assets. It is District's intent to follow California Education Code Sections 17540-17542, 17545-17555, 60510-60511 in the process of surplus asset sales/disposal.
- B. Contractor is specially trained and experienced and competent to provide the specialized services specified in this Agreement. This Agreement is intended to be the written agreement between District and Contractor. For services pertaining to the sale/disposal of surplus assets, Contractor's efforts are more fully described in Exhibit A ("Sales/Disposal of Surplus Assets")

### **It is agreed that:**

1. John Deatherage dba BVD Consulting will serve as an independent contractor to District. The term of this Agreement shall begin on the effective date and shall continue thereafter for one year with automatic one year renewals. Either party may terminate this Agreement for material breach by the other party that is not cured thirty (30) days after receipt of written notice by the non-breaching party. Following the first anniversary of the Effective Date, either party may terminate this Agreement for no cause by providing thirty (30) days written notice to the other party.
2. Services to be provided are as follows:  
Contractor will report to **Sue Wesselius, Senior Director of Facilities & Operations**. Contractor will represent District as a Project Manager on various projects related to the sale and/or disposal of surplus assets.
3. Payment for services shall be in the amount of \$125.00 per hour, payable on the hours or days worked and submitted to District for approval. Amount not to exceed \$3000 per project unless agreed upon in writing prior to commencement of project, or through change order processed by District. Invoices are to be paid net 30.
4. The District shall provide a space for the work of this contract and the necessary materials and supplies, only for any portion of services deemed necessary by District.
5. Contractor will be reimbursed for expenses accrued in performance of duties only upon prior approval of the District.
6. Terms of this agreement may be modified or amended only upon the mutual agreement of both parties.



7. Contractor agrees that he is not an employee, officer, or agent of the District, but is an independent contractor. None of the rights or duties of an employee, officer, or agent shall accrue to the independent contractor.
8. Contractor shall defend, hold harmless, and indemnify the District, its officers, agents, and employees from all liability and claims for death, sickness, or injury to persons or property, including, without limitation, all consequential damages from any cause whatsoever arising from or connected with his services hereunder, whether or not resulting from his negligence.
9. Contractor shall maintain automobile insurance coverage in the minimum amounts required by law and shall provide proof of coverage upon request.
10. Contractor shall procure and maintain for the duration of this agreement insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by contractor. Contractor shall maintain limits no less than: General liability: \$1,000,000 per occurrence, \$2,000,000 aggregate.
11. Contractor shall seek to obtain the best possible pricing for all items listed for auctions.
12. Contractor shall complete all auction activities (from providing Public Notice to advertise auction, to sale completion and product delivery and payment) within six months of contract signing date.
13. Any items that fail to sell through reasonable auction attempts may be sold/disposed of by the District per California Education Code guidelines. Contractor agrees to assist with this process if requested by District.
14. Contractor will review the conditions for each surplus sale considered by District, and advise sale method best suited for items being sold.
15. Contractor understands that District has the right to sell or otherwise dispose of surplus assets at any time without utilizing services of Contractor.

INDEPENDENT CONTRACTOR

ROCKLIN UNIFIED SCHOOL DISTRICT

John Deatherage dba BVD Consulting

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

SSN or EIN: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT A**

### **Surplus Sale and Recommended Schedule**

#### **Services Included with each Surplus Sale**

- Upon notification by District that certain assets have been earmarked as surplus, a course of action and proposed schedule will be created by Contractor and approved by District.
- When all dates for sale of surplus have been confirmed, including Board of Trustees surplus declaration, inventory date, sale dates, inspection date(s) by buyers, and buyer pickup dates, a Public Notice form will be supplied to District for posting or publication in a local newspaper.
- Contractor will provide District with estimate of charges for all aspects of surplus sale, based on quantity, location(s), site conditions, and assistance available, if required.
- Contractor will discuss pricing and lotting strategy with District prior to any surplus items being publicly offered for sale. Contractor to receive written confirmation of said strategies from District prior to commencement of surplus sale, unless District waives this requirement in writing prior to commencement of sale.
- District acknowledges that timely response to all communications regarding surplus sale are needed in order to adhere to approved schedule.
- Contractor will provide either (a) reports, and/or (b) access to reports, to District personnel, on surplus sale activity both during the sale and after the sale.
- District, at its discretion, will enroll in one or more on-line services whose function is the sale of assets, at public auction. District will provide access to Contractor to those same services, for the purpose of fulfilling Contractors obligations to District.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

**SUBJECT:** Approval of Special Education Memorandums of Understanding (MOUs)

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

---

**Background:**

Students attend the Rocklin Unified School District (RUSD) from other resident districts. These students have significant special education needs that other districts in our Special Education Local Area Plan (SELPA) cannot accommodate. Rocklin has accepted them via an MOU, with excess cost calculations.

**Status:**

Students on MOUs within our special education programs include: ten students from Western Placer Unified School District and one student from Roseville Joint Union High School District attending the Rocklin Transition Program, and one student from Western Placer Unified School District attending the Rocklin High School Independent Living Skills (ILS) program.

**Presenter(s):**

Deborah Sigman, Deputy Superintendent, Educational Services

**Financial Impact:**

Current year (revenue): ADA for 12 students

Future years: NA

Funding source: DOR

**Materials/Films:**

None

**Other People Who Might Be Present:**

Janna Cambra, Director Special Education/Support Programs

**Allotment of Time:**

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

**Packet Information:**

Table showing details of districts, number of students and related costs.

**Recommendation:**

Approval of twelve Special Education Memorandums of Understanding (MOUs)

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

**SUBJECT:** Approve Revised Nutrition Services Job Descriptions

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

---

**Background:**

Nutrition Services, previously known as Food Services, supports student health and achievement by ensuring that all students receive nutritious meals and acquire the resources to make healthy choices. In order to promote health and nutrition to our students, we have revised all job descriptions for this department to reflect the new name of Nutrition Services. This revision does not result in any change to duties/responsibilities or to the salary schedule except the change to position name.

**Status:**

Food Services Delivery Driver/Warehouse Worker  
Food Services Worker I  
Food Services Worker II  
Food Services Worker III  
Food Services Operations Manager  
Director of Food Services

Nutrition Services Delivery Driver/Warehouse Worker  
Nutrition Services Worker I  
Nutrition Services Worker II  
Nutrition Services Worker III  
Nutrition Services Operations Manager  
Director of Nutrition Services

**Presenter:**

Colleen Slattery, Assistant Superintendent of Human Resources

**Financial Impact:**

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

**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:**

A copy of the proposed Nutrition Services department job descriptions and salary schedules with track changes are attached.

**Recommendation:**

Staff is recommending approval of the proposed revisions from Food Services to Nutrition Services on all associated job descriptions and salary schedules.

# ROCKLIN UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION



**JOB TITLE:** Director of ~~Food~~Nutrition Services

### **SUMMARY:**

The Director of ~~Food~~Nutrition Services plans, organizes, supervises, coordinates, and manages the activities and operations of the district's food services program; participates in and oversees the cooking, preparation, storage, distribution, sales, and serving of a variety of foods in the central kitchen and at satellite schools. Employees in this classification receive indirect supervision within a framework of established guidelines. Employees in this classification supervise and evaluate the work of others. This job class is responsible for the day-to-day operations of the food services program/facilities in providing nutritionally sound meals to students within the constraints of an annual operating budget. This job class requires a high level of organizational and supervisory skills and designated specialized knowledge related to the preparation and serving of large quantities of food.

Reporting to this position are the following classified titles: ~~Satellite Cafeteria Worker, Assistant Cook, Cafeteria Cashier, Cafeteria worker, Cook/Baker, Lead Cafeteria Cashier, and Lead Cook/Baker~~Nutrition Services Delivery Driver/Warehouse Worker, Nutrition Services Worker I, Nutrition Services Worker II, Nutrition Services Worker III, and Nutrition Services Operations Manager. This position is responsible for the overall direction, coordination, and evaluation of these positions. Carries out management responsibilities in accordance with the school district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work evaluating performance; supervising employees; addressing complaints and resolving problems.

**SUPERVISOR:** This position reports directly to the ~~Assistant~~Deputy Superintendent of ~~Business Services and Operations~~.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Organizes, supervises, and coordinates the activities and operations of a ~~food~~nutrition services production center and satellite schools, meeting established quality control standards.
2. Organizes and supervises the preparation of food in large quantities for on and off-site serving in accordance with prepared menus.

3. Establishes and implements ~~food service~~ nutrition services policies and procedures for assigned operations.
4. Develops and administers an annual operating budget for ~~food services~~ nutrition services. Monitors performance against budget to ensure efficient operation and that expenditures stay within budget limitations.
5. Computes, estimates, and orders proper quantities of food stuffs, supplies, and other equipment needed for efficient ~~food service~~ nutrition services operations.
6. Plans and evaluates menus following established guidelines. Makes nutritionally equivalent substitutions as needed.
7. Trains, assigns, supervises, and evaluates the work of assigned subordinate personnel and student assistants.
8. Investigates and resolves food quality and service complaints.
9. Ensures that food items are properly stored, cooked, distributed, and served in a safe, sanitary, and timely manner.
10. Purchases and receives food/supplies deliveries; inspects deliveries for proper quantity and quality. Takes corrective action when needed.
11. Prepares and maintains a variety of ~~food service~~ nutrition services -related records and reports such as inventories, nutrition sheets, food counts, food consumption logs, time sheets, and production reports.
12. Ensures that work sites are maintained and operated in a safe and sanitary manner; trains assigned staff in appropriate health and safety regulations; monitors work conditions and procedures at all times, and submits work orders for needed maintenance and repairs.
13. Monitors and maintains the safe operation and condition of all food preparation/serving equipment and machines.
14. Organizes and provides special ~~food services~~ nutrition services upon request.
15. Performs related duties as required.

**KNOWLEDGE OF:**

1. The proper procedures, methods, and equipment used in the ordering, storing, preparation, cooking, packaging, and distribution of large quantities of food for institutional ~~food service~~ nutrition services operations.
2. Methods of computing food quantities required by prescribed menu.
3. The safe and proper use of equipment, machines, and utensils used in large quantity food preparation operations.

4. The proper sanitation and safety requirements pertaining to food preparation and cafeteria operations.
5. The principles and practices of supervision and training.
6. Budget preparation and administration.
7. Proper record keeping and inventory reporting methods.

**ABILITY TO:**

1. Plan, organize, direct, and coordinate a school ~~food service~~ nutrition services operation.
2. Understand and carry out both oral and written instructions in an independent manner.
3. Prepare and cook a variety of foods in large quantities.
4. Direct and coordinate the timely and efficient distribution of large quantities of prepared meals/food items to other locations.
5. Train, supervise, and evaluate the work of subordinate personnel and student helpers.
6. Communicate effectively in both oral and written forms.
7. Analyze situations and make decisions in procedural matters without immediate supervision.
8. Perform mathematical calculations accurately.
9. Maintain accurate records and prepare reports.
10. Plan for and accurately estimate the appropriate amounts of food and other resources needed for future use.
11. Properly and safely operate and maintain a variety of food preparation equipment such as ovens, ranges, slicers, mixers, choppers, etc.
12. Meet the physical requirements necessary to safely and effectively perform assigned duties.
13. Establish and maintain effective work relationships with those contacted in the performance of required duties.

**EDUCATION :**

Associate's degree (A. A.) or equivalent from two-year college or technical school.

**EXPERIENCE :**

Five years related experience including two in supervision; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Requires valid CA driver's license.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Medical Category II.**

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

**WORK ENVIRONMENT:**

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

While performing the duties of this job, the employee regularly works in indoor environmental conditions. The employee is frequently exposed to video display. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

**Revision date: November 5, 2014**



**FOOD-NUTRITION SERVICES OPERATIONS MANAGER**

**BASIC PURPOSE OF THE JOB CLASSIFICATION**

To supervise and coordinate the operations of the food-nutrition services department; to assign, schedule, and review the work of food-nutrition services staff; to keep assigned areas in a clean and orderly condition; to work with staff and students in resolving food-nutrition services needs; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Employees in this classification receive general supervision within an established framework of standard policies and procedures. Employees in this classification exercise responsibility for providing leadership; training and overseeing work assignments of food-nutrition services staff.

**REPORTS TO**

Director of Food-Nutrition Services

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following information is descriptive and is not restrictive as to duties required)*

- Assists with the planning, training and assigning of food-nutrition services work schedules.
- Makes work assignments and evaluates food-nutrition services employees' performance.
- Assists the Food-Nutrition Services Director with the development and presentation of training.
- Orders, maintains inventory, and organizes site food and supplies, determining appropriate stock levels.
- Develops and implements programs designed to ensure completion of work within standardized levels of cleanliness, appearance, and safety.
- Supervises work schedules, menu production, ala carte sales and food preparations for district and site functions as directed.
- Assumes responsibility, under guidance of Food-Nutrition Services Director, for the quality and quantities of food needed to meet USDA, state and district menu requirements.

- Supervises staffing needs at sites within established labor formula.
- Participates in the interview and selection process for food, nutrition services staff.
- Meets with sale representatives and evaluates new food items, equipment, and products used in the operation of the food, nutrition services department.
- Keep records pertaining to food, nutrition services operations as required.
- Handles special assignments as assigned by the Director of Food-Nutrition Services.
- Estimates appropriate quantities of food and the number of staff needed to prepare assigned recipes and food items within established time constraints, ensuring that no overages/shortages occur.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk for extended periods, stoop, kneel, and crouch to pick up or move objects, office equipment, and furniture; ability to perform heavy physical labor for sustained periods of time; physical ability to lift and move objects weighing up to 50 pounds; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range, verbal communications; use kitchen equipment.

### **TYPICAL WORKING CONDITIONS**

Work is both indoors and outside school facilities; some exposure to controlled and hazardous substances and chemicals; continuous contact with staff and the public.

### **DESIREABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of work direction.
- Proper materials and methods used in food-nutrition services.
- Safe work practices and procedures.
- Care and maintenance of food, nutrition services equipment.
- Food Handling, food preparation and use of cafeteria equipment.
- Sanitation and safety procedures related to school cafeterias.
- Food and supplies ordering, receiving and inventory control.
- Computer programs used in food-nutrition services.

#### **Ability to:**

- Plan, organize, and schedule the food-nutrition services activities at multiple sites.
- Operate and use equipment and tools associated with school food-nutrition services.
- Establish and maintain cooperative working relationships.
- Organize, supervise, train, evaluate, and assign the work of food-nutrition services staff.
- Keep records as required.

- Use word processing, spreadsheet and data base computer programs.
- Analyze problems and recommend and implement solutions.
- Effectively communicate both orally and in writing.

**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Three years of responsible experience in ~~food~~nutrition services including one year with lead responsibility.

