

ROCKLIN UNIFIED SCHOOL DISTRICT

2615 Sierra Meadows Drive Rocklin, CA 95677

Todd Lowell, *President*
Greg Daley, *Vice President*
Camille Maben, *Clerk*
Wendy Lang, *Member*
Susan Halldin, *Member*

Public Copy



**MARCH 4, 2015
REGULAR MEETING AGENDA — 6:30 P.M.**

- 1.0 **CALL TO ORDER**
- 2.0 **ROLL CALL**
- 3.0 **PLEDGE OF ALLEGIANCE**
- 4.0 **AUDIENCE/VISITORS PUBLIC DISCUSSION** – This agenda item is included for the purpose of giving anyone in attendance an opportunity to ask questions or discuss non-agenda items with the Board of Trustees. There will be a three-minute time limit per person. If visitors have a complaint about a specific employee of the District, they will be requested to submit an oral or written complaint to the employee's immediate supervisor or the principal as required by Administrative Regulation 1312.1. (Please note that the public portion of all meetings is recorded.)
- 5.0 **COMMENTS FROM STUDENT REPRESENTATIVE(S)**
- 6.0 **COMMENTS FROM BOARD AND SUPERINTENDENT**
- 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 February 4, 2015 (Regular Meeting)
 - 7.2 **CERTIFICATED PERSONNEL REPORT** – Request to approve personnel items included on the Certificated Personnel Report. (Colleen Slattery)
 - 7.3 **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 **DONATIONS** – Request to accept District donations. (Barbara Patterson)

- 7.7 **APPROVE RESOLUTION NO. 14-15-10, RELEASE OF TEMPORARY CERTIFICATED EMPLOYEES PURSUANT TO EDUCATION CODE 44954**– Request to approve Resolution 14-15-10, authorizing the release of nine temporary certificated employees pursuant to Education Code 44954. (Colleen Slattery)
- 7.8 **APPROVE RESOLUTION NO. 14-15-11, STANDARDIZATION OF SPECIFICATIONS FOR CONSTRUCTION PROJECTS** – Request to approve Resolution 14-15-11, establishing Single Source Manufacturers and District Design Standards in accordance with Public Contract Code Section 3400 and list of “no substitutions allowed” equipment for future construction projects . (Sue Wesselius)
- 7.9 **REJECT CLAIM NO. R15-01** – Request to reject Claim No. R15-01. (Barbara Patterson)
- 7.10 **REJECT CLAIM NO. R15-02** – Request to reject Claim No. R15-02. (Barbara Patterson)
- 7.11 **APPROVE CLINICAL EDUCATION AGREEMENT WITH UNITEK COLLEGE LLC** – Request to approve Clinical Educational Agreement with Unitek College LLC. (Colleen Slattery)
- 7.12 **APPROVE BRANDMAN UNIVERSITY INTERNSHIP CONTRACT AGREEMENT** – Request to approve the Credential Internship Agreement between Brandman University and RUSD for the period of March 5, 2015 to March 4, 2017 (2 year maximum). (Colleen Slattery)
- 7.13 **APPROVE REVISED PERSONNEL ANALYST JOB DESCRIPTION** – Request to approve the proposed draft of the revised Personnel Analyst job description. (Colleen Slattery)
- 7.14 **OVERNIGHT FIELD TRIP(S)** – Request to approve the following overnight field trips. (Deborah Sigman)
- 7.14.1 Rocklin High School, student officers of FHA-HERO, to attend an overnight field trip to the California Department of Education Capitol Leadership Experience held at the California State Capitol and Department of Education, in Sacramento , CA, (March 8 – March 10, 2015).
- 7.14.2 Rocklin High School, Varsity Softball Team students, to attend an overnight field trip to the “Queen of the Mountain” Showcase Tournament, in Pleasanton , CA, (March 12 – March 14, 2015).
- 7.14.3 Rocklin High School, students of FHA-HERO, to attend an overnight field trip to he FHA-HERO State Meeting and Competition held at the Fresno Convention Center, in Fresno , CA, (April 24 – April 28, 2015).
- 7.14.4 Whitney High School, grades 9 - 12, to attend the Girls Golf Team Golf Tournament Overnight Field Trip at Lake Merced Country Club in San Francisco, CA, (April 23 – April 25, 2015).
- 7.14.5 Antelope Creek Elementary School, grade 6, to attend Science Camp at the High Sierra Outdoor Institute at Camp Del Oro in Nevada City, CA, (May 26 – May 28, 2015).
- 7.15 **APPROVE STIPULATED EXPULSION(S)** – Request to approve stipulated expulsions for Student No. 030415-01, Student No. 030415-02 and Student No. 030415-03 as authorized by Government Code section 35146. (Deborah Sigman)

- 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 CLUB ROCKLIN AND CITY OF ROCKLIN PRESCHOOL UPDATE** – Staff recommends that Trustees authorize the Superintendent and designees to discuss the potential transition of the City's Club Rocklin and Preschool Program to RUSD and/or Rocklin Educational Excellence Foundation (REEF) and to engage the City of Rocklin and REEF in conversation regarding the potential transition. (Roger Stock)
- 8.2 BOARD POLICY (BP), ADMINISTRATIVE REGULATIONS (AR) AND EXHIBITS (E)** – Request to approve the following Board Policy and Administrative Regulation. (Sue Wesselius)
- 8.2.1 BP 3280 Sale or Lease of District Owned Real Property – revised
- 8.2.2 AR 3280 Sale or Lease of District Owned Real Property – revised
- 8.3 VOTE FOR 2015 CSBA DELEGATE ASSEMBLY REPRESENTATIVE(S)** – The Board will be given an opportunity to vote for Region 4D representative(s) to serve on the CSBA Delegate Assembly in 2015. (Roger Stock)
- 9.0 INFORMATION AND REPORTS**
- 9.1 **STRATEGIC PLAN QUARTERLY UPDATE** – (Skott Hutton)
- 9.2 **GRADE 6 MATH MATERIALS RECOMMENDATION** – (Karen Huffines)
- 10.0 PENDING AGENDA** – This is the time to place future items on the Pending Agenda.
- 11.0 CLOSED SESSION** – The Board will adjourn to closed session regarding the following matters:
- 11.1 *Conference with Legal Counsel – Existing Litigation* as authorized by Government Code section 54956.9
- 11.2 *Public employee discipline/dismissal/release pursuant* to Government Code section 54957
- 11.3 *Conference with Labor Negotiators* as authorized by Government Code Section 54957.6
- District Representative(s): Roger Stock, Superintendent
Barbara Patterson, Deputy Superintendent, Business and Operations
Colleen Slattery, Assistant Superintendent, Human Resources
- 12.0 RECONVENE TO OPEN SESSION**
- 13.0 REPORT OF ACTION TAKEN IN CLOSED SESSION**
- 14.0 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: MARCH 18, 2015, 6:30 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:

February 27, 2015

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 27th day of February 2015 in Rocklin, California.

Brenda Meadows
Executive Assistant
Rocklin Unified School District

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



Todd Lowell, *President*
Greg Daley, *Vice President*
Camille Maben, *Clerk*
Wendy Lang, *Member*
Susan Halldin, *Member*

FEBRUARY 4, 2015
ASSESSMENT AND ACCOUNTABILITY WORKSHOP — 5:15 P.M. – 6:15 P.M.
REGULAR MEETING MINUTES — 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 6:30 P.M., February 4, 2015, 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*
Greg Daley, *Vice President*
Wendy Lang, *Member*
Susan Halldin, *Member*

Trustee(s) Absent:

Camille Maben, *Clerk*

Student Representative:

Peyton Marvin, *Victory High School*

Administrative Staff: Roger Stock, *Superintendent*; Deborah Sigman, *Deputy Superintendent Educational Services*; Barbara Patterson, *Deputy Superintendent Business and Operations*; Colleen Slattery, *Assistant Superintendent Human Resources*; Sue Wesselius, *Senior Director*; Karen Huffines, *Director Elementary Programs & School Leadership*; Mike Fury, *Chief Technology Officer*; Jordan White, *Coordinator*; Mark Williams, *Principal Victory High School*; Amanda Makis, *Principal Rocklin Elementary School*; Hannah Anderson, *Principal Sierra Elementary School*; Melody Thorson, *Principal Ruhkala Elementary School*.