**Special Requirement:**

- Possession of a valid and appropriate California Driver's License.
- Possession of a valid and appropriate Serve Safe Certificate

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

**The Rocklin Unified School District  
Maintains a tobacco-free, drug-free environment**

Adopted: August 3, 2005

Revision: September 6, 2007

Revision:   November 5, 2014

Rocklin Unified School District

## **FOOD-NUTRITION SERVICES WORKER I**

### **BASIC PURPOSE OF THE JOB CLASSIFICATION**

Under supervision, to assist with the preparation and serving of food items; to perform the more routine food-nutrition services operation duties; to package food items at a central food-nutrition services production center; to serve food in a school cafeteria, snack bar, or satellite food-nutrition services unit; to maintain food-nutrition services equipment and facilities in a safe, clean and sanitary condition; perform cashiering duties at an assigned school cafeteria; to receive cash/check, and account for monies collected; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Employees in this classification receive direct and/or general supervision within a framework of well-defined policies and procedures. An employee in this classification may be responsible for setting up and serving food at assigned food-nutrition services facility. They may be assigned to an ala carte line, faculty serving unit, food-nutrition services cart, and/or satellite food-nutrition services unit.

### **REPORTS TO**

Director of Food-Nutrition Services

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following information is descriptive and is not restrictive as to duties required)*

- Washes and cuts vegetables; prepares salad and desserts and related a la carte items; makes sandwiches. May prepare certain food items such as slicing meats, breads, and salad bar foods.
- Assists in the preparation of breakfast and/or lunches by assembling, heating and apportioning food items.
- Arranges and sets-up serving counters, serving lines, meal carts, snack bars, and/or serving areas with appropriate food items, napkins, condiments, beverages, and supplies.
- Portions and serves food.
- Performs cashiering duties, counting money and assisting in making deposits and completion of relevant food-nutrition services reports.
- Loads transport vehicles and drives to dispensing sites (when applicable).
- Cleans serving areas; cleans kitchen, refrigerators, freezers, and related cooking equipment; washes dishes.
- Replenishes seasoning and napkin containers; stacks canned goods and cases in storage rooms.

- Sweeps and/or mops serving and food preparation areas.
- Operates and cleans ~~food-nutrition services~~ equipment and machines such as slicers, choppers, can openers, dishwashers, warmers, ovens, steamers, mixers, etc.
- Assists in measuring and weighing of foods.
- Monitors food temperature for safety.
- May assist with inventory and ~~food-nutrition services~~ deliveries.
- Monitors students' food choices for the purpose of meeting mandated requirements and ensuring a complete meal is served.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently sits, stands, and walks for extended periods; stoops, kneels, and crouches to pick up or move objects and kitchen equipment; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift, push, and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of ovens, steamers, mixers, slicers, choppers, steam tables, microwave ovens.

### **TYPICAL WORKING CONDITIONS**

Work is normally performed in a kitchen environment; exposure to heat, grease, cooking oil, and electrical energy; work is performed in an environment with constant noise; works around equipment with moving parts; regular exposure to wetness and moisture; some exposure to chemicals, cleaning solutions, and bleaches; daily contact with staff and students.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic procedures, methods, and equipment used in the storing, preparation, and cooking of large quantities of food for institutional ~~food-nutrition services~~ operations.
- Standard principles of operation and use of equipment, machines, and utensils used in large quantity food preparation and serving.
- Safe work practices.
- Proper sanitation and safety requirements associated with food preparation and serving.
- Mathematical operations.
- Manual or computer software applications for free and reduced meal monitoring and point of sale.

**Ability to:**

- Exhibit manual dexterity, and learn to perform simple cooking duties.
- Assist with the preparation of a variety of foods in large quantities and within established time constraints.
- Safely use and operate ~~food-nutrition~~ services appliances and equipment in an effective manner.
- Understand and follow both oral and written directions.
- Read and write at the level required for successful job performance.
- Accurately perform mathematical calculations necessary for satisfactory job performance.
- Make change accurately.
- Prepare, serve, and package food items as assigned.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Previous ~~food-nutrition~~ services experience in a school environment desirable.

**Special Requirements:**

- Possession of an appropriate California Driver's License.

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

**The Rocklin Unified School District  
Maintains a tobacco-free, drug-free environment**

Adopted: May 21, 2003

Revised: November 5, 2014

## **FOOD-NUTRITION SERVICES WORKER II**

### **BASIC PURPOSE OF THE JOB CLASSIFICATION**

This position will coordinate elementary (K-6) ~~Food-Nutrition Services~~ Workers, to organize and coordinate the activities and operations of a site food preparation facility; to independently perform food ordering; to participate in and oversee the cooking, preparation, storage, sale, and serving of a variety of foods in large quantities; to train, direct, and monitor the work of other ~~food-nutrition services~~ staff; to coordinate breakfast and lunch programs and to do related work and documentation as required.

### **DISTINGUISHING CHARACTERISTICS**

Employees in this classification receive general supervision within a framework of well-defined policies and procedures. An employee in this classification is responsible for the accurate accounting of cash received.

### **REPORTS TO**

Director of ~~Food-Nutrition Services~~ and /or ~~Food-Nutrition Services~~ Operational Manager

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following information is descriptive and is not restrictive as to duties required)***

- Is the liaison between site staff, parents, students, and ~~nutrition~~~~food~~ services at assigned site; including written notification of student account status and distribution of written policies and procedures.
- Responsible for food preparation and customer service needs for reimbursable meals, a la carte sales and all assigned site functions.
- Responsible for the preparation, assembling, heating and apportioning food items for the breakfast and/or lunches programs.
- Establishes serving counters, serving lines, meal carts, snack bars, and/or serving areas with appropriate food items, napkins, condiments, beverages, and supplies.
- Cleans serving areas; cleans kitchen, refrigerators, freezers, and related cooking equipment; washes dishes for the purpose of maintaining sanitary conditions.
- Operates and cleans ~~food-nutrition services~~ equipment and machines such as slicers, choppers, can openers, dishwashers, warmers, ovens, steamers, mixers, etc.
- Maintains high customer service and communication standards.
- Maintains high standards of sanitation and safety.
- Maintains high quality food standards with emphasis on the goal that foods are appetizing, appealing, and high in nutritional value for assigned site.

- Under the guidance of the Director of Food-Nutrition Services or assignee, assumes responsibility for the quality and quantities of food needed to meet USDA, state and district menu requirements at assigned site.
- Performs manual and software procedures to maintain necessary information for financial accounting including point of sale meal and revenue reporting, free and reduced meal monitoring and keeping inventories, records and cash as required.
- Monitors compliance with district policies and procedures required for time sheets, absence slips, and other personnel records at assigned site.
- Attends meetings as required.
- Requisitions and monitors food and supplies for assigned site within the established guides for meeting district menu compliance, projected food costs and minimizing waste.
- Responsible for opening kitchen, turning off the alarm, and preparing the work site for daily activities.
- Completes daily production sheets, maintains records related to food served, prepared and sold including menu production sheets and inventory records and performs necessary calculations and prepared related routine report
- Establishes, posts information, distributes, and maintains a variety of reports and records related to the Food-Nutrition Services Program.
- Prepares routine forms and reports associated with food service at assigned schools.
- Collects money, balances record sheets, and makes deposits for the purpose of maintaining accurate records and complying with related policies and regulations.
- Monitors students' food choices for the purpose of meeting mandated requirements and ensuring a complete meal is served.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently sits, stands, and walks for extended periods; stoops, kneels, and crouches to pick up or move objects and kitchen equipment; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift, push, and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of ovens, steamers, mixers, slicers, choppers, steam tables, microwave ovens.

### **TYPICAL WORKING CONDITIONS**

Work is normally performed in a kitchen environment; exposure to heat, grease, cooking oil, and electrical energy; work is performed in an environment with constant noise; works around equipment with moving parts; regular exposure to wetness and moisture; some exposure to chemicals, cleaning solutions, and bleaches; daily contact with staff and students.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic procedures, methods, and equipment used in the storing, preparation, and



cooking of large quantities of food for institutional ~~food~~nutrition services operations.

- Standard principles of operation and use of equipment, machines, and utensils used in large quantity food preparation and serving.
- Safe work practices.
- Proper sanitation and safety requirements associated with food preparation and serving.
- Basic recordkeeping practices and procedures. food handling, food preparation and use of cafeteria equipment
- Mathematical operations.
- Food handling, food preparation and use of cafeteria equipment.

**Ability to:**

- Understand, give, and carry out both oral and written directions.
- Exhibit manual dexterity, and learn to perform simple cooking duties.
- Supervise and participate in the preparation of a variety of foods in large quantities and within established time constraints.
- Safely use and operate food service appliances and equipment in an effective manner.
- Read and write at the level required for successful job performance.
- Accurately perform mathematical calculations necessary for satisfactory job performance.
- Make change accurately.
- Prepare, serve, and package food items as assigned.
- Establish and maintain cooperative working relationships with other ~~Food~~Nutrition Services Workers and those contacted in the course of work.
- Manual or computer software applications for point of sale mean and revenue reporting and free and reduced meal monitoring.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Previous ~~food~~nutrition services experience in a school environment desirable.

**Special Requirements:**

- Possession of an appropriate California Driver's License.
- ServSafe certification or equivalent.

*The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.*

*No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.*

***The Rocklin Unified School District  
Maintains a tobacco-free, drug-free environment***

Adopted: May 21, 2003

Revised: June 18, 2008

Revised: November 5, 2014

**FOOD-NUTRITION SERVICES WORKER III****BASIC PURPOSE OF THE JOB CLASSIFICATION:**

This position will coordinate secondary (7-12) ~~Food-Nutrition Services~~ Workers, organize and oversee numerous employees and points of sales, activities and the operations of a site food preparation facility; to independently perform food ordering; to monitor and coordinate all site work and catering schedules, to participate in and watch over the cooking, preparation, storage, sale, and serving of a variety of foods in large quantities; to train, oversee and monitor the work of other ~~food-nutrition services~~ staff; to coordinate breakfast, lunch, snack and/or snack bar programs, to accurately count and deposit all money collected from points of sale and to do other related work and documentation as required.

**DISTINGUISHING CHARACTERISTICS:**

Employees in this classification receive general supervision within a framework of well-defined policies and procedures. An employee in this classification is responsible for the accurate accounting of cash received.

**REPORTS TO:**

Director of ~~Food-Nutrition Services~~ and /or ~~Food-Nutrition Services~~ Operational Manager

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES: (The following information is descriptive and is not restrictive as to duties required)**

- Is the liaison between site staff, parents, students, and ~~food-nutrition services~~ at assigned site; including written notification of student account status and distribution of written policies and procedures.
- Coordinates for food preparation and customer service needs for reimbursable meals, a la carte sales and all assigned site functions.
- Responsible for the preparation, assembling, heating and apportioning food items for the breakfast and/or lunches programs.
- Establishes serving counters, serving lines, meal carts, snack bars, and/or serving areas with appropriate food items, napkins, condiments, beverages, and supplies.
- Cleans serving areas; cleans kitchen, refrigerators, freezers, and related cooking equipment; washes dishes for the purpose of maintaining sanitary conditions.
- Operates and cleans ~~food-nutrition services~~ equipment and machines such as slicers, choppers, can openers, dishwashers, warmers, ovens, steamers, mixers, etc.
- Maintains high customer service and communication standards.
- Maintains high standards of sanitation and safety.

## III

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(continued)*

- Maintains high quality food standards with emphasis on the goal that foods are appetizing, appealing, and high in nutritional value for assigned site.
- Under the guidance of the Director of ~~Food~~Nutrition Services or as designee, assumes responsibility for the quality and quantities of food needed to meet USDA, state and district menu requirements at assigned site.
- Performs manual and software procedures to maintain necessary information for financial accounting including point of sale meal and revenue reporting, free and reduced meal monitoring and keeping inventories, records and cash as required.
- Monitors compliance with district policies and procedures required for time sheets, absence slips, and other personnel records at assigned site.
- Attends meetings as required.
- Requisitions and monitors food and supplies for assigned site within the established guides for meeting district menu compliance, projected food costs and minimizing waste.
- Responsible for opening kitchen, turning off the alarm, and preparing the work site for daily activities.
- Completes daily production sheets, maintains records related to food served, prepared and sold including menu production sheets and inventory records and performs necessary calculations and prepared related routine report
- Establishes, posts information, distributes, and maintains a variety of reports and records related to the ~~Food~~Nutrition Services Program.
- Prepares routine forms and reports associated with ~~food~~nutrition services at assigned schools.
- Collects money, balances record sheets, and makes deposits for the purpose of maintaining accurate records and complying with related policies and regulations.
- Monitors students' food choices for the purpose of meeting mandated requirements and ensuring a complete meal is served.

**TYPICAL PHYSICAL REQUIREMENTS**

Frequently sits, stands, and walks for extended periods; stoops, kneels, and crouches to pick up or move objects and kitchen equipment; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift, push, and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of ovens, steamers, mixers, slicers, choppers, steam tables, microwave ovens.

**TYPICAL WORKING CONDITIONS**

Work is normally performed in a kitchen environment; exposure to heat, grease, cooking oil, and electrical energy; work is performed in an environment with constant noise; works around equipment with moving parts; regular exposure to wetness and moisture; some exposure to chemicals, cleaning solutions, and bleaches; daily contact with staff and students.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic procedures, methods, and equipment used in the storing, preparation, and cooking of large quantities of food for institutional ~~food~~-nutrition services operations.
- Standard principles of operation and use of equipment, machines, and utensils used in large quantity food preparation and serving.
- Safe work practices.
- Proper sanitation and safety requirements associated with food preparation and serving.
- Basic recordkeeping practices and procedures. food handling, food preparation and use of cafeteria equipment
- Mathematical operations.
- Food handling, food preparation and use of cafeteria equipment.

#### **Ability to:**

- Understand, give, and carry out both oral and written directions.
- Exhibit manual dexterity, and learn to perform simple cooking duties.
- Supervise and participate in the preparation of a variety of foods in large quantities and within established time constraints.
- Safely use and operate ~~food~~-nutrition services appliances and equipment in an effective manner.
- Read and write at the level required for successful job performance.
- Accurately perform mathematical calculations necessary for satisfactory job performance.
- Make change accurately.
- Prepare, serve, and package food items as assigned.
- Establish and maintain cooperative working relationships with other ~~Food~~-Nutrition Services Workers and those contacted in the course of work.
- Manual or computer software applications for point of sale mean and revenue reporting and free and reduced meal monitoring.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

- Prior ~~food~~-nutrition services training and experience in quantity food preparation and serving in a school environment is desirable.
- Previous experience in supervising ~~food~~-nutrition services works using verbal and written communication to direct employees.

#### **Special Requirements:**

- Possession of an appropriate California Driver's License.
- ServSafe certification or equivalent.