3.0 **ASSESSMENT AND ACCOUNTABILITY WORKSHOP (5:15 P.M. – 6:15 P.M.)** — Deborah Sigman, Deputy Superintendent Educational Services, shared with the Board of Trustees that the state of California is undergoing unprecedented changes in the areas of assessment and accountability. More rigorous standards are demanding a different approach to assessments, and in response, different approaches are required to determine the effectiveness of programs and accountability. Rocklin Unified is at the forefront of these changes and is taking advantage of opportunities to prepare our students with college and career readiness. The workshop focused on systems of assessment and accountability – past, present and future, including key shifts in standards and expectations, having significant policy and practical implications for RUSD. The workshop also provided information on the shifts in instruction, assessment methodology, and accountability measures and addressed how the District is effectively communicating these shifts and changes to our schools and communities.

4.0 **PLEDGE OF ALLEGIANCE** – Trustee Greg Daley introduced the Whitney High School AFJROTC Color Guard who led the Board and audience in the Pledge of Allegiance.

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:

Public Comments: Keith Caldwell, RUSD Community Advisory Committee (CAC) Representative, requested that as the District looked at revising the Local Control and Accountability Plan (LCAP), that

it consider the inclusion of student subgroups with disabilities, following guidelines set forth. Caldwell also requested that the District include input from parents with special needs children, in the interview and selection process when hiring a future Director of Special Education.

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

7.0 **COMMENTS FROM BOARD AND SUPERINTENDENT** – Susan Halldin shared that she, along with Superintendent Stock, recently attended the Positive Behavioral Interventions and Supports (PBIS) assembly at Rocklin Elementary and wanted to recognize the great job the school is doing with this model. Halldin also attended Spring View’s Career Day and thanked Greg Daley on the outstanding job he did presenting at the event along with his efforts in bringing in a WestPoint Four Star General to share valuable information with students. Todd Lowell shared that he attended the Whitney High School (WHS) Black and White Ball on January 24, a school fund raising event organized solely by students. Lowell congratulated WHS student Christina Daley and fellow students for their outstanding organizational efforts of the successful event.

8.0 **ACTION ITEMS - CONSENT CALENDAR**

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

8.1.1 Jan 21, 2015 (Regular Meeting)

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

8.3 **APPROVAL OF BUDGET REVISIONS** – Request to approve budget revisions. (Barbara Patterson)

8.4 **REJECT CLAIM NO. R1416** – Request to reject Claim No. R1416. (Barbara Patterson)

8.5 **AWARD BID FOR TELECOMMUNICATION SERVICE / LOCAL VOICE SERVICES** – Request to award Local Voice Service to Consolidated Communications. (Barbara Patterson)

8.6 **APPROVE STIPULATED EXPULSION** – Request to approve a stipulated expulsion for Student No. 020415-01. (Deborah Sigman)

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

9.0 **ACTION ITEMS – REGULAR AGENDA**

9.1 **ROCKLIN ACADEMY TURNSTONE PETITION** – Barbara Patterson welcomed Executive Director/Superintendent Phil Spears and staff in the audience from Rocklin Academy Turnstone. Patterson informed the Board that staff had reviewed the petition and recommended approval. Wendy Lang thanked the Rocklin Academy Turnstone team for their efforts in providing information, as requested by the Board, assuring compliance with legal requirements and conditions set forth in the petition. The Rocklin Academy Turnstone petition was presented to the Board of Trustees for request to approve or deny.

A **MOTION** was made by Wendy Lang and seconded by Susan Halldin to approve the Rocklin Academy Turnstone Petition. Motion passed unanimously.

10.0 INFORMATION AND REPORTS**10.1 WESTED SPECIAL EDUCATION STUDY UPDATE –**

Dona Myers, Principal Investigator Lead with WestEd, a non-profit research, development, and service agency, which works with education and other communities to promote excellence, achieve equity, and improve learning for children, youth, and adults, shared with the Board of Trustees information regarding an ongoing study of the RUSD Special Education Department. The study includes review of policies, procedures, organizational structure and staffing. Myers provided an update to the Board regarding the processes and methodologies being used in the study as well as the current status of the components of the study. It is anticipated that the completed study will be presented to the Board at the April 15, 2015, meeting.

10.2 TRANSITIONAL KINDERGARTEN (TK) AND KINDERGARTEN (K) PROGRAM

UPDATE – Deborah Sigman, Deputy Superintendent Educational Services, and Karen Huffines, Director Elementary Programs and School Leadership, shared a report with the Board of Trustees on RUSD's current Transitional Kindergarten and Kindergarten programs along with proposed changes for the 2015-16 school year. Currently, the District has five Transitional Kindergarten programs located at Rock Creek, Parker Whitney and Antelope Creek Elementary Schools. All five programs offer an extended day model with current enrollment at 120 students, with the Parker Whitney TK program being new this year. In addition to the District's Transitional Kindergarten programs, RUSD has over 30 Kindergarten classes with a variety of models including extended day, traditional morning/afternoon and K/1 programs.

Questions on Transitional Kindergarten (TK): Greg Daley, referenced a District demographic study that was done in the past, and questioned if Cobblestone Elementary would be able to fill a TK classroom without the option of busing students. Huffines responded with "Yes, this is a regional program and the parent interest is there, even without transportation." Susan Halldin, asked if the District is legally required to offer TK to students who fall into a certain date window? Huffines responded with, "Yes, the District is required and is currently providing these services." Superintendent Stock, shared that the District is committed to being community and family friendly by making every effort to provide parents with a timely confirmation regarding space available in RUSD TK programs. Once students are enrolled in the District's high quality programs we know they typically stay for many years.

Questions on Full Day Kindergarten: Wendy Lang asked Hannah Anderson, Principal at Sierra Elementary School, how teachers at her site are feeling about a full day kindergarten program. Anderson shared that K/1 teachers are in the process of having a robust discussion regarding full day kindergarten, sharing challenges, pros and cons, what are parents asking for, what is being seen in the classrooms, and what test scores are telling them about the option. With all of this taken into consideration, they are fully on board with a full day program and recognize the many advantages that come with this model. Anderson shared that she has many parents, both in the District as well as out of the District, who are requesting a full day kindergarten program and sees it as a real need in the region.

Other Comments: Daley shared that as the District looks at facilities space for these programs, it look closely at adequate computer availability, especially in light of testing. Teresa Landin, parent from Sunset Ranch Elementary School, voiced support for full day kindergarten programs that better prepare students for Common Core and in depth learning. She found with her older children a shorter day felt rushed and supports the longer consistent learning time in classrooms. Landin shared that as long as the District offers a full day kindergarten program, their family plans to stay in the District instead of seeking this service elsewhere. Kate Kirk, Kindergarten teacher at Sunset Ranch Elementary, shared that she sees the many advantages of full day kindergarten but would like the District to keep in mind student to teacher ratios as well as the need for aides as the plan is developed. A parent of a student currently enrolled in the City of Rocklin Preschool program (no name given), shared that she would like to see

extensions in class time for the four year old preschool programs. This extension in class time would allow a more manageable transition as students prepare to enter a full day Kindergarten program the following year. Amanda Makis, Principal at Rocklin Elementary School, shared that Rocklin Elementary has been offering an extended day kindergarten program for several years. Parents are very happy with the model and have embraced the program. Makis shared that one of the key positive factors of the program is the fact that Kindergarten students can ride the bus, offering great value to families.

- 11.0 **PENDING AGENDA** – No items were placed on the Pending Agenda at this time.

Comments: Greg Daley shared that he did not have anything to add to the pending agenda but did want to remind teachers, and all present, that there will be no Board Meeting on February 18, 2015, and all future regular Board Meetings will begin at 6:30 P.M., as posted on the RUSD website.