***The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.***

***No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.***

***The Rocklin Unified School District  
Maintains a tobacco-free, drug-free environment***

Adopted: June 18, 2008

Revised: November 5, 2014

**JOB TITLE:** ~~Food~~, Nutrition Services Delivery Driver/Warehouse Worker

**BASIC PURPOSE OF THE JOB CLASSIFICATION**

Receives general supervision from the ~~Food~~, Nutrition Services Director and/or Operational Manager to perform a variety of work in a central warehousing operation, including unloading, receiving, checking, storing and distributing equipment, supplies and materials; performs specialized procedures for food supplies; delivers supplies to District sites and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Employees in this classification perform assignments under general supervision within an established framework of well-defined policies and procedures.

**SUPERVISOR**

Director of ~~Food~~Nutrition Services and/or Operational Manager

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following information is descriptive and is not restrictive as to duties required.)*

- Loads and unloads a delivery vehicle, ensuring that all items and supplies are properly secured.
- Maintains vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Checks and put away incoming stock from vendors operating a forklift, hand truck, and pallet jack when necessary.
- Drive a truck and deliver supplies to various receiving points throughout the District.
- Fill food orders on a regular or emergency basis.
- Ensure that food supplies are delivered on correct dates.
- Take regular inventory of our vendor and government surplus food.
- Keep the warehouse and food warehouse area clean and orderly.
- Perform simple clerical work. Maintains various files and records (e.g. temperature logs, etc) for the purpose of documenting activities, and providing materials and reliable resource information.
- Picks up monies at the school cafeterias and delivers monies to the ~~Food~~Nutrition Services Office.

**DESIRABLE QUALIFICATIONS**

Knowledge of:

- Safe driving practices.
- Computerized inventory methods, procedures, and record keeping.
- Proper warehousing and storage methods, including food storage procedures.
- Safety precautions and standards associated with transporting and warehouse operations.

- Power and hand tools.
- Routine vehicle maintenance requirements.
- Safe work practices.

### **ABILITY TO:**

- Learn specialized warehousing procedures pertaining to food storage and other areas.
- Use and safely operate a variety of vehicles, hand tools and equipment including a truck, forklift, pallet jack and hand truck, exercising good judgment and safety precautions.
- Perform routine maintenance on vehicles.
- Prioritize work loads to meet established time lines and special requests.
- Keep accurate and current records of stock transactions.
- Work on own initiative without close supervision.
- Establish and maintain cooperative working relationships with others.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Physical capability sufficient to perform job tasks.

### **TYPICAL PHYSICAL REQUIRMENTS**

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, office equipment, and furniture; ability to work around moving objects or vehicles; ability to perform heavy physical labor for sustained periods of time; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of a variety of hand and power tools, machines and equipment including a truck, hand truck, pallet jack and forklift.

### **TYPICAL WORKING CONDITONS**

Work is performed in a variety of District facilities, both inside and outside and in various types of weather; exposure to fumes, gasses, controlled and hazardous substances, and chemicals; regular contact with staff and the public.

### **TRAINING AND EXPERIENCE**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Previous experience performing warehousing/inventory work.

### **SPECIAL REQUIREMENTS**

Possession of a valid and appropriate California Driver's License issued by the State Department of Motor Vehicles. Possession of a Forklift Operator's Certificate.



The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District  
Maintains a tobacco-free, drug-free environment.

Adoption Date: March 18, 2009  
Revision Date: November 5, 2014

ROCKLIN UNIFIED SCHOOL DISTRICT  
NON-REPRESENTED SALARY SCHEDULE - HOURLY

(DRAFT)

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
1	12.54	13.25	13.86	14.55	15.30	16.06
2	12.91	13.54	14.23	14.94	15.67	16.46
3	13.90	14.60	15.34	16.11	16.92	17.75
4	14.08	14.86	15.60	16.39	17.20	18.06
5	14.63	15.37	16.14	16.96	17.80	18.68
6	16.93	17.76	18.65	19.59	20.57	21.59
7	18.13	19.02	19.98	20.97	22.04	23.15
8	18.75	19.70	20.69	21.73	22.80	23.95
9	19.02	19.98	20.97	22.04	23.12	24.26
10	20.64	21.71	22.70	23.74	24.78	26.00
11	20.97	22.04	23.12	24.26	25.48	26.77
12	22.58	23.68	24.88	26.13	27.42	28.80
13	30.49	32.04	33.61	35.30	37.06	38.89
14	34.41	36.14	37.94	39.82	41.82	43.91
15	39.10	41.06	43.10	45.25	47.53	49.90

**LONGEVITY**

**VACATION**

Paid monthly commencing on the first month following the completion of ten (10), fifteen (15), and twenty (20) years of unbroken service. Longevity pay is computed on the basis of 173.33 hours per average work month, 40 hours per week, 2080 hours per year - 12 months per year.  After 10 years - \$787. After 15 years an additional \$922 for total of \$1709. After 20 years an additional \$1065 for total of \$2774.	Years of Service	Vacation Days Earned Per Year			
		10 mths.	10-1/2 mth.	11 mths.	12 mths.
	0-3	8	8-1/2	9	10
	4-9	12	12-1/2	13	15
	10 or more	16	17	18	20
Vacation days for 10 month, 10-1/2 month and 11 month employees shall not be taken. (These employees are paid for their vacation days.) Ten (10) month employees are paid annually on June 10, and 10-1/2 and 11 month employees are paid monthly.					

**MAINTENANCE OPERATIONS AND GROUNDS**

- 9 Custodial Supervisor
- 9 Grounds Supervisor
- 9 Nutrition Services Operation Manager
- 11 Maintenance Supervisor
- 11 Transportation Supervisor/Trainer

**SPECIAL EDUCATION AND SUPPORT SERVICES**

- 7 Certified Occupational Therapist Assistant
- 7 Speech Language Pathology Assistant
- 6 Interpreter - Deaf and Hard of Hearing
- 10 Licensed Vocational Nurse
- 15 Occupational Therapist
- 15 Physical Therapist

**District Office**

- 12 Certificated Personnel Analyst

**SCHOOL SUPPORT**

- 10 Aerospace Science Instructional Assistant
- 1 Campus Monitor
- 4 Discipline Technician
- 1 Instructional Aide (Elementary K-6; Elementary PE; Secondary; & English Language Learner I)
- 3 Instructional Aide ELL II (English Language Learner)
- 2 Library Aide\*
- 2 Health Aide\* (formerly Nurse's Aide)
- 8 Workability Coordinator
- 4 Workability I Job Developer/Job Coach

**TRANSPORTATION**

- 12 Senior Mechanic

**TECHNOLOGY**

- 14 Database Specialist

Adopted: 10/15/08; Effective 01/01/09  
 Revision: 03/018/09; Effective 03/18/09  
 Revision: May 19, 2009; Effective July 1, 2009. No Salary Change - Language Change  
 Revision: November 4, 2009 - No Salary Change - Job Range Change and Vacation Clarification  
 Revision: June 16, 2010 - No Increase - 4 Furlough Days Effective July 1, 2010 - Furlough applies to matrix only  
 Revision: June 16, 2010 - Job class addition Effective July 1, 2010  
 Revision: February 2, 2011 - Job Title Change of Nurse's Aide to Health Aide  
 Revision: July 22, 2011 - Update Instructional Aide & EL Aid Job Titles and placement; Rescind 2 furlough days  
 Adopted: August 3, 2011  
 Revision: September 12, 2011 - Rescind remaining furlough days  
 Adopted: September 21, 2011  
 Revision: January 1, 2013; Effective January 1, 2013  
 Adopted: February 6, 2013  
 Revision: March 19, 2014  
 Revision: March 19, 2014 reflects 4% increase retroactive to July 1, 2013 for 2013-14: 4% increase effective July 1, 2014  
 Adopted: April 2, 2014  
 Revision: November 5, 2014 - change from Food Services to Nutrition Services

**ROCKLIN UNIFIED SCHOOL DISTRICT  
CSEA CLASSIFIED SALARY SCHEDULE**

**NUTRITION SERVICES**

- 21 Nutrition Services Worker I
- 31 Nutrition Services Worker II
- 33 Nutrition Services Worker III
- 33 Nutrition Services Delivery Driver/Warehouse Worker

**SCHOOL & OFFICE SUPPORT**

- 30 Attendance Clerk
- 30 Career Technician
- 30 Clerk
- 27 Computer Center Technician
- 29 Computer Center Technician II
- 31 Computer Center Technician III
- 30 Counseling Clerk
- 33 Counseling Secretary
- 35 Department Secretary
- 30 Library Clerk
- 33 Library Technician
- 33 Principal's Secretary - Elem Sch & Alt Ctr
- 35 Principal's Secretary - Intermed./H.S.
- 33 Registrar
- 33 School Bookkeeper
- 30 School Clerk
- 33 Secretary to the Assistant Principal
- 24 Special Education Aide I
- 27 Special Education Aide II
- 29 Special Education Aide III

**MAINTENANCE & OPERATIONS**

- 33 Delivery Driver/Warehouse Worker
- 31 Groundskeeper I
- 34 Groundskeeper II
- 37 Groundskeeper III
- 37 Grounds Mechanic
- 35 High School Facilities Coordinator
- 28 Day Custodian
- 29 Night Custodian
- 33 Elementary Lead Custodian
- 34 Middle School Lead Custodian
- 36 High School Lead Custodian I
- 37 High School Lead Custodian II
- 31 Maintenance Worker I
- 35 Maintenance Worker II
- 36 Maintenance Worker HVAC
- 36 Maintenance Worker Low Voltage
- 39 Maintenance Worker III
- 41 Mechanic

Range	Step A	Step B	Step C	Step D	Step E	Step F
20	11.78	12.37	12.97	13.60	14.31	15.02
21	12.05	12.68	13.28	13.97	14.64	15.38
22	12.37	12.97	13.60	14.31	15.02	15.78
23	12.68	13.28	13.97	14.64	15.38	16.15
24	12.97	13.60	14.31	15.02	15.77	16.53
25	13.28	13.97	14.64	15.38	16.16	16.98
26	13.60	14.31	15.00	15.77	16.56	17.40
27	13.97	14.64	15.38	16.16	16.97	17.81
28	14.31	15.02	15.77	16.56	17.40	18.27
29	14.66	15.40	16.18	16.99	17.85	18.73
30	15.02	15.77	16.56	17.40	18.25	19.16
31	15.38	16.16	16.97	17.83	18.71	19.65
32	15.77	16.56	17.40	18.25	19.17	20.14
33	16.16	16.97	17.83	18.71	19.64	20.61
34	16.56	17.40	18.25	19.17	20.15	21.14
35	16.97	17.83	18.71	19.64	20.62	21.67
36	17.40	18.25	19.17	20.15	21.13	22.18
37	17.83	18.71	19.64	20.62	21.66	22.71
38	18.25	19.17	20.15	21.13	22.18	23.30
39	18.71	19.64	20.62	21.66	22.72	23.87
40	19.17	20.15	21.13	22.18	23.30	24.44
41	19.64	20.62	21.66	22.72	23.86	25.08
42	20.15	21.13	22.18	23.30	24.48	25.71
43	20.62	21.66	22.72	23.86	25.08	26.31
44	21.13	22.18	23.30	24.48	25.70	26.98
45	21.66	22.72	23.86	25.08	26.30	27.62
46	22.18	23.30	24.48	25.70	26.99	28.34
47	22.72	23.86	25.08	26.30	27.64	29.03
48	23.30	24.48	25.70	26.99	29.02	30.46
49	23.86	25.08	26.30	27.64	29.44	30.91
50	24.48	25.70	26.99	28.32	29.74	31.23
51	25.08	26.30	27.64	29.02	30.45	31.98
52	25.70	26.99	28.32	29.74	31.22	32.78
53	26.30	27.64	29.02	30.45	31.98	33.58
54	26.99	28.32	29.74	31.22	32.81	34.47

**TECHNOLOGY**

- 29 Video/Theater Technician
- 35 Help Desk Support
- 41 Computer Maintenance Technician
- 48 Network Coordinator
- 54 Data, Assessment, and Evaluation Specialist

**TRANSPORTATION**

- 34 Bus Driver
- 30 Car Driver
- 38 Trainer/Dispatcher
- 34 Routing Technician/Utility Bus Driver
- 23 Bus Attendant
- 38 Mechanic Assistant/Utility Driver

**VACATION**

Years of Service	Vacation		
	10 month	11 month	12 month
0-3	8	9	10
4-9	12	13	15
10 or more	16	18	20

**LONGEVITY**

<b>LONGEVITY (Effective the month following the employees anniversary date - to be paid on a monthly basis.)</b>
After 10 years - \$794
After 15 years an additional \$938 for total of \$1,732
After 20 years an additional \$1,083 for total of \$2,815

Revised & Eff : March 18, 2009  
 Revised: May 19, 2009; Eff July 1, 2009  
 Revised: June 2, 2009; Eff July 1, 2009  
 Revised: June 16, 2010; Eff July 1, 2010 - Add Grounds Mechanic  
 Revised: June 16, 2010; Eff July 1, 2010 - Remove Transp Routing Tech and Util Bus Driver. Add Routing Technician/Utility Bus Driver  
 Revised: June 16, 2010; Eff July 1, 2010 - No Increase - 4 Furlough Days  
 Revised: July 22, 2011; Effective July 1, 2011 - No Increase - 2 furlough days  
 Adopted: August 3, 2011  
 Revised: September 12, 2011; Effective July 1, 2011 - No Increase rescind remaining 2 furlough days

Adopted: September 21, 2011  
 Revised: January 11, 2012--Add Helpdesk Support  
 Adopted: January 18, 2012  
 Revised: March 14, 2014 reflects 4% increase for 2013-14; 4% increase effective July 1, 2014  
 Adopted: April 2, 2014  
 Revised: May 15, 2014-added Data, Assessment, & Evaluation Specialist  
 Adopted: May 21, 2014  
 Revised: November 5, 2014-changed Food Services to Nutrition Services