- 12.0 **CLOSED SESSION** – Closed session convened at 8:45 P.M. regarding the following matters:

- 12.1 *Conference with Legal Counsel – Existing Litigation* as authorized by Government Code section 54956.9 (OAH Case No. 2014070464)
- 12.2 *Public employee discipline/dismissal/release pursuant to Government Code section 54957.*
- 12.3 *Conference with Labor Negotiators* as authorized by Government Code Section 54957.6:
District Representative(s): Roger Stock, Superintendent
Barbara Patterson, Deputy Superintendent, Business and Operations
Colleen Slattery, Assistant Superintendent, Human Resources

- 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 voted to approve the terms of the settlement agreement in OAH Case No. 2014070464. The settlement agreement provides that the District will reimburse parents for prevailing party attorneys' fees in relation to the decision and order in OAH Case No. 2014070464, in exchange for full and final resolution on the issue and waivers regarding the same. The vote was unanimous.

- 15.0 **ADJOURNMENT**– President Lowell adjourned the meeting at 9:32 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**
ASSESSMENT & ACCOUNTABILITY WORKSHOP 5:15 P.M. – 6:15 P.M.
REGULAR MEETING 6:30 P.M.

ATTENDANCE SIGN-IN SHEET

Wednesday, February 4, 2015

NAME	AFFILIATION <small>(site name/position, parent, community organization, etc.)</small>	CONTACT INFORMATION <small>(email address and/or phone)</small>
Jamey Schrey	RCS D	771-1600
Jordan White	RUS D	
John Montbousay	RJUSD	
Mark Williams	VHS	
Amanda Males	RES	
Melody Tharson	RU	
Keith Caldwell	Parent	916-735-2510
Amy Rogers	parent	

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

CERTIFICATED/MANAGEMENT PERSONNEL REPORT

RESIGNATIONS/RETIREMENTS:

1. Michael Berry, Social Science Teacher, Rocklin High School, Resignation 6/5/2015
2. Amber Boyd, School Psychologist, Resignation 6/5/2015
3. Barbara Chestnutt, VAPA Teacher, Rocklin Elementary, Retirement 6/5/2015
4. Barbara White, Kindergarten Teacher, Rocklin Elementary, Retirement 6/5/2015
5. Yvonne Katsuyama, Speech and Language Pathologist, resigned 0.10 of 0.50 FTE contract effective 7/1/2015
6. Cruz Ordonez, Language Arts Teacher, Whitney High School, Resignation 6/5/2015
7. Peter Buck, PE Teacher, Whitney High School, Resignation 6/5/2015
8. Christa Evans, Math Teacher, Spring View Middle School, Resignation 6/5/2015
9. Cheryl Klein, Broadcast Teacher, Rocklin High School, Resignation 6/5/2015
10. Haley Zerr, World History Teacher, Spring View Middle School, Resignation 6/5/2015

NEW HIRES:

11. Betsy Prada, 1.0 FTE Speech Pathologist, 2/23/15
12. Sandra Labhard, 0.80 FTE School Psychologist, 3/9/15

ROCKLIN UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES

CLASSIFIED PERSONNEL REPORT

RESIGNATIONS/RETIREMENTS:

1. Stacy Tracey, Special Ed Instructional Aide II, Transition Program, 01/30/15
2. Michelle DaVoulas, Special Ed Instructional Aide II, Cobblestone Elementary, 02/13/15
3. Mathew Ball, Delivery Driver/Warehouse Worker, Nutrition Services Department, 02/12/15
4. Alyce Rosaves, Nutrition Services Worker I, Nutrition Services Department, 02/10/15
5. Liliana Battistoni, Instructional Aide I – Elementary K-6, Sierra Elementary, 02/20/15
6. Amanda Johnson, Nutrition Services Worker I, Whitney High School, 03/04/15
7. Lea Obermire, Special Education Instructional Aide I, Breen Elementary, 02/19/15
8. Joshua Tignor, Groundskeeper I, Maintenance Department, 03/04/15
9. Rhonda Detrich, Classified Personnel Analyst, District Office, 04/01/15

RECLASSIFICATIONS:

10. Amy Sherer, Workability Program I Job Developer/Job Coach, Whitney High, 02/06/15
11. Nicole Arteaga-Altamirano, Instructional Aide I Elementary K-6, Rocklin Elementary, 03/02/15

NEW HIRES:

12. Melissa Foster, Instructional Aide I – Elementary K-6, Breen Elementary, 02/17/15
13. Daisy Maldonado, Instructional Aide ELL II, Sierra Elementary, 02/18/15
14. Alicia Appleby, Special Ed Instructional Aide I, Cobblestone Elementary, 02/23/15

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Approve Donations
DEPARTMENT: Office of the Deputy Superintendent, Business and 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, Deputy Superintendent, Business and Operations

Financial Impact:

Current year: \$39,112.59

Future years:

Funding source:

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 /MARCH 4, 2015

Date	Donor	Donation	Comment/Purpose	School Site
12/15/2014	TRUIST	\$38.64		Antelope Creek
1/6/2015	Lifetouch	\$684	% from School Pictures	Breen
1/16/2015	PG&E Employee Giving	\$490	Matching Kristi Hoisington	Cobblestone
1/16/2015	Lifetouch	\$396	% from School Pictures	Cobblestone
1/5/2015	United Auburn Indian	\$4,200	To purchase microscopes for the science program	Cobblestone
1/13/2015	Wells Fargo Community Support	\$134.61	On behalf of Scott Caddow	Ruhkala
1/23/2015	Ruhkala PTC	\$9,503.37	Purchase IPAD minis & Cart	Ruhkala
2/9/2015	Mark Maben	Paper cutter for workroom		Rocklin Elem.
1/20/2015	Coca Cola	\$15	Commission	Cobblestone
1/27/2015	Truist Giving Programs/Costco	\$26		Cobblestone
2/6/2015	Cobblestone PTC	\$22,249	For technology purchases	Cobblestone
2/9/2015	Mihn Nguyen/Sun-Park Dental	\$320	Rewards for Student Academics	Granite Oaks
2/9/2015	Dione Howard/Do or Dye	\$60	Rewards for Student Academics	Granite Oaks
2/4/2015	Breen PTC	\$500	To purchase monitors	Breen
2/18/2015	Target/Take Charge of Education	\$495.79		Rocklin High
	Total	\$39,112.59		

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Approve Resolution 14-15-10, A Resolution Authorizing the Release of Temporary Certificated Employees Pursuant to Education Code 44954

DEPARTMENT: Office of the Assistant Superintendent, Human Resources

Background:

In accordance with Education Code 44954, governing boards of school districts may release temporary employees requiring certification qualifications after serving 75% of the days of the regular school year if the employee is notified before the end of the school year of the Board's decision. There are nine (9) temporary employees who will receive notification of intent not to reemploy for the 2014-15 school year.

Status:

Staff is now presenting for approval Resolution 14-15-10, a resolution authorizing the release of nine (9) temporary certificated employees pursuant to Education Code 44954.

Presenter:

Colleen Slattery, Assistant Superintendent of Human Resources

Financial Impact:

Current Year: No change

Future Year:

Funding Source: General funds

Materials/Films:

Other People Who Might Be Present:

None

Allotment of Time:

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

Packet Information Item:

Resolution 14-15-10

Recommendation:

Staff recommends approval of Resolution 14-15-10, a resolution authorizing the release of nine (9) temporary certificated employees pursuant to Education Code 44954.

**RESOLUTION 14-15-10
BEFORE THE BOARD OF TRUSTEES OF THE
ROCKLIN UNIFIED SCHOOL DISTRICT**

**In the Matter of: A RESOLUTION AUTHORIZING THE
NOTIFICATION OF THE RELEASE OF TEMPORARY
CERTIFICATED EMPLOYEES PURSUANT TO
EDUCATION CODE 44954**

The following RESOLUTION was duly adopted by the Board of Trustees of the Rocklin Unified School District at a meeting held on the 4th day of March, 2015 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, Education Code 44954 allows governing boards to release temporary employees requiring certification qualifications after serving 75% of the days of the regular school year if the employee is notified before the end of the school year of the Board's decision; and

WHEREAS, nine (9) temporary certificated employees will be notified of the District's intention to release at the end of the 2014 - 2015 school year;

NOW, THEREFORE, BE IT RESOLVED, that the ROCKLIN UNIFIED SCHOOL DISTRICT, at a meeting held on March 4, 2015, hereby authorizes the release of temporary certificated employees 2015-1, 2015-2, 2015-3, 2015-4, 2015-5, 2015-6, 2015-7, 2015-8, 2015-9.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Approve Resolution No. 14-15-11, Standardization of Specifications for Construction Projects

DEPARTMENT: Office of the Senior Director, Facilities & Operations

Background:

It is important that the District maintain standards for certain identified types of equipment and or systems that perform well. This also allows the Maintenance Department to be trained so that we can maintain these systems and obtain parts as needed.

Status:

The District will be bidding an expansion project, energy conservation projects as well as ongoing systems repairs and replacement for which construction documents and specifications will be prepared. In order to provide standardization of certain equipment (no substitutions allowed) at future sites, the attached list of specified products is provided for approval. The District will evaluate the list of "no substitutions allowed" periodically for any additions, deletions, or substitutions.

Certain systems we currently use provide the greatest serviceability and dependability, are easier to maintain while best meeting the ongoing needs of the district.

Presenter:

Sue Wesselius, Senior Director, Facilities and Operations

Financial Impact:

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

Materials/Films:

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. 14-15-11 and list of equipment (Exhibit A)

Recommendation:

Staff recommends approval of Resolution No. 14-15-11, establishing Single Source Manufacturers and District Design Standards in Accordance with Public Contract Code Section 3400 and list of "no substitutions allowed" equipment for future construction projects.

RESOLUTION NO. 14-15-11

**BEFORE THE BOARD OF TRUSTEES OF THE
ROCKLIN UNIFIED SCHOOL DISTRICT**

In the Matter of: **ESTABLISHING SINGLE SOURCE MANUFACTURERS
AND DISTRICT DESIGN STANDARDS IN ACCORDANCE
WITH PUBLIC CONTRACT CODE SECTION 3400**

The following RESOLUTION was duly adopted by the Board of Trustees of the Rocklin Unified School District at a regular meeting held on the 4th day of March, 2015, 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, Public Contract Code Section 3400 requires specifications for public bidding be drafted in a manner that does not limit bidding to any one specific concern or calling for a designated material, product, thing or service by specific brand or trade name unless the specification is followed by the words "or equal", (hereinafter referred to as "open bidding") and;

WHEREAS, Public Contract Code Section 3400 further states that requirements for "open bidding" are not applicable if the awarding authority makes a finding that is described in the invitation for bids or request for proposals that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

- (1) In order that a field test or experiment may be made to determine the product's suitability for future use.
- (2) In order to match other products in use on a particular public improvement either completed or in the course of completion.
- (3) In order to obtain a necessary item that is only available from one source, and;

WHEREAS, the District desires to establish single source manufacturers and District design standards for certain products and materials for use in contracts for the construction, alteration, or repair of public works.

BE IT HEREBY RESOLVED, that the Board of Trustees does hereby find, resolve, determine, and order as follows:

1. That it is in the public's best interest to establish standardized or single source manufacturers products and materials for use on public works projects throughout the District to enhance buying power and economies of scale, and to minimize costs for labor and training required to maintain such products and materials, and;
2. That single source manufacturers and district design standards are hereby set forth in Exhibit A, attached to and made a part of this Resolution by reference.
3. That a particular material, product, thing, or service is to be designated in specifications for contracts of public works by specific brand or trade name for any of the following purposes:
 - (1) In order that a field test or experiment may be made to determine the product's suitability for future use.
 - (2) In order to match other products in use on a particular public improvement either completed or in the course of completion.
 - (3) In order to obtain a necessary item that is only available from one source.

EXHIBIT A

Rocklin Unified School District

Standardization of Specifications for Construction and Maintenance Projects

- A. Door Hardware
 - 1. Electronic Locks – Locknetics
 - 2. Locks – Schlage
 - 3. Exit Devices – Von Duprin
 - 4. Closers – LCN

- B. Plumbing
 - 1. Exterior Drinking Fountains – Haws
 - 2. Restroom Flushometers – Zurn
 - 3. Circulation Pumps – Bell & Gossett

- C. Electrical
 - 1. Fire Alarm System –
 - Elementary Schools – Silent Knight
 - Middle & High Schools – Notifier or EST
 - 2. Intrusion Alarm System – Bosch 9412
 - 3. Intercom & Bell System – Bogen or Rawland
 - 4. Energy Management System – Alerton

- D. Mechanical
 - 1. HVAC System – Carrier or Trane
 - 2. Exhaust Fans – Greenheck

- E. Floor Coverings
 - 1. Carpet – Collins & Aikman
 - 2. Sheet Goods – Armstrong

- F. Landscaping
 - 1. Irrigation Control System – Maxicom
 - 2. Booster Pump – Rainbird
 - 3. Irrigation Rotors and Pop-ups – Rainbird
 - 4. Irrigation Control Units – Rainbird
 - 5. Drip Irrigation – Netafim

- G. Specialties
 - 1. Toilet Room Partitions – Santana or Bobrick
 - 2. Toilet Room Accessories – Bobrick
 - 3. Marquee – J.M. Stewart Corporation
 - 4. Play Apparatus – Landscape Structures
 - 5. Athletic Equipment – Porter
 - 6. Scoreboards – Daktronics
 - 7. In-wall Tables – Palmer Hamilton, LLC

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Reject Claim No. R15-01
DEPARTMENT: Office of the Deputy Superintendent, Business and Operations

Background:

It is standard practice for the Board to reject claims.

Status:

This claim will be forwarded to USI.

Presenter:

Barbara Patterson, Deputy Superintendent, Business and Operations

Financial Impact:

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

Materials/Films:

None

Allotment of Time:

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

Packet Information:

Confidential copy of the claim is included in the Board's packet.

Recommendation:

Staff recommends rejecting Claim No. R15-01.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Reject Claim No. R15-02
DEPARTMENT: Office of the Deputy Superintendent, Business and Operations

Background:

It is standard practice for the Board to reject claims.

Status:

This claim will be forwarded to USI.

Presenter:

Barbara Patterson, Deputy Superintendent, Business and Operations

Financial Impact:

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

Materials/Films:

None

Allotment of Time:

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

Packet Information:

Confidential copy of the claim is included in the Board's packet.

Recommendation:

Staff recommends rejecting Claim No. R15-02.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Approve Clinical Educational Agreement with Unitek College LLC

DEPARTMENT: Office of the Assistant Superintendent, Human Resources

Background:

The District enters into MOUs/agreements with colleges and universities to provide internship opportunities for students enrolled in their teaching programs. Students partner with mentor supervisors to gain real-world experience with classroom instruction, observation, and curriculum planning.

Status:

The agreement between Unitek College LLC and the District is specifically designed to provide internship opportunities for Unitek's Licensed Vocational Nursing (LVN) students. The term of this agreement is March 4, 2015 and shall remain in effect until terminated.

Presenter:

Colleen Slattery, Assistant Superintendent, 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:

Clinical Education Agreement with Unitek College LLC and Certificate of Liability Insurance

Recommendation:

Staff recommends approval of the Clinical Educational Agreement with Unitek College LLC.



4670 Auto Mall Parkway
Fremont, California 94538
888 735 4355

CLINICAL EDUCATIONAL AGREEMENT

This **AGREEMENT** is made by and between **ROCKLIN UNIFIED SCHOOL DISTRICT**, hereinafter known as **CLINICAL SITE** and **Unitek College LLC** hereinafter known as **UNITEK COLLEGE** is effective as of March 4, 2015.

BASIS AND PURPOSE OF THE AGREEMENT

Whereas, the CLINICAL SITE and UNITEK COLLEGE wish to collaborate to provide Clinical and Educational Experiences for the students enrolled in the program and to meet community needs.

Whereas, UNITEK COLLEGE provides approved programs Sacramento Vocational Nurse training which requires clinical experience for students enrolled in these programs.

Whereas, CLINICAL SITE has facilities suitable for clinical needs of UNITEK COLLEGE's program.

Whereas, it is to the benefit of both CLINICAL SITE and UNITEK COLLEGE that Vocational Nursing Students have opportunities for clinical experience to enhance their capabilities as nurse practitioners.