## ROCKLIN UNIFIED SCHOOL DISTRICT

Administrative Salary Schedule  
Rocklin Administrators Professional Association

Appendix C

CERTIFICATED ADMINISTRATORS							
POSITION	DAYS	STEPS					
		A	B	C	D	E	F
Director, Secondary Programs and School Leadership	223	\$114,249	\$119,965	\$125,963	\$129,112	\$132,341	\$135,650
Director, Elementary Programs and School Leadership	223	\$114,249	\$119,965	\$125,963	\$129,112	\$132,341	\$135,650
Principal, High School	220	\$109,855	\$115,351	\$121,118	\$124,146	\$127,251	\$130,433
Director of Special Education and Support Programs	223	\$102,558	\$107,686	\$113,071	\$115,897	\$118,793	\$121,762
Principal, Middle School	214	\$99,167	\$104,123	\$109,327	\$111,752	\$114,863	\$117,733
Principal, Alternative Ed	214	\$97,322	\$102,196	\$107,306	\$109,989	\$112,738	\$115,558
Principal, Elementary School	214	\$97,322	\$102,196	\$107,306	\$109,989	\$112,738	\$115,558
Assistant Principal, High School	215	\$95,685	\$100,465	\$105,488	\$108,126	\$110,828	\$113,599
Assistant Principal, Middle School	205	\$87,518	\$91,894	\$96,489	\$98,902	\$101,373	\$103,908
Assistant Principal, Elementary School	205	\$84,115	\$88,318	\$92,735	\$95,053	\$97,429	\$99,866
Coordinator	205	\$84,115	\$88,318	\$92,735	\$95,053	\$97,429	\$99,866
Program Specialist II	205	\$77,960	\$81,858	\$85,954	\$88,102	\$90,304	\$92,562
Program Specialist I	195	\$68,773	\$72,212	\$75,823	\$77,718	\$79,661	\$81,654
Health Services Supervisor	192	\$67,011	\$70,361	\$73,881	\$75,729	\$77,620	\$79,561
CLASSIFIED MANAGERS							
POSITION	DAYS	STEPS					
		A	B	C	D	E	F
Senior Director of Facilities and Operations	226	\$98,702	\$103,641	\$108,825	\$111,542	\$114,330	\$117,190
Director of Fiscal and Purchasing Services	226	\$92,994	\$97,488	\$102,207	\$104,761	\$107,381	\$110,065
Chief Technology Officer	226	\$94,743	\$99,480	\$104,454	\$107,066	\$109,743	\$112,486
Systems Engineer	226	\$89,890	\$94,385	\$99,104	\$101,580	\$104,120	\$106,724
Coordinator of Family/Community Engagement and Strategic Planning	205	\$84,115	\$88,318	\$92,735	\$95,053	\$97,429	\$99,866
Energy Education Specialist	226	\$77,773	\$81,663	\$85,746	\$87,375	\$90,086	\$92,340
Director of Transportation	226	\$76,200	\$79,520	\$83,496	\$85,583	\$87,723	\$89,916
Director of Nutrition Services	226	\$76,200	\$79,520	\$83,496	\$85,583	\$87,723	\$89,916
Assistant Director of Facilities and Maintenance	226	\$73,190	\$76,380	\$80,199	\$82,203	\$84,259	\$86,366
Accounting Manager	226	\$66,659	\$69,992	\$73,492	\$75,330	\$77,214	\$79,143

**\$934 - Stipend for MA or MS or \$1,363 for Ph.D./Ed.D.**

Adopted: 10/15/2008 (3.90% &amp; .68%)

Effective: 7/01/2008 (3.90%)

Effective: 1/01/2009 (.68%)

Revised 01/21/2009; Eff. 1/01/2009 (rescind .68%)

Revised 5/05/2010 For 2010-2011 thru 2011-2012

Effective: 7/01/2010 - 4 furlough and 2% salary reduction- Furlough and salary reduction applies to matrix only

Revised 5/19/2010; Effective 7/01/2010 - position language

Revised 6/18/2010; Effective 7/01/2010 - position language

Revised 3/10/2011; Effective 3/10/2011- Add Energy Ed Specialist

Adopted: 3/18/2011

Revised: 7/22/2011 - rescind 2 furlough &amp; 1% salary reduction

Adopted: 8/23/2011

Revised: 9/12/2011- rescind remaining 2 furlough &amp; 1% salary reduction

Adopted: 9/21/2011

Revised: 2/8/2012

Adopted: 2/15/2012

Revised: 3/6/2012

Adopted: 3/7/2012

Revised: 3/15/2012

Adopted: 3/21/2012

Revised: 5/3/2012

Adopted: 5/16/2012

Revised: 3/20/14 relects 4% increase for 2013-14; 4% increase effective 7/1/14

Adopted: 4/2/2014

Revised: 5/15/14 - Director of Elementary Programs eliminated; add Directors of Elementary/Secondary Programs &amp; School Leadership

Adopted: 5/21/2014

Revised: 5/23/2014 - Add Coordinator of Family/Community Engagement &amp; Strategic Planning

Adopted: 6/11/2014

Revised: 11/5/14 - Change Food Services to Nutrition Services

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

SUBJECT: Approve Revised Board Policy 5111 and Administrative Regulation 5111 Regarding Kindergarten Admission

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

---

**Background:**

RUSD policy and administrative regulation changes and additions have been made in accordance with California School Boards Association (CSBA) and California *Education Code*.

**Status:**

**BP 5111/AR 5111 Admission**

Senate Bill (SB) 138 amended California *Education Code* (EC) (sections 46300, 48000, and 48010) to change the required birth date for admission to kindergarten and first grade. Board Policy and Administrative Regulation 5111 (Admission) have been updated to reflect age requirements.

**Presenter(s):**

Karen Huffines, Director of Elementary Education and School Leadership

**Financial Impact:**

Current year: N/A  
Future Year: N/A  
Funding Source: N/A

**Material/Films:**

None

**Other People Who Might Present:**

None

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

**Packet Information Item:**

BP/AR 5111 Admission

**Recommendation:**

Staff recommends approval of RUSD board policy and administration regulation revisions.

REVISED

# Rocklin USD

## Board Policy

### Admission

BP 5111

#### Students

The Board of Trustees encourages the enrollment and appropriate placement of believes that all children should have the opportunity to receive educational services. Staff shall encourage parents/guardians to enroll all school-aged children in school. The Superintendent or designee shall inform parents/guardians of students entering a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall verify the student's age, residency, and any other admission criteria maintain procedures which provide for the verification of all entrance requirements specified in law and in Board policies and regulations.

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

(cf. 5111.1 - District Residency)

(cf. 5111.11 - Residency of Students with Caregiver)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Children)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125 - Student Records)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

#### Legal Reference:

##### EDUCATION CODE

46600 Agreements for admission of pupils desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48010 Minimum age of admission (first grade)

48011 Admission from kindergarten or other school; minimum age

48050-48053 Nonresidents

48200 Children between ages of 6 and 18 years (compulsory full-time education)

49076 Access to records by persons without written consent or under judicial order

49408 Information of use in emergencies

HEALTH AND SAFETY CODE

120325-120380 Education and child care facility immunization requirements

121475-121520 Tuberculosis tests for pupils

CODE OF REGULATIONS, TITLE 5

200 Promotion from kindergarten to first grade

201 Admission to high school

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 42

11431-11435 McKinney Homeless Assistance Act

Management Resources:

CDE MANAGEMENT ADVISORIES

0900.90 Changes in law concerning eligibility for admission to kindergarten

Policy ROCKLIN UNIFIED SCHOOL DISTRICT

adopted: November 1, 2000\_

Revised: November 5, 2014 Rocklin, California

REVISED

# Rocklin USD

## Administrative Regulation

### Admission

AR 5111  
Students

#### Age of Admittance to GradesK-1 Admission

A child shall be eligible for enrollment in kindergarten or first grade, at the beginning of the school year or at a later time in the same year, if the child has his/her fifth or sixth birthday, respectively, on or before one of the following dates: (Education Code sections 48000, 48010)

1. September 1 of the 2014-15 school year and each school year thereafter

Any child who will have his/her fifth birthday between September 2 and December 2 shall be offered a transitional kindergarten program in accordance with law and Board policy. (Education Code Section 48000)

(cf. 5123 - Promotion/Acceleration/Retention)  
(cf. 6170.1 - Transitional Kindergarten)

Proof of age shall be required of all enrolling students. The legal evidences of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate, Bible record, or affidavit from the parent/guardian.

A child who will reach the age of five on or before December 2 of the school year shall be eligible for enrollment in kindergarten at the beginning of that school year or at any later time in the same year. (Education Code 48000)

A child who will have reached the age of six years on or before December 2 of the current school year shall be eligible for enrollment in the first grade. (Education Code 48010)

#### Early Entry to Kindergarten

The Superintendent or designee shall provide parents/guardians with information as to the effects, advantages and disadvantages of early entry into kindergarten. (Education Code Section 48000)

Classroom space must be available, and the class size cap specified in certificated negotiated agreements may not be exceeded.

(cf. 5123 - Promotion/Acceleration/Retention)



Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code Section 48002)

Evidence of the child's age may include: (Education Code Section 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. An affidavit of the parent, guardian, or custodian of the minor
4. Passport

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code Section 48002)

Regulation ROCKLIN UNIFIED SCHOOL DISTRICT  
approved: November 1, 2000  
Revised: November 5, 2014 Rocklin, California

# ROCKLIN UNIFIED SCHOOL DISTRICT

## BOARD AGENDA BRIEFING

---

**SUBJECT:** Administrative Regulation (AR)  
AR 4117.7 Employment Status Reports  
AR 4317.7 Employment Status Reports

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

---

### **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 legislation to change Education Code, Government Code, and Civil Code. Note: 4100 series relates to Certificated Personnel, 4200 series relates to Classified Personnel, and 4300 series relates to Administrative and Supervisory Personnel.

### **Status:**

**AR 4117.7 – Employment Status Reports** (existing Board Policy)

**AR 4317.7 – Employment Status Reports** (New)

Recent legislation, AB 449 and new Title 5 regulations (Register 2014, No. 14), which (1) require submission of an employment status report to the Commission on Teacher Credentialing (CTC) while an allegation of misconduct is pending; (2) subject the superintendent to adverse action by the CTC if he/she fails to submit a report; and (3) clarify that changes in employment status due to unsatisfactory performance or a reduction in force are not reportable.

### **Presenter(s):**

Colleen Slattery

### **Financial Impact:**

Current year: N/A  
Future years: 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 4117.7 and AR 4317.7 Employment Status Reports

### **Recommendation:**

Staff recommends approval of the revision to AR 4117.7 and the addition of new regulation AR 4317.7.

# Rocklin USD

## Administrative Regulation

### Employment Status Reports

AR 4117.7  
Personnel

~~Within 30 days of any change in the employment status of a credential holder working in a position requiring a credential made as a result of an allegation of misconduct, the~~ Superintendent shall report ~~the change to the Commission on Teacher Credentialing (CTC)~~ any change in the employment status of a certified employee who, while working in a position requiring credential and as a result of an allegation of misconduct or while an allegation of misconduct is pending. ~~The report shall be made whenever one of the following actions is taken as a result of alleged misconduct: (Education Code 44242.5; 5 CCR 80303)~~

1. ~~Is dismissed or non-re-elected~~

~~(cf. 4116 - Probationary/Permanent Status)~~  
~~(cf. 4117.4 - Dismissal)~~  
~~(cf. 4117.6 - Decision Not to Rehire)~~

2. ~~Nonreelection/nonreemployment~~ Resigns

~~(cf. 4117.6 - Decision Not to Rehire)~~  
~~(cf. 4117.2 - Resignation)~~

3. ~~Suspension for more than 10 days~~ Is suspended or placed on unpaid administrative leave for more than 10 days as a final adverse employment action

~~(cf. 4118 - Suspension/Disciplinary Action)~~

4. ~~Placement on unpaid administrative leave for more than 10 days pursuant to a final adverse employment action~~ Retires

5. ~~Resignation, retirement, or other departure from employment~~ Is otherwise terminated by a decision not to employ or reemploy

~~(cf. 4119.21/4219.21/4319.21 - Professional Standards)~~

~~(cf. 5141.4 - Child Abuse Prevention and Reporting)~~

~~(cf. 4117.2 - Resignation)~~

6. ~~Termination by a decision not to employ or reemploy~~

The report shall contain all known information about each alleged act of misconduct by the employee. (5 CCR 80303)

The report shall be made regardless of any proposed or actual agreement, settlement, or stipulation between the district and the employee not to make such a report. The report shall also be made if the allegations are withdrawn in consideration of the employee's resignation, retirement, or other failure to contest the truth of the allegations. (5 CCR 80303)

~~The Superintendent shall inform the employee in writing of the contents of 5 CCR 80303 upon a change in employment status as a result of alleged misconduct. (5 CCR 80303)~~

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

This report is not required when the change in employment status is due solely to unsatisfactory performance pursuant to Education Code 44932 or a reduction in force pursuant to Education Code 44955-44958. (Education Code 44030.5, 44242.5; 5 CCR 80303)

(cf. 4115 - Evaluation/Supervision)

(cf. 4117.3 - Personnel Reduction)

~~Within 10 days after receipt of a complaint, information, or indictment regarding an employee who has been charged with a "mandatory leave of absence offense" (defined as a sex or drug offense specified in Education Code 44940), the Superintendent or designee shall forward a copy of the received documents to the CTC. In addition, he/she shall report to the CTC any action taken in connection with extending the employee's mandatory leave beyond the initial period. (Education Code 44940, 44940.5)~~

~~(cf. 4118 - Suspension/Disciplinary Action)~~

When required, the report of a change in employment status shall be submitted not later than 30 days after the employment action. The report shall be made using a form provided by the CTC and shall include all known information about each alleged act of misconduct by the employee. The report shall contain the name and current address of the certificated employee, name of the district, last school or district assignment, an explanation of the allegation of misconduct or pending allegation of misconduct, current contact information for all persons who may have information relating to the alleged misconduct, and any and all documentation related to the case. (Education Code 44030.5; 5 CCR 80303)

Upon a change in employment status as a result of alleged misconduct or while an allegation of misconduct is pending, the Superintendent shall, in writing, inform the employee of the contents of 5 CCR 80303. (5 CCR 80303)

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

Notice of Other Violations Additional Reports of Employee Misconduct

The Superintendent or designee may notify the CTC of any of the following: (Education Code 44242.5) The Superintendent or designee shall submit a report to the CTC, using a form provided by the CTC and attaching all relevant documents, whenever:

1. An employee, by complaint, information, or indictment filed in court, is charged with a "mandatory leave of absence offense," defined as a sex or drug offense specified in Education Code 44940. (Education Code 44242.5, 44940, 44940.5)

Not later than 10 days after receipt of such a complaint, information, or indictment regarding an employee, the Superintendent or designee shall forward a copy of the received documents to the CTC. In addition, he/she shall report to the CTC any action taken in connection with extending the employee's mandatory leave beyond the initial period. (Education Code 44940, 44940.5)

If the offense results in a change in employment status, the Superintendent shall submit an employment status report in addition to the report of the mandatory leave of absence offense.