Now, therefore, the CLINICAL SITE and UNITEK COLLEGE agree as follows:

GENERAL INFORMATION

- A. Both parties, before the beginning of the clinical training, shall agree upon the period of time for each student's training at the CLINICAL SITE.
- B. The number of students to receive training at the CLINICAL SITE shall be mutually agreed upon by the parties at least thirty (30) days prior to the beginning of training based upon the availability of space and other considerations.

UNITEK COLLEGE'S RESPONSIBILITIES

- A. Schedule of Assignments. UNITEK COLLEGE shall notify CLINICAL SITE of its planned schedule of student assignments prior to the planned training at CLINICAL SITE.
- B. Clinical Program Coordinator. UNITEK COLLEGE shall designate a point of contact who shall be a California Licensed Nurse to coordinate with a designee of CLINICAL SITE in the planning of the training to be provided to the students at CLINICAL SITE.
- C. Periodic Conferences. UNITEK COLLEGE shall arrange for periodic conferences between appropriate representatives of UNITEK COLLEGE and CLINICAL SITE to evaluate the clinical experience under this Agreement.
- D. Records. UNITEK COLLEGE shall maintain all academic records of all students.
- E. Rules and Regulations. UNITEK COLLEGE shall enforce rules and regulations governing the students, which rules and regulations shall be mutually agreed upon by UNITEK COLLEGE and CLINICAL SITE.
- F. Supervision. UNITEK COLLEGE shall provide a California Licensed Registered Nurse to supervise all instruction and clinical/non-clinical experiences for students given at the CLINICAL SITE.
- G. Universal Precautions and Basic Life Support. UNITEK COLLEGE shall ensure that each student has completed a class on infections control including instruction on blood-borne pathogens and Cardiopulmonary Resuscitation (BLS for healthcare) prior to assignment to CLINICAL SITE and shall provide a copy of student's current BLS card on request.



- a. Health Policy. UNITEK COLLEGE will ensure all students participating in clinical rotations are current in regards to immunizations and TB Testing. Documentation will be provided upon request.
- H. Student Responsibilities. UNITEK COLLEGE shall notify students that they are responsible for:
 - a. Following the clinical and administrative policies, procedures, rules and regulations of CLINICAL SITE.
 - b. Arranging for their own transportation and living arrangements.
 - c. Arranging for and assuming the cost of their own health insurance.
 - d. Assuming responsibility for their personal illness, immunizations, tuberculin test and annual health examination.
 - e. Maintaining confidentiality of patient information. No student shall have access to or have the right to receive any medical record, except in the regular course of the training program at the CLINICAL SITE. The discussion, transmission or narration in any form by students of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the clinical training at CLINICAL SITE is forbidden except as a necessary part of the clinical training program.
 - f. Following the dress code of the CLINICAL SITE and wearing picture identification cards, school badges on the left shoulder of their uniform which will identify them as students as well as verbally identifying her/himself as a student before beginning to care for a patient.
 - g. Attending an orientation of CLINICAL SITE facilities provided by their instructors.
 - h. Providing services to the CLINICAL SITE's patients under the direct supervision of a faculty member provided by UNITEK COLLEGE or CLINICAL SITE-provided preceptors.

CLINICAL SITE'S RESPONSIBILITIES

- A. CLINICAL SITE will provide an environment that is appropriate to the learning needs of the students(s) and meets the written objective of the program of study.
- B. CLINICAL SITE staff will be of adequate number and quality so as to ensure the safe and continuous health care services of the patients.
- C. CLINICAL SITE shall retain ultimate responsibility for patient care and services.
- D. CLINICAL SITE shall provide provision for orientation of faculty and students.
- E. CLINICAL SITE personnel may participate in the instruction of students where such instruction is considered of particular value, and when agreed upon by CLINICAL SITE and UNITEK COLLEGE.
- F. Upon request CLINICAL SITE shall permit the appropriate accreditation agency to make site visits to the facility to verify the instructional and clinical/non-clinical experience of UNITEK COLLEGE's students.
- G. CLINICAL SITE shall accept from UNITEK COLLEGE the mutually agreed upon number of students enrolled in the aforementioned Program and shall provide said students with supervised clinical experience.
- H. CLINICAL SITE shall designate a member of CLINICAL SITE's staff to participate with the designee of UNITEK COLLEGE in planning, implementing and coordinating the training Program.
- I. CLINICAL SITE shall permit students enrolled in the Program access to CLINICAL SITE facilities as appropriate and necessary for their program, provided that the presence of students shall not interfere with the activities of the CLINICAL SITE. Facilities include:
 - a. Parking areas
 - b. Locker storage and dressing facilities
 - c. Same food service available to CLINICAL SITE staff
 - d. Classroom and conference room space
 - e. Access to sources of information for educational purposes, such as
 - i. Charts, nursing station references, Kardex files



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- ii. Procedure guides, policy manuals
 - iii. Medical dictionaries, pharmacology references
 - iv. Books and periodicals in medical library
- J. CLINICAL SITE may request UNITEK COLLEGE to remove and withdraw from the training program any student whom the CLINICAL SITE determines is not performing satisfactorily, or who refuses to follow the CLINICAL SITE's administrative policies, procedures, rules and regulations. Such requests must be in writing and must include a statement as the reason(s) why CLINICAL SITE desires to have the student withdrawn. Said requests shall be complied with within five (5) days of receipt. CLINICAL SITE reserves the right to suspend from participation immediately any student who poses an imminent danger of harm to self or others.
- K. CLINICAL SITE shall, on any day when student is receiving training at its facilities, provide to student necessary emergency health care of first aid for accidents occurring in its facilities. Students will be financially responsible for all such care rendered in the same manner as any other patient.
- L. CLINICAL SITE shall not utilize students in lieu of trained professionals employed by CLINICAL SITE and recognizes that students are there in a training capacity only.

AFFIRMATIVE ACTION AND NON-DISCRIMINATION

The parties agree that all students participating in clinical and non-clinical training at CLINICAL SITE pursuant to this AGREEMENT shall be selected without discrimination on account of race, color, religion, national origin, ancestry, disability, marital status, gender, sexual orientation, age, veteran status, or citizenship, within the limits imposed by law.

STATUS OF CLINICAL SITE AND UNITEK COLLEGE

It is expressly agreed and understood by CLINICAL SITE and UNITEK COLLEGE that students under this Program are in attendance for educational purposes and such students are not considered employees of CLINICAL SITE for any purpose, including, but not limited to, compensation for services, employee welfare and pension benefits, or workers' compensation insurance.

INDEMNIFICATION

- A. UNITEK COLLEGE agrees to indemnify, defend and hold harmless CLINICAL SITE and its affiliates, its directors, trustees, officers, agents and employees from and against all claims, demands, damages, costs, expenses of whatever nature, including court costs and attorney fees arising out of or resulting from negligent or intentional acts or omissions of UNITEK COLLEGE, its officers, employees, or agents.
- B. CLINICAL SITE agrees to indemnify, defend and hold harmless UNITEK COLLEGE and its affiliates, its directors, trustees, officers, agents and employees from and against all claims, demands, damages, costs, expenses of whatever nature, including court costs and attorney fees arising out of or resulting from negligent or intentional acts or omissions of CLINICAL SITE, its agents or its employees.

INSURANCE

- A. UNITEK COLLEGE shall procure and maintain in force during the term of this Agreement, at its sole cost and expense, insurance in amounts that are reasonably necessary to protect it and CLINICAL SITE against liability arising from or incident to the use of CLINICAL SITE by UNITEK COLLEGE's students and naming CLINICAL SITE as an additional insured.



- B. Coverage under such insurance shall be not less than One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) aggregate for each professional liability insurance and comprehensive general liability insurance.
- C. UNITEK COLLEGE shall also maintain and provide evidence of workers' compensation and disability coverage as required by law
- D. UNITEK COLLEGE shall provide CLINICAL SITE with a certificate of insurance evidencing that insurance coverage required under this section and providing for not less than thirty (30) days written notice to CLINICAL SITE of the cancellation of such insurance. UNITEK COLLEGE shall promptly notify CLINICAL SITE of any cancellation, reduction, or other material change in the amount or scope of coverage required hereunder.