2. An employee refuses, without good cause, to fulfill a valid employment contract, or departs from district service without the consent of the Superintendent or Governing Board. (Education Code 44242.5, 44420)

As appropriate, the Superintendent or designee also shall notify the CTC of any of the following:

1. A complaint received by ~~filed with~~ the district regarding a ~~credential holder's~~ certificated employee's alleged sexual misconduct (Education Code 44242.5)

The notice to the CTC shall contain all of the following information: (5 CCR 80304)

- a. Name of the employee alleged to have engaged in the sexual misconduct
- b. Name, age, and address of each victim of the alleged sexual misconduct
- c. A summary of all information known to the district regarding the alleged sexual misconduct
- d. A summary of the action, if any, taken at the district level in response to the complaint of sexual misconduct

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)  
(cf. 5145.7 - Sexual Harassment)

2. An employee's knowing and willful use of school records of student data in connection with, or in implicit attempts to recruit a student to be a customer for, any business owned by the

certificated employee or which the certificated employee is an employee refusal, without good cause, to fulfill a valid employment contract, or departure from district service without the consent of the Superintendent or Board of Trustees (Education Code 4442044242.5, 44421.5)

3. An employee's knowing and willful use of student records in connection with, or in implicit or explicit attempts to recruit a student to be a customer for, any business owned by the credential holder or in which the credential holder is an employee reporting of false fiscal expenditure data relative to the conduct of any educational program (Education Code 44421.144242.5, 44421.5)

4. An employee's knowing and willful reporting of false fiscal expenditure data relative to the conduct of any educational programs subversion or attempt to subvert any licensing examination or the administration of an examination (Education Code 44421.544242.5, 44439)

Legal Reference:

EDUCATION CODE

44009 Conviction of specified crimes

44010 Sex offense - definitions

44011 Controlled substance offense — definitions

44030.5 Employment status reports

44225 Powers and duties of the CTC

44242.5 Reports and review of alleged misconduct

44420-44440 Adverse actions by CTC against credential holder

44932 Causes for dismissal

44940 Sex offenses and narcotic offenses; compulsory leave of absence

44940.5 Compulsory leave of absence

CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status, alleged misconduct

80304 Notice of sexual misconduct

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel,  
20072013

WEB SITES

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Regulation: ROCKLIN UNIFIED SCHOOL DISTRICT

Adopted: July 15, 2009 Rocklin, California

Revised: November 5, 2014 Rocklin, California

# **Rocklin USD**

## **Administrative Regulation**

### **Employment Status Reports**

**AR 4317.7**  
**Personnel**

The Superintendent shall report to the Commission on Teacher Credentialing (CTC) any change in the employment status of a certificated employee who, while working in a position requiring a credential and as a result of an allegation of misconduct or while an allegation of misconduct is pending: (Education Code 44030.5, 44242.5; 5 CCR 80303)

1. Is dismissed or nonreelected

(cf. 4116 - Probationary/Permanent Status)  
(cf. 4117.4 - Dismissal)  
(cf. 4117.6 - Decision Not to Rehire)

2. Resigns

(cf. 4117.2 - Resignation)

3. Is suspended or placed on unpaid administrative leave for more than 10 days as a final adverse employment action

(cf. 4118 - Suspension/Disciplinary Action)

4. Retires

5. Is otherwise terminated by a decision not to employ or reemploy

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

This report is not required when the change in employment status is due solely to unsatisfactory performance pursuant to Education Code 44932 or a reduction in force pursuant to Education Code 44955-44958. (Education Code 44030.5, 44242.5; 5 CCR 80303)

(cf. 4115 - Evaluation/Supervision)  
(cf. 4117.3 - Personnel Reduction)

When required, the report of a change in employment status shall be submitted not later than 30 days after the employment action. The report shall be made using a form provided by the CTC and shall include all known information about each alleged act of misconduct by the employee. The report shall contain the name and current address of the certificated employee, name of the district, last school or district assignment, an explanation of the allegation of misconduct or

pending allegation of misconduct, current contact information for all persons who may have information relating to the alleged misconduct, and any and all documentation related to the case. (Education Code 44030.5; 5 CCR 80303)

Upon a change in employment status as a result of alleged misconduct or while an allegation of misconduct is pending, the Superintendent shall, in writing, inform the employee of the contents of 5 CCR 80303. (5 CCR 80303)

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

#### **Additional Reports of Employee Misconduct**

The Superintendent or designee shall submit a report to the CTC, using a form provided by the CTC and attaching all relevant documents, whenever:

1. An employee, by complaint, information, or indictment filed in court, is charged with a "mandatory leave of absence offense," defined as a sex or drug offense specified in Education Code 44940. (Education Code 44242.5, 44940, 44940.5)

Not later than 10 days after receipt of such a complaint, information, or indictment regarding an employee, the Superintendent or designee shall forward a copy of the received documents to the CTC. In addition, he/she shall report to the CTC any action taken in connection with extending the employee's mandatory leave beyond the initial period. (Education Code 44940, 44940.5)

If the offense results in a change in employment status, the Superintendent shall submit an employment status report in addition to the report of the mandatory leave of absence offense.

2. An employee refuses, without good cause, to fulfill a valid employment contract, or departs from district service without the consent of the Superintendent or Governing Board. (Education Code 44242.5, 44420)

As appropriate, the Superintendent or designee also shall notify the CTC of any of the following:

1. A complaint filed with the district regarding a certificated employee's alleged sexual misconduct (Education Code 44242.5)

The notice to the CTC shall contain all of the following information: (5 CCR 80304)

a. Name of the employee alleged to have engaged in the sexual misconduct

b. Name, age, and address of each victim of the alleged sexual misconduct

c. A summary of all information known to the district regarding the alleged sexual misconduct

d. A summary of the action, if any, taken at the district level in response to the complaint of sexual misconduct



(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)  
(cf. 5145.7 - Sexual Harassment)

2. An employee's knowing and willful use of school records of student data in connection with, or in implicit or explicit attempts to recruit a student to be a customer for, any business owned by the certificated employee or in which the certificated employee is an employee (Education Code 44242.5, 44421.1)

(cf. 5125 - Student Records)

3. An employee's knowing and willful reporting of false fiscal expenditure data relative to the conduct of any educational program (Education Code 44242.5, 44421.5)

4. An employee's subversion or attempt to subvert any licensing examination or the administration of an examination (Education Code 44242.5, 44439)

**Legal Reference:**

**EDUCATION CODE**

44009 Conviction of specified crimes  
44010 Sex offense, definitions  
44011 Controlled substance offense, definitions  
44030.5 Employment status reports  
44225 Powers and duties of the CTC  
44242.5 Reports and review of alleged misconduct  
44420-44440 Adverse actions by CTC against credential holder  
44932 Causes for dismissal  
44940 Sex offenses and narcotic offenses; compulsory leave of absence  
44940.5 Compulsory leave of absence  
44955-44958 Reduction in force  
**CODE OF REGULATIONS, TITLE 5**  
80303 Reports of change in employment status, alleged misconduct  
80304 Notice of sexual misconduct

**Management Resources:**

**COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS**  
California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel, 2013

**WEB SITES**

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Regulation **ROCKLIN UNIFIED SCHOOL DISTRICT**  
Approved: **November 5, 2014** **Rocklin California**

# ROCKLIN UNIFIED SCHOOL DISTRICT

## BOARD AGENDA BRIEFING

---

**SUBJECT:** Exhibits  
E 4112.9 – Employee Notifications  
E 4212.9 – Employee Notifications  
E 4312.9 – Employee Notifications

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

---

**Background:**

District departments update Board Policy (BP), Administrative Regulations (AR), and Exhibits as advised by California School Board Association (CSBA). Revisions, updates, deletions and additions are the result of legislation to change Education Code, Government Code, and Civil Code. Note: 4100 series relates to Certificated Personnel, 4200 series relates to Classified Personnel, and 4300 series relates to Administrative and Supervisory Personnel.

**Status:**

**E 4112.9 – Employee Notifications** (New)

**E 4212.9 – Employee Notifications** (New)

**E 4312.9 – Employee Notifications** (New)

Exhibit updated to (1) reflect new law (AB 97, 2013) requiring the uniform complaint procedures notice to include information about LCAP requirements; (2) update notice requirements related to family care and medical leave and renumber cites to Title 2 regulations pursuant to Register 2013, No. 40; (3) reflect new Title 5 Regulations (Register 2014, No. 14) which require notice re: employment status change reports to be given when an allegation of misconduct is pending; (4) revise notice on postretirement earnings limitation to include employment restrictions pursuant to new law (AB 1379, 2013); (5) add notification of teachers when school is identified for restructuring under Title I program improvement; (6) add notification of bus drivers when their driver's license, driver's certificate, or medical certificate is expiring; and (7) move notice of vehicle idling limitations to AR 3542 - School Bus Drivers.

**Presenter(s):**

Colleen Slattery

**Financial Impact:**

Current year: N/A

Future years: 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:**

E 4112.9, E 4212.9, E 4312.9 Employee Notifications

**Recommendation:**

Administration recommends approval of the additions of new Exhibits E 4112.9, E 4212.9, and E 4312.9.

# **Rocklin USD**

## **Exhibit**

### **Employee Notifications**

**E 4112.9**

#### **Personnel**

##### **I. To All Employees**

**When/Whom to Notify:** At the beginning of school year or upon employment

**Legal Code:** Education Code 231.5, Government Code 12950, 2 CCR 11023

**Board Policy/Administrative Regulation #:** AR 4119.11/4219.11/4319.11

**Subject:** The district's policy on sexual harassment, legal remedies, complaints

**When/Whom to Notify:** Annually to all employees

**Legal Code:** Education Code 17612

**Board Policy/Administrative Regulation #:** AR 3514.2

**Subject:** Use of pesticide product, active ingredients, Internet address to access information

**When/Whom to Notify:** To all employees, prior to implementing year-round schedule

**Legal Code:** Education Code 37616

**Board Policy/Administrative Regulation #:** AR 6112

**Subject:** Public hearing on year-round program

**When/Whom to Notify:** To all employees, prior to implementing block schedule

**Legal Code:** Education Code 46162

**Board Policy/Administrative Regulation #:** AR 6112

**Subject:** Public hearing on block schedule

**When/Whom to Notify:** Annually to all employees

**Legal Code:** 49013; 5 CCR 4622

**Board Policy/Administrative Regulation #:** AR 1312.3 BP 3260

**Subject:** Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan

**When/Whom to Notify:** To all employees

**Legal Code:** Government Code 1126

**Board Policy/Administrative Regulation #:** BP 4136/4236/4336

**Subject:** Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

**When/Whom to Notify:** Prior to beginning employment

**Legal Code:** Government Code 3102

**Board Policy/Administrative Regulation #:** AR 4112.3/4212.3/4312.3

**Subject:** Oath or affirmation of allegiance required of public employees

**When/Whom to Notify:** To all employees

**Legal Code:** Government Code 8355; 41 USC 8102

**Board Policy/Administrative Regulation #:** BP 4020, BP 4159/4259/4359

**Subject:** District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

**When/Whom to Notify:** Upon placement of automated external defibrillator (AED) in school, and annually thereafter

**Legal Code:** Health and Safety Code 1797.796

**Board Policy/Administrative Regulation #:** AR 5141

**Subject:** Proper use of AED; location of all AEDs on campus

**When/Whom to Notify:** To all employees, if the district receives Tobacco-Use Prevention Education funds

**Legal Code:** Health and Safety Code 104420

**Board Policy/Administrative Regulation #:** AR 3513.3

**Subject:** District's tobacco-free schools policy and enforcement procedures

**When/Whom to Notify:** Annually to all employees

**Legal Code:** Health and Safety Code 120875, 120880

**Board Policy/Administrative Regulation #:** AR 4119.43/4219.43/4319.43

**Subject:** AIDS and hepatitis B, including methods to prevent exposure

**When/Whom to Notify:** To covered employees and former employees

**Legal Code:** Labor Cod e2800.2

**Board Policy/Administrative Regulation #:** AR 4154/4254/4354

**Subject:** Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

**When/Whom to Notify:** Upon employment or by end of first pay period

**Legal Code:** Labor Code 3551

**Board Policy/Administrative Regulation #:** BP 4157.1/4257.1/4357.1

**Subject:** Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

**When/Whom to Notify:** Prior to beginning employment

**Legal Code:** Penal Code 11165.7, 11166.5

**Board Policy/Administrative Regulation #:** AR 5141.4

**Subject:** Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

**When/Whom to Notify:** Upon employment, and when employee goes on leave for specified reasons

**Legal Code:** Unemployment Insurance Code 2613

**Board Policy/Administrative Regulation #:** AR 4154/4254/4354

**Subject:** Disability insurance rights and benefits

**When/Whom to Notify:** To all employees via employee handbook, or to each new employee

**Legal Code:** 2 CCR 11096, 29 CFR 825.300

**Board Policy/Administrative Regulation #:** AR 4161.8/4261.8/4361.8

**Subject:** Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

**When/Whom to Notify:** To all employees and job applicants

**Legal Code:** 34 CFR 104.8, 106.9

**Board Policy/Administrative Regulation #:** BP 0410, BP 4030

**Subject:** District's policy on nondiscrimination and related complaint procedures

**When/Whom to Notify:** Annually to all employees

**Legal Code:** 40 CFR 763.84, 763.93

**Board Policy/Administrative Regulation #:** AR 3514

**Subject:** Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

## **II. To Certificated Employees**

**When/Whom to Notify:** To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

**Legal Code:** Education Code 22455.5

**Board Policy/Administrative Regulation #:** AR 4121

**Subject:** Criteria for membership in retirement system; right to elect membership at any time

**When/Whom to Notify:** Upon employment of a retired certificated individual

**Legal Code:** Education Code 22461

**Board Policy/Administrative Regulation #:** AR 4117.14/4317.14

**Subject:** Postretirement earnings limitation or employment restriction

**When/Whom to Notify:** To certificated employees

**Legal Code:** Education Code 35171

**Board Policy/Administrative Regulation #:** AR 4115, BP 4315

**Subject:** District regulations related to performance evaluations

**When/Whom to Notify:** 30 days before last day of school year for instructional staff, or by June 30 for non-instructional certificated staff, in any year in which employee is evaluated

**Legal Code:** Education Code 44663

**Board Policy/Administrative Regulation #:** AR 4115

**Subject:** Copy of employee's evaluation

**When/Whom to Notify:** To a certificated employee with unsatisfactory evaluation

**Legal Code:** Education Code 44664

**Board Policy/Administrative Regulation #:** AR 4115

**Subject:** Notice and description of the unsatisfactory performance

**When/Whom to Notify:** By May 30, if district elects to issue reemployment notices to certificated employees

**Legal Code:** Education Code 44842

**Board Policy/Administrative Regulation #:** AR 4112.1

**Subject:** Request to notify district of intent to remain in service for the following school year; copy of law

**When/Whom to Notify:** To certificated employees upon employment

**Legal Code:** Education Code 44916

**Board Policy/Administrative Regulation #:** AR 4112.1, AR 4121

**Subject:** Employment status and salary

**When/Whom to Notify:** To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment

**Legal Code:** Education Code 44929.21

**Board Policy/Administrative Regulation #:** AR 4117.6

**Subject:** Whether or not employee is reelected for next school year

**When/Whom to Notify:** When certificated employee is subject to disciplinary action for cause

**Legal Code:** Education Code 44934

**Board Policy/Administrative Regulation #:** AR 4117.4, AR 4118

**Subject:** Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

**When/Whom to Notify:** To certificated employee charged with unprofessional conduct

**Legal Code:** Education Code 44938

**Board Policy/Administrative Regulation #:** AR 4118

**Subject:** Notice of deficiency and opportunity to correct

**When/Whom to Notify:** To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings

**Legal Code:** Education Code 44940.5

**Board Policy/Administrative Regulation #:** AR 4118

**Subject:** Notice of intent to dismiss 30 days from notice

**When/Whom to Notify:** To probationary employees 30 days prior to dismissal, or not later than March 15 for second- year probationary employees