TERM AND TERMINATION

- A. Term. This Agreement shall be effective as of the date first written above, and shall remain in effect until terminated as provided for herein.
- B. Termination. This Agreement may be terminated in any of the following circumstances:
 - (a) at any time upon the written concurrence of the parties;
 - (b) upon 30 days' prior written notice by one party in the event the other party is in breach of a material provision of this Agreement; or
 - (c) at any time by one party giving the other a minimum of 180 days' prior notice of termination.In the event of termination, however, any UNITEK COLLEGE students who are then currently enrolled shall be allowed to complete their clinical training for the UNITEK COLLEGE semester during which such termination occurs.

GENERAL PROVISIONS

- A. Amendments. This Agreement may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall become effective, it shall be reduced to writing and signed by the parties. Notwithstanding the foregoing, should any provision of this Agreement be in conflict with a governing State or Federal law, it shall be deemed amended accordingly.
- B. Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent.
- C. Arbitration. The parties agree to meet and confer to resolve any dispute arising out of the interpretation or performance of this Agreement. If such dispute cannot be resolved, the parties shall submit the matter to a mediator selected by the parties. If the parties cannot agree upon a mediator, or if the dispute cannot be resolved following mediation, the dispute shall be submitted to binding arbitration according to the procedures for arbitration of the National Health Lawyers Association or such other organization as the parties mutually agree.
- D. Attorney's Fees. In the event that any action, including arbitration, is brought by either party to enforce or interpret the terms of this Agreement, the prevailing party in such action shall be entitled to its costs and reasonable attorney's fees. In addition to such other relief as the court or arbitrator may deem appropriate.
- E. Entire Agreement. This Agreement is the entire and complete expression of intent between the parties as to the subject matter herein and shall not be altered, amended or construed by any prior or contemporaneous oral or written statement, agreement or understanding between the parties.



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- F. Force Majeure. Neither party shall be liable nor deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service or employment deemed resulting, directly or indirectly, from acts of civil or military authority, acts of public enemy, war, fires, explosions, earthquakes, floods, failure of transportation, machinery or supplies, vandalism, strikes or other work interruptions beyond reasonable control of wither party. However, both parties shall make good faith efforts to perform under this Agreement in the event of any such circumstances.
- G. Governing Law. The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California, except for any choice of law provisions.

- H. Notices. Notices required under this Agreement shall be sent to the parties by certified mail, return receipt requested, postage prepaid, at the addresses set forth below:

Notice to the CLINICAL SITE: ROCKLIN UNIFIED SCHOOL DISTRICT

Attn: Colleen Slattery, Assistant Superintendent, Human Resources
2615 Sierra Meadows Drive
Rocklin, CA 95677
916-624-2428

Notice to UNITEK COLLEGE:

Unitek College
Attn: Christy Torkildson, RN, PHN, PhD(c)
Chief Academic Officer
4670 Auto Mall Parkway
Fremont, CA 94538

- I. Compliance with Law and Regulatory Agencies. CLINICAL SITE and UNITEK COLLEGE shall comply with all applicable provisions of law and other valid rules and regulations of all governmental agencies having jurisdiction over: (i) the operation of CLINICAL SITE; (ii) the licensing of health care practitioners; and (iii) the delivery of services to patients of governmentally regulated third party payors whose members/beneficiaries receive care from CLINICAL SITE. This shall specifically include compliance with applicable provisions of Title 22 of the California Code of Regulations. UNITEK COLLEGE shall also comply with all applicable standards and recommendations of the Joint Commission on Accreditation of Healthcare Organizations, bylaws and rules and regulations, and policies and procedures of CLINICAL SITE, its Medical Staff and Medical Staff departments.

EXECUTION

By their signature below, each of the following represent that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

CLINICAL SITE

UNITEK COLLEGE LLC

By: _____

By: _____
Christy Torkildson, RN, PHN, PhD(c)

Title: _____

Title: Chief Academic Officer

Date: _____

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

UNITINF-01

TMITAL

DATE (MM/DD/YYYY)

6/26/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Thompson Flanagan Executive Liability Group 626 W. Jackson Blvd. 5th Floor Chicago, IL 60681	CONTACT NAME: Stephen M. Murray, Jr. PHONE (AG, No. Extn): (312) 239-2800 FAX (AG, No.): (312) 263-1551 E-MAIL ADDRESS: mmurray@thompsonflanagan.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Landmark Insurance</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Landmark Insurance		INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER F:																					
INSURED Unitek Information Systems, Inc. 4670 Auto Mall Parkway Fremont, CA 94538																					

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

WBR LTR	TYPE OF INSURANCE	ADOL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab.			LCY745781	07/07/2014	07/07/2015	Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Deductible: \$5,000

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Stephen M. Murray, Jr.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/18/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Thompson Flanagan Executive Liability Group 626 W. Jackson Blvd. 5th Floor Chicago, IL 60661	CONTACT NAME: Daniel R. Gunter PHONE (AC, No, Ext): (312) 239-2800 FAX (AC, No): (312) 263-1551 E-MAIL ADDRESS: dgunter@thompsonflanagan.com
	INSURER(S) AFFORDING COVERAGE
INSURED Unitek Information Systems, Inc. Systems, Inc. 4670 Auto Mall Parkway Fremont, CA 94538	INSURER A: HARTFORD INSURANCE SERVICES
	INSURER B: Landmark Insurance
	INSURER C: Lloyds of London
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	WARRANTY	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			83UUNPY3395	05/28/2014	05/28/2015	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COM/POP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			83UUNPY3395	05/28/2014	05/28/2015	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 10,000			83RHUPY3284	05/28/2014	05/28/2015	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE	
							OTHER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
B	Med. Professional			LCY821477	07/07/2014	07/07/2015	Each Incident	1,000,000
C	Property			04-7500276816-L-00	07/15/2014	07/15/2015		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Please refer to the remarks section for the applicable Flood/Quake limits for each stated location.

CERTIFICATE HOLDER Evidence of Coverage	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



AGENCY CUSTOMER ID: UNITINF-01

BDICKSON

LOC #: 1

ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Thompson Flanagan Executive Liability Group		NAMED INSURED Unitek Information Systems, Inc. Systems, Inc.	
POLICY NUMBER SEE PAGE 1		4670 Auto Mall Parkway Fremont, CA 94538	
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance**

Remarks:

**Flood/Quake Coverage
4580 Auto Mall Pkwy Fremont, CA 94538 - \$750,000 BPP Limit
4670 Auto Mall Pkwy Fremont, CA 94538 - \$560,000 BPP Limit
1111 Howe Ave Suite 300 Sacramento, CA 95825 - \$125,000 BPP Limit
1901 Charcot Ave San Jose, CA 95131 - \$125,000 BPP Limit**

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Brandman University Internship Contract Agreement
DEPARTMENT: Office of the Deputy Superintendent, Human Resources

Background:

Agreement has been made available between Brandman University, part of the Chapman University System, and Rocklin Unified School District (RUSD) to provide Brandman University students enrolled in a credentialing program for a Multiple Subject Internship Credential, a Single Subject Internship Credential, or an Education Specialist Internship Credential, the opportunity for classroom experience through an internship program in the District.

Status:

Staff has reviewed the Credential Internship Agreement between Brandman University and RUSD for the period of March 5, 2015 to March 4, 2017 (2-year maximum).

Presenter:

Colleen Slattery, Assistant Superintendent 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:

The Credential Internship Agreement between Brandman University and RUSD for the period of March 5, 2015 to March 4, 2017 (2-year maximum).

Recommendation:

Staff recommends approval of the Credential Internship Agreement between Brandman University and RUSD for the period of March 5, 2015 to March 4, 2017 (2-year maximum).



INTERNSHIP CONTRACT AGREEMENT

by and between

BRANDMAN UNIVERSITY

and

ROCKLIN UNIFIED SCHOOL DISTRICT

- **Multiple Subject Internship Credential**
- **Single Subject Internship Credential**
- **Education Specialist Internship Credential**

An Internship Credential authorizes the same service at the same level as the Preliminary Credential with some exceptions. The Internship Credential is only valid in one school district or consortium under the preconditions established by State law (see Appendix A).