**Legal Code:** Education Code 44948.3

**Board Policy/Administrative Regulation #:** AR 4117.4

**Subject:** Reasons for dismissal and opportunity to appeal

**When/Whom to Notify:** To probationary employees in districts with less than 250 ADA, before notice of non-reelection but no later than March 15, with final notice by May 15

**Legal Code:** Education Code 44948.5

**Board Policy/Administrative Regulation #:** AR 4117.4

**Subject:** Recommendation of non-reelection notice for reason other than personnel reduction; statement of reasons upon request

**When/Whom to Notify:** By March 15 when necessary to reduce certificated personnel, with final notice by May 15

**Legal Code:** Education Code 44949, 44955

**Board Policy/Administrative Regulation #:** BP 4117.3

**Subject:** Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

**When/Whom to Notify:** On or before June 30, to temporary employee who served 75 percent of school year but will be released

**Legal Code:** Education Code 44954

**Board Policy/Administrative Regulation #:** BP 4121

**Subject:** District's decision not to reelect employee for following school year

**When/Whom to Notify:** To teacher, when student engages in or is reasonably suspected of specified acts

**Legal Code:** Education Code 49079

**Board Policy/Administrative Regulation #:** AR 4158/4258/4358

**Subject:** Student has committed specified act that constitutes ground for suspension or expulsion

**When/Whom to Notify:** To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending

**Legal Code:** 5 CCR 80303

**Board Policy/Administrative Regulation #:** AR 4117.7/4317.7

**Subject:** Contents of state regulation re: report to Commission on Teacher Credentialing

### **III. To Classified Employees**

**When/Whom to Notify:** To teachers when school is identified for Title I program improvement restructuring

**Legal Code:** 20 USC 6316

**Board Policy/Administrative Regulation #:** AR 0520.2

**Subject:** School identified for restructuring opportunity to comment and participate

**When/Whom to Notify:** To classified employee charged with mandatory leave of absence offense, in merit system district

**Legal Code:** Education Code 44940.5

**Board Policy/Administrative Regulation #:** AR 4218

**Subject:** Notice of intent to dismiss in 30 days

**When/Whom to Notify:** When classified employee is subject to disciplinary action for cause, in nonmerit district

**Legal Code:** Education Code 45113

**Board Policy/Administrative Regulation #:** AR 4218

**Subject:** Notice of charges, procedures, and employee rights

**When/Whom to Notify:** To classified employees, at least 60 days prior to layoff, or by April 29 if specially funded program is expiring at end of school year

**Legal Code:** Education Code 45117

**Board Policy/Administrative Regulation #:** AR 4217.3

**Subject:** Notice of layoff and reemployment rights

**When/Whom to Notify:** To classified employees upon employment and upon each change in classification

**Legal Code:** Education Code 45169

**Board Policy/Administrative Regulation #:** AR 4212

**Subject:** Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

**When/Whom to Notify:** To classified permanent employee whose leave is exhausted

**Legal Code:** Education Code 45192, 45195

**Board Policy/Administrative Regulation #:** AR 4261.1, AR 4261.11

**Subject:** Exhaustion of leave, opportunity to request additional leave

**When/Whom to Notify:** To school bus drivers and school activity bus drivers prior to expiration of specified documents

**Legal Code:** 13 CCR 1234

**Board Policy/Administrative Regulation #:** AR 3542

**Subject:** Expiration date of driver's license, driver's certificate and medical certificate need to be renewed

**When/Whom to Notify:** To school bus drivers and school activity bus drivers upon employment and at least one per year thereafter

**Legal Code:** 13 CCR 2480

**Board Policy/Administrative Regulation #:** AR 3542

**Subject:** Limitations on vehicle idling; consequences of not complying

**When/Whom to Notify:** To school bus drivers, prior to district drug testing program and thereafter upon employment

**Legal Code:** 49 CFR 382.601

**Board Policy/Administrative Regulation #:** BP 4112.42/4212.42/4312.42

**Subject:** Explanation of federal requirements for drug testing program and district's policy

#### **IV. To Administrative/Supervisory Personnel**

**When/Whom to Notify:** To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

**Legal Code:** Education Code 35031

**Board Policy/Administrative Regulation #:** BP 4312.1

**Subject:** Decision not to reelect or reemploy upon expiration of contract or term



**When/Whom to Notify:** Upon request by administrative or supervisory employee transferred to teaching position

**Legal Code:** Education Code 44896

**Board Policy/Administrative Regulation #:** AR 4313.2

**Subject:** Statement of the reasons for the release or reassignment

#### **V. To Individual Employees Under Special Circumstances**

**When/Whom to Notify:** By March 15 to employee who may be released/reassigned the following school year

**Legal Code:** Education Code 44951

**Board Policy/Administrative Regulation #:** AR 4313.2

**Subject:** Notice that employee may be released or reassigned the following school year

**When/Whom to Notify:** Prior to placing derogatory information in personnel file

**Legal Code:** Education Code 44031

**Board Policy/Administrative Regulation #:** AR 4112.6/4212.6/4312.6

**Subject:** Notice of derogatory information, opportunity to review and comment

**When/Whom to Notify:** 24 hours before Board meets in closed session to hear complaints or charges against employee

**Legal Code:** Government Code 54957

**Board Policy/Administrative Regulation #:** BB 9321

**Subject:** Employee's right to have complaints/charges heard in open session

**When/Whom to Notify:** Notice or training to employee with access to confidential information

**Legal Code:** Government Code 54963

**Board Policy/Administrative Regulation #:** BP 4119.23/4219.23/4319.23

**Subject:** Law prohibiting disclosure of confidential information obtained in closed session

**When/Whom to Notify:** Within one day of work-related injury or victimization of crime at workplace

**Legal Code:** Labor Code 3553, 5401

**Board Policy/Administrative Regulation #:** BP 4157.1/4257.1/4357.1

**Subject:** Potential eligibility for workers' compensation benefits, claim form

**When/Whom to Notify:** Within five days of employee's request for family care and medical leave

**Legal Code:** 2 CCR 11049, 29 CFR 825.300

**Board Policy/Administrative Regulation #:** AR 4161.8/4261.8/4361.8

**Subject:** Whether or not employee is eligible for FMLA leave

**When/Whom to Notify:** To any employee with exposure to bloodborne pathogens, upon initial employment and at least annually thereafter

**Legal Code:** 8 CCR 3204, 5193

**Board Policy/Administrative Regulation #:** AR 4119.42/4219.42/4319.42

**Subject:** The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

**When/Whom to Notify:** To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation

**Legal Code:** 8 CCR 5191

**Board Policy/Administrative Regulation #:** AR 3514.1

**Subject:** Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

**When/Whom to Notify:** To any employee who may be exposed to hazardous substance in the work area, upon initial assignment and when new hazard is introduced into work area

**Legal Code:** 8 CCR 5194

**Board Policy/Administrative Regulation #:** AR 3514.1

**Subject:** Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

**When/Whom to Notify:** To employee eligible for military leave

**Legal Code:** 38 USC 4334

**Board Policy/Administrative Regulation #:** AR 4161.5/4261.5/4361.5

**Subject:** Notice of rights, benefits, and obligations under military leave

**When/Whom to Notify:** Whenever notice of eligibility for FMLA is provided to employee

**Legal Code:** 29 CFR 825.300

**Board Policy/Administrative Regulation #:** AR 4161.8/4261.8/4361.8

**Subject:** Rights and responsibilities re: use of FMLA; consequence of failure to meet obligations

**When/Whom to Notify:** Within five days of receiving information to determine if leave qualifies for FMLA

**Legal Code:** 29 CFR 825.300

**Board Policy/Administrative Regulation #:** AR 4161.8/4261.8/4361.8

**Subject:** Designation of leave as FMLA or non-FMLA; any requirement to use paid leave; any requirement for fitness- for-duty certification; any subsequent changes in designation notice

**Exhibit:** ROCKLIN UNIFIED SCHOOL DISTRICT

**Approved:** November 5, 2014 Rocklin California

# **Rocklin USD**

## **Exhibit**

### **Employee Notifications**

E 4212.9

#### **Personnel**

##### **I. To All Employees**

**When/Whom to Notify:** At the beginning of school year or upon employment  
**Legal Code:** Education Code 231.5, Government Code 12950, 2 CCR 11023  
**Board Policy/Administrative Regulation #:** AR 4119.11/4219.11/4319.11  
**Subject:** The district's policy on sexual harassment, legal remedies, complaints

**When/Whom to Notify:** Annually to all employees  
**Legal Code:** Education Code 17612  
**Board Policy/Administrative Regulation #:** AR 3514.2  
**Subject:** Use of pesticide product, active ingredients, Internet address to access information

**When/Whom to Notify:** To all employees, prior to implementing year-round schedule  
**Legal Code:** Education Code 37616  
**Board Policy/Administrative Regulation #:** AR 6112  
**Subject:** Public hearing on year-round program

**When/Whom to Notify:** To all employees, prior to implementing block schedule  
**Legal Code:** Education Code 46162  
**Board Policy/Administrative Regulation #:** AR 6112  
**Subject:** Public hearing on block schedule

**When/Whom to Notify:** Annually to all employees  
**Legal Code:** 49013; 5 CCR 4622  
**Board Policy/Administrative Regulation #:** AR 1312.3 BP 3260  
**Subject:** Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan

**When/Whom to Notify:** To all employees  
**Legal Code:** Government Code 1126  
**Board Policy/Administrative Regulation #:** BP 4136/4236/4336  
**Subject:** Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

**When/Whom to Notify:** Prior to beginning employment  
**Legal Code:** Government Code 3102  
**Board Policy/Administrative Regulation #:** AR 4112.3/4212.3/4312.3  
**Subject:** Oath or affirmation of allegiance required of public employees

**When/Whom to Notify:** To all employees  
**Legal Code:** Government Code 8355; 41 USC 8102  
**Board Policy/Administrative Regulation #:** BP 4020, BP 4159/4259/4359  
**Subject:** District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

**When/Whom to Notify:** Upon placement of automated external defibrillator (AED) in school, and annually thereafter  
**Legal Code:** Health and Safety Code 1797.796  
**Board Policy/Administrative Regulation #:** AR 5141  
**Subject:** Proper use of AED; location of all AEDs on campus

**When/Whom to Notify:** To all employees, if the district receives Tobacco-Use Prevention Education funds  
**Legal Code:** Health and Safety Code 104420  
**Board Policy/Administrative Regulation #:** AR 3513.3  
**Subject:** District's tobacco-free schools policy and enforcement procedures

**When/Whom to Notify:** Annually to all employees  
**Legal Code:** Health and Safety Code 120875, 120880  
**Board Policy/Administrative Regulation #:** AR 4119.43/4219.43/4319.43  
**Subject:** AIDS and hepatitis B, including methods to prevent exposure

**When/Whom to Notify:** To covered employees and former employees  
**Legal Code:** Labor Cod e2800.2  
**Board Policy/Administrative Regulation #:** AR 4154/4254/4354  
**Subject:** Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

**When/Whom to Notify:** Upon employment or by end of first pay period  
**Legal Code:** Labor Code 3551  
**Board Policy/Administrative Regulation #:** BP 4157.1/4257.1/4357.1  
**Subject:** Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

**When/Whom to Notify:** Prior to beginning employment  
**Legal Code:** Penal Code 11165.7, 11166.5  
**Board Policy/Administrative Regulation #:** AR 5141.4  
**Subject:** Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

**When/Whom to Notify:** Upon employment, and when employee goes on leave for specified reasons  
**Legal Code:** Unemployment Insurance Code 2613  
**Board Policy/Administrative Regulation #:** AR 4154/4254/4354  
**Subject:** Disability insurance rights and benefits

**When/Whom to Notify:** To all employees via employee handbook, or to each new employee

**Legal Code:** 2 CCR 11096, 29 CFR 825.300

**Board Policy/Administrative Regulation #:** AR 4161.8/4261.8/4361.8

**Subject:** Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

**When/Whom to Notify:** To all employees and job applicants

**Legal Code:** 34 CFR 104.8, 106.9

**Board Policy/Administrative Regulation #:** BP 0410, BP 4030

**Subject:** District's policy on nondiscrimination and related complaint procedures

**When/Whom to Notify:** Annually to all employees

**Legal Code:** 40 CFR 763.84, 763.93

**Board Policy/Administrative Regulation #:** AR 3514

**Subject:** Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

## **II. To Certificated Employees**

**When/Whom to Notify:** To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

**Legal Code:** Education Code 22455.5

**Board Policy/Administrative Regulation #:** AR 4121

**Subject:** Criteria for membership in retirement system; right to elect membership at any time

**When/Whom to Notify:** Upon employment of a retired certificated individual

**Legal Code:** Education Code 22461

**Board Policy/Administrative Regulation #:** AR 4117.14/4317.14

**Subject:** Postretirement earnings limitation or employment restriction

**When/Whom to Notify:** To certificated employees

**Legal Code:** Education Code 35171

**Board Policy/Administrative Regulation #:** AR 4115, BP 4315

**Subject:** District regulations related to performance evaluations

**When/Whom to Notify:** 30 days before last day of school year for instructional staff, or by June 30 for non-instructional certificated staff, in any year in which employee is evaluated

**Legal Code:** Education Code 44663

**Board Policy/Administrative Regulation #:** AR 4115

**Subject:** Copy of employee's evaluation

**When/Whom to Notify:** To a certificated employee with unsatisfactory evaluation

**Legal Code:** Education Code 44664

**Board Policy/Administrative Regulation #:** AR 4115

**Subject:** Notice and description of the unsatisfactory performance

**When/Whom to Notify:** By May 30, if district elects to issue reemployment notices to certificated employees

**Legal Code: Education Code 44842**

**Board Policy/Administrative Regulation #: AR 4112.1**

**Subject: Request to notify district of intent to remain in service for the following school year; copy of law**

**When/Whom to Notify: To certificated employees upon employment**

**Legal Code: Education Code 44916**

**Board Policy/Administrative Regulation #: AR 4112.1, AR 4121**

**Subject: Employment status and salary**

**When/Whom to Notify: To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment**

**Legal Code: Education Code 44929.21**

**Board Policy/Administrative Regulation #: AR 4117.6**

**Subject: Whether or not employee is reelected for next school year**

**When/Whom to Notify: When certificated employee is subject to disciplinary action for cause**

**Legal Code: Education Code 44934**

**Board Policy/Administrative Regulation #: AR 4117.4, AR 4118**

**Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice**

**When/Whom to Notify: To certificated employee charged with unprofessional conduct**

**Legal Code: Education Code 44938**

**Board Policy/Administrative Regulation #: AR 4118**

**Subject: Notice of deficiency and opportunity to correct**

**When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings**

**Legal Code: Education Code 44940.5**

**Board Policy/Administrative Regulation #: AR 4118**

**Subject: Notice of intent to dismiss 30 days from notice**

**When/Whom to Notify: To probationary employees 30 days prior to dismissal, or not later than March 15 for second- year probationary employees**