For this reason, interns must have a contract before a credential can be issued. Each intern candidate is to work under the direct and continuing supervision of a Brandman University Supervisor, from the Roseville Campus, and District Mentor who provides general support at the classroom level of the cooperating school. Also, the Internship Credential shall be issued initially for a two-year period and may be renewed by the Commission. (Education Code Section 44455). For renewals, please see Education Code Section 44456.

I. General Provisions

a. The UNIVERSITY agrees and verifies that:

- i. Each Intern Teacher shall have met the requirements for enrollment in its Credential Programs
- ii. Each Intern Teacher must have completed the minimum number of preservice hours of University Credential Program course work, as required by the CCTC for issuance of the Intern Credential.
- iii. Each Intern Teacher shall apply for the Internship Credential through the Teacher Accreditation Department at Brandman University, upon verification of employment from the School District.

b. The DISTRICT agrees and verifies that:

- i. The intern assumes full teaching and legal responsibility for their classroom from the first day of the teaching assignment as a paid employee of the District for at least one academic year, subject to the District's personnel policies and State law(s).
- ii. The intern will attend department and faculty meetings and parent-teacher conferences when appropriate. No intern may coach extracurricular activities nor be required to attend meetings that present a conflict with his/her internship responsibilities at Brandman University.
- iii. The intern is expected to attend all school and district in-service training sessions whenever possible. The intern will also attend assigned District and School orientations that occur prior to the start of the school. If there is a conflict between University and District training, University meetings shall take priority during the Internship period.

II. Support and Supervision Requirements

Pursuant to California Education Code §44321, the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the employer. The Commission requires that each approved intern program must have a signed Memorandum of Understanding (MOU) outlining the respective responsibilities of the program and of the employer.

a. General Support and Supervision Provided to All Interns

The UNIVERSITY and DISTRICT together shall provide a minimum of 144 hours of support/mentoring and supervision to each intern teacher per school year including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies. The minimum support, mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to four hours times the number of instructional weeks remaining in the school year. A minimum of two hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days.

- i. The UNIVERSITY shall select supervisors that have current knowledge in their subject matter area; understand the context of public schooling; ability to model best professional practices in teaching and learning, scholarship and service; knowledge about diverse abilities, cultural, language, ethnic and gender diversity; and understanding of academic

standards, frameworks, and accountability systems that drive the curriculum of public schools.

- ii. The UNIVERSITY shall provide supervision and ongoing support for a minimum of 72 hours per school year. University supervisors will conduct classroom observations a minimum of four times each term that include pre and post observation discussions. Supervisors will maintain weekly contact with the intern to provide support related to planning, curriculum, and instruction in addition to problem solving regarding students.
- iii. The DISTRICT shall select mentor teachers who meet the following qualifications:
 - (1) valid corresponding Clear or Life credential,
 - (2) three years successful teaching experience, and
 - (3) the English Learner (EL) Authorization (if responsible for providing specified EL support).

If the mentor does not hold an EL Authorization, the district must identify an individual who does have a valid EL authorization and who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed.
- iv. The DISTRICT shall provide supervision and ongoing support for a minimum of 72 hours per school year with a minimum of two hours of support/mentoring and supervision per week. The mentor(s) role is to provide support specifically addressing issues in the intern's classroom (See Appendix B for examples of support/supervision activities). Interns without an English Language Authorization must also receive focused English Language instruction support.
- v. The UNIVERSITY shall provide orientation and training for the district mentors and university supervisors.
- vi. The University Supervisor and District Mentor shall meet together regularly with the intern to ensure the intern is following the California Teaching Performance Expectations.
- vii. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 144 hours of mentoring via forms submitted by the interns in LiveText.
- viii. The District Mentor and site administrator shall participate in surveys that provide feedback to the university regarding the internship experience.

b. Support and Supervision Specific to Teaching English Learners

The following additional support/mentoring and supervision shall be provided to an intern teacher who enters the program without a valid English learner authorization listed on a previously issued multiple subject, single subject, or education specialist instruction teaching credential; a valid English learner or Cross-cultural, Language and Academic Development (CLAD) authorization:

- i. The UNIVERSITY shall provide 45 hours of support/mentoring and supervision per school year, including in-classroom coaching, specific to the needs of English learners. The minimum support/mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to five hours times the number of months remaining in the school year. The support/mentoring and supervision should be distributed in a manner that sufficiently supports the intern teacher's development of knowledge and skills in the instruction of English learners.
- ii. The DISTRICT shall identify an individual who will be immediately available to assist the intern teacher with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed. The identified individual may be the same mentor assigned pursuant to section I above provided the individual possesses an English learner authorization and will be immediately available to assist the intern teacher. (See Appendix B for examples of support/supervision activities).
- iii. An individual who passes the California Teaching of English Learner (CTEL) examinations prior or subsequent to the issuance of the intern credential may be exempted from the additional 45 hours of support/mentoring and supervision specific to the needs of English learners.
- iv. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 45 hours of support/mentoring specific to the needs of English learners via forms submitted by the interns in LiveText.

III. THE PARTIES MUTUALLY AGREE

- A. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date

of this Agreement. Except for ten (10) days notice of non-payment of premium, the Parties will require 30 days written notice for any policies that are canceled, non-renewed, or coverage/limits that are reduced or materially altered.

- B. The UNIVERSITY agrees to indemnify, hold harmless, and defend the DISTRICT, its agents and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the DISTRICT because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents or employees.

The DISTRICT agrees to indemnify, hold harmless, and at the University's request, defend the UNIVERSITY, its agents and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the University because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with the Agreement, and due or claimed to be due to the negligence of the DISTRICT, its agents or employees.

- C. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- D. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- E. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

**FIELDWORK SITE CONTACT
INFORMATION:**

Rocklin Unified School District
2615 Sierra Meadows Dr.
Rocklin, CA 95677
Attn: Human Resources
Tel: (916) 624-2428

**UNIVERSITY CONTACT
INFORMATION:**

Brandman University 16355
Laguna Canyon Road
Irvine, CA 92618
Attn: School of Education, Dean
Tel: (949) 341-9811

- F. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- G. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.
- H. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- I. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

IV. TERM AND TERMINATION OF AGREEMENT

Brandman University and the Rocklin Unified School District, agree to all the conditions of this Internship Contract Agreement as outlined above, to be effective on 03/05/2015, and continuing until 03/04/2017 (2-year maximum). This agreement may be terminated and the provisions of this agreement may be altered, changed or amended by mutual consent of both parties upon sixty (60) days written notice.

SIGNATURES:


**DISTRICT
REPRESENTATIVES:**

Signature: _____
Name: _____
Title: **Superintendent**
Date: _____

Signature: _____
Name: _____
Title: **Human Resources**
Date: _____

UNIVERSITY:

Signature: _____
Name: **Phillip L. Doolittle**
Title: **Executive Vice Chancellor of Finance and
Administration and Chief Financial Officer**
Date: _____

Signature: 
Name: **Dr. Christine Zeppos**
Title: **Dean, School of Education**
Date: _____

APPENDIX A

Preconditions Established for Internship Programs

For initial program accreditation and continuing accreditation by the Committee on Accreditation, participating districts and universities must adhere to the following requirements of state law or Commission policy.

- (1) **Bachelor's Degree Requirement.** Candidates admitted to internship programs must hold baccalaureate degrees or higher from a regionally accredited institution of higher education. Reference: Education Code §§44325, 44326, 44453.
- (2) **Subject Matter Requirement.** Each Multiple Subject intern admitted into the program has passed the Commission-approved subject matter examinations(s) for the subject area(s) in which the Intern is authorized to teach, and each Single Subject intern admitted into the program has passed the Commission-approved subject matter examination(s) or completed the subject matter program for the subject areas(s) in which the Intern is authorized to teach. Reference: Education Code § 44325(c) (3).
- (3) **Pre-Service Requirement.**
 - (a) Each Multiple and Single Subject Internship program must include a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in general pedagogy including classroom management and planning, reading/language arts, subject specific pedagogy, human development, and teaching English Learners.
 - (b) Each Education Specialist Internship program includes a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in pedagogy including classroom management and planning, reading/language arts, specialty specific pedagogy, human development, and teaching English Learners.
- (4) **Professional Development Plan.** The employing district has developed and implemented a Professional Development Plan for interns in consultation with a Commission-approved program of teacher preparation. The plan shall include all of the following:
 - (a) Provisions for an annual evaluation of the intern.
 - (b) A description of the courses to be completed by the intern, if any, and a plan for the completion of preservice or other clinical training, if any, including student teaching.
 - (c) Additional instruction during the first semester of service, for interns teaching in kindergarten or grades 1 to 6 inclusive, in child development and teaching methods, and special education programs for pupils with mild and moderate disabilities.