**Legal Code: Education Code 44948.3**

**Board Policy/Administrative Regulation #: AR 4117.4**

**Subject: Reasons for dismissal and opportunity to appeal**

**When/Whom to Notify: To probationary employees in districts with less than 250 ADA, before notice of non-reelection but no later than March 15, with final notice by May 15**

**Legal Code: Education Code 44948.5**

**Board Policy/Administrative Regulation #: AR 4117.4**

**Subject: Recommendation of non-reelection notice for reason other than personnel reduction; statement of reasons upon request**

**When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15**

**Legal Code: Education Code 44949, 44955**

**Board Policy/Administrative Regulation #: BP 4117.3**

**Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination**

**When/Whom to Notify: On or before June 30, to temporary employee who served 75 percent of school year but will be released**

**Legal Code: Education Code 44954**

**Board Policy/Administrative Regulation #: BP 4121**

**Subject: District's decision not to reelect employee for following school year**

**When/Whom to Notify: To teacher, when student engages in or is reasonably suspected of specified acts**

**Legal Code: Education Code 49079**

**Board Policy/Administrative Regulation #: AR 4158/4258/4358**

**Subject: Student has committed specified act that constitutes ground for suspension or expulsion**

**When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending**

**Legal Code: 5 CCR 80303**

**Board Policy/Administrative Regulation #: AR 4117.7/4317.7**

**Subject: Contents of state regulation re: report to Commission on Teacher Credentialing**

### **III. To Classified Employees**

**When/Whom to Notify: To teachers when school is identified for Title I program improvement restructuring**

**Legal Code: 20 USC 6316**

**Board Policy/Administrative Regulation #: AR 0520.2**

**Subject: School identified for restructuring opportunity to comment and participate**

**When/Whom to Notify: To classified employee charged with mandatory leave of absence offense, in merit system district**

**Legal Code: Education Code 44940.5**

**Board Policy/Administrative Regulation #: AR 4218**

**Subject: Notice of intent to dismiss in 30 days**

**When/Whom to Notify: When classified employee is subject to disciplinary action for cause, in non-merit district**

**Legal Code: Education Code 45113**

**Board Policy/Administrative Regulation #: AR 4218**

**Subject: Notice of charges, procedures, and employee rights**

**When/Whom to Notify: To classified employees, at least 60 days prior to layoff, or by April 29 if specially funded program is expiring at end of school year**

**Legal Code: Education Code 45117**

**Board Policy/Administrative Regulation #: AR 4217.3**

**Subject: Notice of layoff and reemployment rights**

**When/Whom to Notify:** To classified employees upon employment and upon each change in classification

**Legal Code:** Education Code 45169

**Board Policy/Administrative Regulation #:** AR 4212

**Subject:** Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

**When/Whom to Notify:** To classified permanent employee whose leave is exhausted

**Legal Code:** Education Code 45192, 45195

**Board Policy/Administrative Regulation #:** AR 4261.1, AR 4261.11

**Subject:** Exhaustion of leave, opportunity to request additional leave

**When/Whom to Notify:** To school bus drivers and school activity bus drivers prior to expiration of specified documents

**Legal Code:** 13 CCR 1234

**Board Policy/Administrative Regulation #:** AR 3542

**Subject:** Expiration date of driver's license, driver's certificate and medical certificate need to be renewed

**When/Whom to Notify:** To school bus drivers and school activity bus drivers upon employment and at least one per year thereafter

**Legal Code:** 13 CCR 2480

**Board Policy/Administrative Regulation #:** AR 3542

**Subject:** Limitations on vehicle idling; consequences of not complying

**When/Whom to Notify:** To school bus drivers, prior to district drug testing program and thereafter upon employment

**Legal Code:** 49 CFR 382.601

**Board Policy/Administrative Regulation #:** BP 4112.42/4212.42/4312.42

**Subject:** Explanation of federal requirements for drug testing program and district's policy

#### **IV. To Administrative/Supervisory Personnel**

**When/Whom to Notify:** To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

**Legal Code:** Education Code 35031

**Board Policy/Administrative Regulation #:** BP 4312.1

**Subject:** Decision not to reelect or reemploy upon expiration of contract or term

**When/Whom to Notify:** Upon request by administrative or supervisory employee transferred to teaching position

**Legal Code:** Education Code 44896

**Board Policy/Administrative Regulation #:** AR 4313.2

**Subject:** Statement of the reasons for the release or reassignment

#### **V. To Individual Employees Under Special Circumstances**

**When/Whom to Notify:** By March 15 to employee who may be released/reassigned the



following school year

Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

When/Whom to Notify: Prior to placing derogatory information in personnel file

Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: Notice or training to employee with access to confidential information

Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one day of work-related injury or victimization of crime at workplace

Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: BP 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: Within five days of employee's request for family care and medical leave

Legal Code: 2 CCR 11049, 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Whether or not employee is eligible for FMLA leave

When/Whom to Notify: To any employee with exposure to bloodborne pathogens, upon initial employment and at least annually thereafter

Legal Code: 8 CCR 3204, 5193

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation

Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substance in the

work area, upon initial assignment and when new hazard is introduced into work area

Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee

Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Rights and responsibilities re: use of FMLA; consequence of failure to meet obligations

When/Whom to Notify: Within five days of receiving information to determine if leave qualifies for FMLA

Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Designation of leave as FMLA or non-FMLA; any requirement to use paid leave; any requirement for fitness- for-duty certification; any subsequent changes in designation notice

Exhibit: ROCKLIN UNIFIED SCHOOL DISTRICT

Approved: November 5, 2014 Rocklin California

# **Rocklin USD**

## **Exhibit**

### **Employee Notifications**

E 4312.9

#### **Personnel**

##### **I. To All Employees**

**When/Whom to Notify:** At the beginning of school year or upon employment  
**Legal Code:** Education Code 231.5, Government Code 12950, 2 CCR 11023  
**Board Policy/Administrative Regulation #:** AR 4119.11/4219.11/4319.11  
**Subject:** The district's policy on sexual harassment, legal remedies, complaints

**When/Whom to Notify:** Annually to all employees  
**Legal Code:** Education Code 17612  
**Board Policy/Administrative Regulation #:** AR 3514.2  
**Subject:** Use of pesticide product, active ingredients, Internet address to access information

**When/Whom to Notify:** To all employees, prior to implementing year-round schedule  
**Legal Code:** Education Code 37616  
**Board Policy/Administrative Regulation #:** AR 6112  
**Subject:** Public hearing on year-round program

**When/Whom to Notify:** To all employees, prior to implementing block schedule  
**Legal Code:** Education Code 46162  
**Board Policy/Administrative Regulation #:** AR 6112  
**Subject:** Public hearing on block schedule

**When/Whom to Notify:** Annually to all employees  
**Legal Code:** 49013; 5 CCR 4622  
**Board Policy/Administrative Regulation #:** AR 1312.3 BP 3260  
**Subject:** Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan

**When/Whom to Notify:** To all employees  
**Legal Code:** Government Code 1126  
**Board Policy/Administrative Regulation #:** BP 4136/4236/4336  
**Subject:** Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

**When/Whom to Notify:** Prior to beginning employment  
**Legal Code:** Government Code 3102  
**Board Policy/Administrative Regulation #:** AR 4112.3/4212.3/4312.3  
**Subject:** Oath or affirmation of allegiance required of public employees

**When/Whom to Notify:** To all employees  
**Legal Code:** Government Code 8355; 41 USC 8102  
**Board Policy/Administrative Regulation #:** BP 4020, BP 4159/4259/4359  
**Subject:** District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

**When/Whom to Notify:** Upon placement of automated external defibrillator (AED) in school, and annually thereafter  
**Legal Code:** Health and Safety Code 1797.796  
**Board Policy/Administrative Regulation #:** AR 5141  
**Subject:** Proper use of AED; location of all AEDs on campus

**When/Whom to Notify:** To all employees, if the district receives Tobacco-Use Prevention Education funds  
**Legal Code:** Health and Safety Code 104420  
**Board Policy/Administrative Regulation #:** AR 3513.3  
**Subject:** District's tobacco-free schools policy and enforcement procedures

**When/Whom to Notify:** Annually to all employees  
**Legal Code:** Health and Safety Code 120875, 120880  
**Board Policy/Administrative Regulation #:** AR 4119.43/4219.43/4319.43  
**Subject:** AIDS and hepatitis B, including methods to prevent exposure

**When/Whom to Notify:** To covered employees and former employees  
**Legal Code:** Labor Cod e2800.2  
**Board Policy/Administrative Regulation #:** AR 4154/4254/4354  
**Subject:** Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

**When/Whom to Notify:** Upon employment or by end of first pay period  
**Legal Code:** Labor Code 3551  
**Board Policy/Administrative Regulation #:** BP 4157.1/4257.1/4357.1  
**Subject:** Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

**When/Whom to Notify:** Prior to beginning employment  
**Legal Code:** Penal Code 11165.7, 11166.5  
**Board Policy/Administrative Regulation #:** AR 5141.4  
**Subject:** Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

**When/Whom to Notify:** Upon employment, and when employee goes on leave for specified reasons  
**Legal Code:** Unemployment Insurance Code 2613  
**Board Policy/Administrative Regulation #:** AR 4154/4254/4354  
**Subject:** Disability insurance rights and benefits

**When/Whom to Notify:** To all employees via employee handbook, or to each new employee

Legal Code: 2 CCR 11096, 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: To all employees and job applicants

Legal Code: 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: BP 0410, BP 4030

Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: Annually to all employees

Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

## II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121

Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual

Legal Code: Education Code 22461

Board Policy/Administrative Regulation #: AR 4117.14/4317.14

Subject: Postretirement earnings limitation or employment restriction

When/Whom to Notify: To certificated employees

Legal Code: Education Code 35171

Board Policy/Administrative Regulation #: AR 4115, BP 4315

Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for non-instructional certificated staff, in any year in which employee is evaluated

Legal Code: Education Code 44663

Board Policy/Administrative Regulation #: AR 4115

Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation

Legal Code: Education Code 44664

Board Policy/Administrative Regulation #: AR 4115

Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees

Legal Code: Education Code 44842

Board Policy/Administrative Regulation #: AR 4112.1

**Subject: Request to notify district of intent to remain in service for the following school year; copy of law**

**When/Whom to Notify: To certificated employees upon employment**

**Legal Code: Education Code 44916**

**Board Policy/Administrative Regulation #: AR 4112.1, AR 4121**

**Subject: Employment status and salary**

**When/Whom to Notify: To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment**

**Legal Code: Education Code 44929.21**

**Board Policy/Administrative Regulation #: AR 4117.6**

**Subject: Whether or not employee is reelected for next school year**

**When/Whom to Notify: When certificated employee is subject to disciplinary action for cause**

**Legal Code: Education Code 44934**

**Board Policy/Administrative Regulation #: AR 4117.4, AR 4118**

**Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice**

**When/Whom to Notify: To certificated employee charged with unprofessional conduct**

**Legal Code: Education Code 44938**

**Board Policy/Administrative Regulation #: AR 4118**

**Subject: Notice of deficiency and opportunity to correct**

**When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings**

**Legal Code: Education Code 44940.5**

**Board Policy/Administrative Regulation #: AR 4118**

**Subject: Notice of intent to dismiss 30 days from notice**

**When/Whom to Notify: To probationary employees 30 days prior to dismissal, or not later than March 15 for second- year probationary employees**

**Legal Code: Education Code 44948.3**

**Board Policy/Administrative Regulation #: AR 4117.4**

**Subject: Reasons for dismissal and opportunity to appeal**

**When/Whom to Notify: To probationary employees in districts with less than 250 ADA, before notice of non-reelection but no later than March 15, with final notice by May 15**

**Legal Code: Education Code 44948.5**

**Board Policy/Administrative Regulation #: AR 4117.4**

**Subject: Recommendation of non-reelection notice for reason other than personnel reduction; statement of reasons upon request**

**When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15**

**Legal Code: Education Code 44949, 44955**

**Board Policy/Administrative Regulation #: BP 4117.3**

**Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board**

**decision re: termination**

**When/Whom to Notify:** On or before June 30, to temporary employee who served 75 percent of school year but will be released

**Legal Code:** Education Code 44954

**Board Policy/Administrative Regulation #:** BP 4121

**Subject:** District's decision not to reelect employee for following school year

**When/Whom to Notify:** To teacher, when student engages in or is reasonably suspected of specified acts

**Legal Code:** Education Code 49079

**Board Policy/Administrative Regulation #:** AR 4158/4258/4358

**Subject:** Student has committed specified act that constitutes ground for suspension or expulsion

**When/Whom to Notify:** To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending

**Legal Code:** 5 CCR 80303

**Board Policy/Administrative Regulation #:** AR 4117.7/4317.7

**Subject:** Contents of state regulation re: report to Commission on Teacher Credentialing

### **III. To Classified Employees**

**When/Whom to Notify:** To teachers when school is identified for Title I program improvement restructuring

**Legal Code:** 20 USC 6316

**Board Policy/Administrative Regulation #:** AR 0520.2

**Subject:** School identified for restructuring opportunity to comment and participate

**When/Whom to Notify:** To classified employee charged with mandatory leave of absence offense, in merit system district

**Legal Code:** Education Code 44940.5

**Board Policy/Administrative Regulation #:** AR 4218

**Subject:** Notice of intent to dismiss in 30 days

**When/Whom to Notify:** When classified employee is subject to disciplinary action for cause, in nonmerit district

**Legal Code:** Education Code 45113

**Board Policy/Administrative Regulation #:** AR 4218

**Subject:** Notice of charges, procedures, and employee rights

**When/Whom to Notify:** To classified employees, at least 60 days prior to layoff, or by April 29 if specially funded program is expiring at end of school year

**Legal Code:** Education Code 45117

**Board Policy/Administrative Regulation #:** AR 4217.3

**Subject:** Notice of layoff and reemployment rights

**When/Whom to Notify:** To classified employees upon employment and upon each change in classification

**Legal Code:** Education Code 45169

**Board Policy/Administrative Regulation #: AR 4212**

**Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek**

**When/Whom to Notify: To classified permanent employee whose leave is exhausted**

**Legal Code: Education Code 45192, 45195**

**Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11**

**Subject: Exhaustion of leave, opportunity to request additional leave**

**When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents**

**Legal Code: 13 CCR 1234**

**Board Policy/Administrative Regulation #: AR 3542**

**Subject: Expiration date of driver's license, driver's certificate and medical certificate need to be renewed**

**When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least one per year thereafter**

**Legal Code: 13 CCR 2480**

**Board Policy/Administrative Regulation #: AR 3542**

**Subject: Limitations on vehicle idling; consequences of not complying**

**When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment**

**Legal Code: 49 CFR 382.601**

**Board Policy/Administrative Regulation #: BP 4112.42/4212.42/4312.42**

**Subject: Explanation of federal requirements for drug testing program and district's policy**

#### **IV. To Administrative/Supervisory Personnel**

**When/Whom to Notify: To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract**

**Legal Code: Education Code 35031**

**Board Policy/Administrative Regulation #: BP 4312.1**

**Subject: Decision not to reelect or reemploy upon expiration of contract or term**

**When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position**

**Legal Code: Education Code 44896**

**Board Policy/Administrative Regulation #: AR 4313.2**

**Subject: Statement of the reasons for the release or reassignment**

#### **V. To Individual Employees Under Special Circumstances**

**When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year**

**Legal Code: Education Code 44951**



**Board Policy/Administrative Regulation #: AR 4313.2**

**Subject: Notice that employee may be released or reassigned the following school year**

**When/Whom to Notify: Prior to placing derogatory information in personnel file**

**Legal Code: Education Code 44031**

**Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6**

**Subject: Notice of derogatory information, opportunity to review and comment**

**When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee**

**Legal Code: Government Code 54957**

**Board Policy/Administrative Regulation #: BB 9321**

**Subject: Employee's right to have complaints/charges heard in open session**

**When/Whom to Notify: Notice or training to employee with access to confidential information**

**Legal Code: Government Code 54963**

**Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23**

**Subject: Law prohibiting disclosure of confidential information obtained in closed session**

**When/Whom to Notify: Within one day of work-related injury or victimization of crime at workplace**

**Legal Code: Labor Code 3553, 5401**

**Board Policy/Administrative Regulation #: BP 4157.1/4257.1/4357.1**

**Subject: Potential eligibility for workers' compensation benefits, claim form**

**When/Whom to Notify: Within five days of employee's request for family care and medical leave**

**Legal Code: 2 CCR 11049, 29 CFR 825.300**

**Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8**

**Subject: Whether or not employee is eligible for FMLA leave**

**When/Whom to Notify: To any employee with exposure to bloodborne pathogens, upon initial employment and at least annually thereafter**

**Legal Code: 8 CCR 3204, 5193**

**Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42**

**Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records**

**When/Whom to Notify: To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation**

**Legal Code: 8 CCR 5191**

**Board Policy/Administrative Regulation #: AR 3514.1**

**Subject: Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material**

**When/Whom to Notify: To any employee who may be exposed to hazardous substance in the work area, upon initial assignment and when new hazard is introduced into work area**

**Legal Code: 8 CCR 5194**

**Board Policy/Administrative Regulation #: AR 3514.1**

**Subject: Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights**

**When/Whom to Notify: To employee eligible for military leave**

**Legal Code: 38 USC 4334**

**Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5**

**Subject: Notice of rights, benefits, and obligations under military leave**

**When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee**

**Legal Code: 29 CFR 825.300**

**Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8**

**Subject: Rights and responsibilities re: use of FMLA; consequence of failure to meet obligations**

**When/Whom to Notify: Within five days of receiving information to determine if leave qualifies for FMLA**

**Legal Code: 29 CFR 825.300**

**Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8**

**Subject: Designation of leave as FMLA or non-FMLA; any requirement to use paid leave; any requirement for fitness- for-duty certification; any subsequent changes in designation notice**

**Exhibit: ROCKLIN UNIFIED SCHOOL DISTRICT**

**Approved: November 5, 2014 Rocklin California**

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

SUBJECT: Approve Lease-Leaseback Entity for Whitney High School Concrete Work

DEPARTMENT: Senior Director, Facilities & Operations

---

**Background:**

Due to the growth at Whitney High School students use the area above the amphitheater as overflow to eat lunch. Because of the heavy usage the landscaping cannot be maintained. In order to provide a better environment for students and to clean up this area, staff recommends that this area be concreted with flatwork and seating areas.

**Status:**

Staff recommends the use of the Lease-Leaseback method for this work. The District recently completed a successful Lease-Leaseback project at Whitney High School and recommends that we use Landmark Construction for this project.

Whitney High School staff has indicated their interest in providing partial funding for enhancements at this project and has been doing fund raising to contribute.

**Presenter:**

Sue Wesselius

**Financial Impact:**

Current year: \$9,800 from WHS fundraising. Balance of \$45,496.80 to be funded from Fund 25 (Dev. Fees)

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:**

It is recommended that the Board approve the award of a Lease-Leaseback contract to Landmark Construction in the amount of \$55,296.80 for the Whitney High School concrete work and authorize the Superintendent or his designee to sign all necessary documents on their behalf.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

**SUBJECT:** Resolution No. 14-15-08 - Approving a Site Lease, a Development and Lease Agreement and General Construction Provisions.

**DEPARTMENT:** Senior Director, Facilities & Operations

---

**Background:**

Staff has recommended and the Board has approved the use of the Lease-Leaseback method to facilitate the implementation of the concrete project at Whitney High School. Because of past successful projects with Landmark Construction and the recent Request for Proposal process in which Landmark provided the lowest guaranteed maximum price, it is recommended we use Landmark Construction for this project.

**Status:**

A Lease-Leaseback contract in the amount of \$55,296.80 has been prepared for approval. The Site lease, Development and Lease Agreement, and General Construction Provisions are on file with the Secretary of the Board.

**Presenter:**

Sue Wesselius

**Financial Impact:**

Current year: \$9,800 from WHS fundraising. Balance of \$45,496.80 to be funded from Fund 25 (Dev. Fees)

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:**

Resolution No. 14-15-08

**Recommendation:**

Staff recommends approval of Resolution 14-15-08 – Approving a Site Lease, a Development and Lease Agreement, and General Construction Provisions for the concrete improvement project at Whitney High School.

**RESOLUTION NO. 14-15-08**

**BEFORE THE BOARD OF TRUSTEES OF THE  
ROCKLIN UNIFIED SCHOOL DISTRICT**

In the Matter of:      **A RESOLUTION APPROVING A SITE LEASE, A DEVELOPMENT  
AND LEASE AGREEMENT, AND GENERAL CONSTRUCTION  
PROVISIONS FOR THE CONCRETE PROJECT AT WHITNEY HIGH  
SCHOOL**

The following RESOLUTION was duly adopted by the Board of Trustees of the Rocklin Unified School District at a regular meeting held on the 5<sup>th</sup> day of November, 2014, by the following vote on roll call:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage.

\_\_\_\_\_  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Clerk, Board of Trustees

-----  
-----

**WHEREAS**, the Rocklin Unified School District (the “District”) has identified the need to provide for a concrete improvement project at Whitney High School (the “Project”);

**WHEREAS**, Education Code Section 17400 et seq. provides for the construction and modernization of school buildings on property owned by a school district and the lease to a school district of such improvements pursuant to an agreement calling for such construction;

**WHEREAS**, the Project is located at a site owned by the District (the "Site");

**WHEREAS**, consistent with the requirements of Education Code Section 17400 et seq., the Governing Board seeks to enter into the necessary building agreements and lease agreements with an outside entity that will provide for the construction and leasing of school facilities on the Site;

**WHEREAS**, consistent with the Board of Trustee's (the "Board") desire to provide for the construction, acquisition and lease of the Project in accordance with the provisions of Education Code Section 17400 et seq., District staff previously solicited proposals from firms capable of providing services to the District for the Project.

**WHEREAS**, it was determined that Landmark Construction ("Contractor") was qualified to undertake the Project on the Site and to lease the completed Project to the District consistent with the requirements of Education Code Section 17400 et seq.;

**WHEREAS**, it is the intent of the Board to have the Superintendent, Assistant Superintendent, and/or their respective designees ("Designated Officers"), execute the Documents (as defined below); and

**WHEREAS**, a proposed Development and Lease Agreement with an attached set of General Construction Provisions and other exhibits along with a proposed Site Lease between the District and Contractor (collectively referred to herein as the "Documents") are on file with the Secretary of the Board, and it is the intent of the Board to approve such documents in substantially final form and to authorize the execution of such documents by the Designated Officers in the manner provided for herein.

**NOW, THEREFORE**, the Board of Trustees of the Rocklin Unified School District does hereby resolve as follows:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. Consistency of Process and Compliance with Law. The Board hereby finds that the process undertaken by the District to date to solicit proposals for the Project, and to draft the Documents have all been undertaken and performed in a manner consistent with the requirements of Education Code Section 17400 et seq. and that the District is now authorized to proceed with the commencement of the Project in the manner set forth in the Documents.

Section 3. Adequacy of Site and Suitability of Process. The Board hereby determines that the Site is a suitable location for the Project consistent with the requirements of Education Code Section 17400 et seq. and that acquisition of the Project in the manner provided for at Education Code Section 17400 et seq. is in the best interest of the District.

Section 4. Approval of the Leases. The Board hereby approves the Documents in substantially final form with such additional changes or revisions as may be necessary to be implemented by the Designated Officers to complete such agreements consistent

with the terms and conditions of this Resolution and the provisions of Education Code Section 17400 et seq.

Section 5. Approval of Guaranteed Maximum Price. The Board hereby approves the Project's Guaranteed Maximum Price in an amount not to exceed \$55,296.80.

Section 6. Authorization to Enter into Leases. The Designated Officers are hereby authorized to execute and deliver the Documents as they apply only to the Project on behalf of the District to Contractor in substantially the form presented to the Board with such changes therein as the Designated Officers, may require or approve, consistent with the terms and conditions of this Resolution.

Section 7. Additional Authorization. The Designated Officers are hereby further authorized and directed to prepare, on behalf of the District, any other documentation necessary to carry out the terms for the Project as set forth in the Documents consistent with the terms and conditions of this Resolution. Any actions heretofore taken by the Designated Officers, on behalf of the District that is in conformity with the purposes and intent of this Resolution and with the provisions of Education Code Section 17400 et seq. with respect to the Project are hereby approved and confirmed.

Section 8. Effective Date. This Resolution shall take effect immediately upon its adoption.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

**SUBJECT:** Rocklin Educational Technology Team (RETT) Update

**DEPARTMENT:** Office of the Chief Technology Officer, Technology Services

---

**Background:**

The Rocklin Educational Technology Team (RETT) has seen several iterations in previous years. RETT is being transformed to achieve goals that align with the District strategic plan, and direct its team efforts to better serve the need for instructional technology professional development of all staff and address digital literacy skills required of all students.

**Status:**

Staff will present RETT goals, purpose, beliefs, and next steps.

**Presenters:**

**Mike Fury, Chief Technology Officer**  
**Melody Thorsen, Principal, Ruhkala Elementary**  
**Ryan O'Donnell, Teacher, Rocklin High School**

**Financial Impact:**

Current year: none  
Future years: none  
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 PowerPoint presentation is attached

**Recommendation:**

This is an information item only



# **ROCKLIN EDUCATIONAL TECHNOLOGY TEAM (RETT) UPDATE**

**Rocklin USD Board of Trustees Meeting  
November 5, 2014**

**Presented by:  
Mike Fury, Chief Technology Officer  
Melody Thorsen, Principal Ruhkala Elementary School  
Ryan O'Donnell, Teacher Rocklin High School**

# Overview

- ◎ Comprehensive Instructional Technology Program
- ◎ What/Who is RETT?
- ◎ RETT Strategic Plan Alignment
- ◎ 2014-16 Goals
- ◎ Next Steps

# Comprehensive Instructional Technology Program

- ◎ Robust Infrastructure
  - Network, Wifi, reliable systems
- ◎ Powerful Tools
  - Learning Management System (LMS), production software, current/sufficient devices
- ◎ Ongoing Professional Development
- ◎ Digital Literacy/Digital Citizenship
  - Safe Environment, guided appropriate use, policies
  - Development of student digital skill sets and proficiencies

# What is RETT

- ◎ Instructional Technology Professional Development Team (PLT)
- ◎ Educational Technology Advisory
- ◎ Share best practices and champion entrepreneurial spirit of technology adoption

# Who is RETT

## ◎ Team Membership

- Chairs:

- Melody Thorson, Elementary
- Ryan O'Donnell, Secondary
- Mike Fury, Technology Services

- Members (instructional staff):

- one representative per elementary site
- two representatives per middle school site
- two representatives per high school site
- TOSA representatives (one elementary, one secondary)
- Administrators are encouraged to attend
- Ed Services representatives

# Purpose of RETT

- ◎ Prior Iterations and History
- ◎ Facilitate the professional development of instructional technology at every school
- ◎ Adopt annual goals that directly support district initiatives and Strategic Plans in the area of instructional technology for teachers and the learning environment
- ◎ Promote digital literacy and ethics to all grade levels for responsible digital users
- ◎ District educational technology advisory

# RETT Belief Statements

- ◎ RETT believes that preparing and supporting teachers for effective use of technology in the learning environment requires a well-designed professional development program
- ◎ RETT believes student use of technology transforms the learning environment
- ◎ RETT believes in measuring the effectiveness of the implementation of district instructional technology initiatives

# District Strategic Plan Alignment

- ◎ Strategy 1 - Create student academic growth through dynamic, relevant and increasingly challenging learning experiences
  - Activated Action 1.3 - Appropriate technology tools and resources and integrated to support effective instruction and learning (also associated with Action 2.7)
- ◎ Strategy 3 - Continuously build individual and organizational capacity, and seek additional resources and partnerships to fulfill our mission
  - Activated Action 3.1 - Develop a centralized support system to lead and create partnerships for professional learning
  - Activated Action 3.2 - Create and implement a plan for blended professional development



# RETT Goals 2014-16

1. Create leveled learning modules related to Google Apps for Education. Provide equitable and consistent training at all sites for all teachers. Activated Action 3.1
2. Provide Schoology training and support for all staff members. Continue the development of Lesson Study modules (TOSA, lead teachers and technology teacher - RETT member). Activated Action 3.2
3. Implement a comprehensive K-12 digital citizenship and cyber safety plan using internal and external resources, such as Common Sense Media Digital Literacy and Citizenship Curriculum). Activated Action 1.3 (associated with Action 2.7)

# Next Steps

- Work with ELT/SLT to refine delivery methods of Professional Development to best meet schools needs in meeting goals (Google Apps, Schoology)
- Content Development via sub-committees in support of goals
- Professional Growth - Google Fest, February 2015
- By the end of 2015-16:
  - All teachers will have a basic proficiency in the use of Google Apps for Education (collaborative production) and Schoology (LMS)
  - All students will receive age/grade appropriate instruction in digital citizenship: responsible use of technology and safe on-line behavior

## PENDING BOARD AGENDA ITEMS

August 2014

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

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

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

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