- (d) Instruction, during the first year of service, for interns teaching children in bilingual classes in the culture and methods of teaching bilingual children, and instruction in the etiology and methods of teaching children with mild and moderate disabilities.
- (5) **Supervision of Interns.**
- (a) In all internship programs, the participating institutions shall provide supervision of all interns.
- (b) University Intern Programs only: No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. Reference: Education Code § 44462. Institutions will describe the procedures used in assigning supervisors and, where applicable, the system used to pay for supervision.
- (6) **Assignment and Authorization.** To receive program approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential. Reference: Education Code § 44454. The institution stipulates that the interns' services meet the instructional or service needs of the participating district(s). Reference: Education Code § 44458.
- (7) **Participating Districts.** Participating districts are public school districts or county offices of education. Submissions for approval must identify the specific districts involved and the specific credential(s) involved. Reference: Education Code §§ 44321 and 44452.
- (8) **Early Program Completion Option.** Each intern program must make available to candidates who qualify for the option the opportunity to choose an early program completion option, culminating in a five year preliminary teaching credential. This option must be made available to interns who meet the following requirements:
- (a) Pass a written assessment adopted by the commission that assesses knowledge of teaching foundations as well as all of the following:
- Human development as it relates to teaching and learning aligned with the state content and performance standards for K-12 students
 - Techniques to address learning differences, including working with students with special needs
 - Techniques to address working with English learners to provide access to the curriculum
 - Reading instruction in accordance with state standards
 - Assessment of student progress based on the state content and performance standards
 - Classroom management techniques
 - Methods of teaching the subject fields

- (b) Pass the teaching performance assessment. This assessment may be taken only one time by an intern participating in the early completion option.
- (c) Pass the Reading Instruction Competence Assessment (RICA) (Multiple Subject Credential only).
- (d) Meet the requirements for teacher fitness.

An intern who chooses the early completion option but is not successful in passing the assessment may complete his or her full internship program. (Reference: Education Code § 44468).

- (9) **Length of Validity of the Intern Certificate.** Each intern certificate will be valid for a period of two years. However, a certificate may be valid for three years if the intern is participating in a program leading to the attainment of a specialist credential to teach students, or for four years if the intern is participating in a district intern program leading to the attainment of both a multiple subject or a single subject teaching credential and a specialist credential to teach students with mild/moderate disabilities. Reference: Education Code § 44325 (b).
- (10) **Non-Displacement of Certificated Employees.** The institution and participating districts must certify that interns do not displace certificated employees in participating districts.
- (11) **Justification of Internship Program.** When an institution submits a program for initial or continuing accreditation, the institution must explain why the internship is being implemented. Programs that are developed to meet employment shortages must include a statement from the participating district(s) about the availability of qualified certificated persons holding the credential. The exclusive representative of certificated employees in the credential area (when applicable) is encouraged to submit a written statement to the Committee on Accreditation agreeing or disagreeing with the justification that is submitted.
- (12) **Bilingual Language Proficiency.** Each intern who is authorized to teach in bilingual classrooms has passed the language proficiency subtest of the Commission-approved assessment program leading to the Bilingual Crosscultural Language and Academic Development Certificate. Reference: Education Code Section 44325 (c).

APPENDIX B
Support and Supervision Activities

Potential Support & Supervision Activities to be Provided by the District
Demonstration Lessons and/or Co-teaching activities with mentor
Classroom Observations and Coaching*
Content Specific Coaching (for example: math coaches, reading coaches, EL coaches*)
Grade Level or Department Meetings related to curriculum, planning, and/or instruction
New Teacher Orientation
Coaching (not evaluation) from Administrator
Co-planning with Special Educator or EL expert to address included special needs students and/or English learners*
Logistical help before and during school year (bulletin boards, seating arrangements, materials acquisition, parent conferences, etc.)
Review/discuss test results with colleagues (CELDT and standardized tests)*
Activities/workshops specifically addressing issues in the intern's classroom—co-attended by intern and mentor(s)
Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons*
Support & Supervision Activities Provided through the University
Classroom Observations and Coaching*
Weekly Online Seminars (problem solving issues with students, curriculum, instruction, TPEs, etc.) including EL support*
Weekly Contact with Supervisors via email, phone (voice, text), and/or video conferencing
Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons*

**May also be used towards the 45-hour EL Support & Supervision Requirement.*

Client#: 1136003

SCHOOLS1

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/05/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

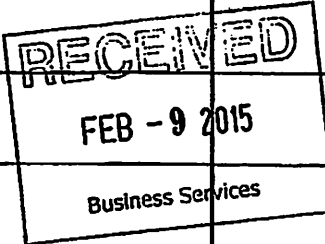
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: USI of Northern CA, Inc. P. O. Box 1108 Grass Valley, CA 95945. CONTACT NAME: Gail Blagg. PHONE (A/C, No, Ext): 530-802-0351. FAX (A/C, No):. EMAIL ADDRESS: gail.blagg@usi.biz. INSURER(S) AFFORDING COVERAGE: INSURER A: Superior CA Excess Liability Po. INSURER B: National Union Fire Ins. Co. INSURER C: Schools Insurance Group. INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDRESS, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Includes sections for General Liability (SPRGL014) and Automobile Liability (SPRAL014) with various sub-sections and limits.



COPY

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) INTERNSHIP CONTRACT AGREEMENT

CERTIFICATE HOLDER: BRANDMAN UNIVERSITY 16355 LAGUNA CANYON ROAD IRVINE, CA 92618. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Gail Blagg

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Approve Revised Personnel Analyst Job Description

DEPARTMENT: Office of the Assistant Superintendent – Human Resources

Background:

In preparation of hiring a Personnel Analyst for the Human Resources Department, a thorough review of the current Classified Personnel Analyst job description was conducted. As a result of a recent retirement from this position, updates and revisions to the job description were made to include tasks/duties pertinent to the Human Resources department. This revision does not result in any change to the salary schedule.

Status:

Aligning with Strategic Plan 3 to continuously build individual and organizational capacity and Strategic Plan 5 to improve organizational efficiency, the revision of the Personnel Analyst job description is complete and being presented to the Board.

Presenter:

Colleen Slattery, Assistant Superintendent 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 Personnel Analyst job description and previous description and revised Confidential Salary Schedule with track changes are attached.

Recommendation:

Staff recommends Board approval of the proposed draft of the revised Personnel Analyst job description.

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE:	Classified Personnel Analyst
SALARY PLACEMENT:	Confidential Employee Salary Schedule

SUMMARY:

Under the direction of the Assistant Superintendent of Human Resources, performs highly responsible and professional personnel administration duties related to position classification, credentialing, compensation, recruitment, selection and staffing; assure compliance with applicable laws, codes, rules and regulations. This position is responsible for the leadership, management and coordination of ~~classified~~ human resources services and directly oversees the operations of classified and certificated personnel and performs other duties as assigned.

SUPERVISOR:

This position reports directly to the Assistant Superintendent of Human Resources

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Prepares, processes, and accesses confidential information that is used to contribute to the development of management positions with respect to employer-employee relations.
- Maintain personnel records including applications, references, experience data, and evaluations.
- Provide orientation for new employees to explain required employment and benefit forms.
- ~~Maintains budgetary information ensuring adherence to established position control process.~~ Maintains adherence to established position control process.
- Performs difficult and complex research studies and analyses.
- Processes the employment of classified and certificated personnel, and substitutes ~~classified~~ employees, including the evaluation of transcripts and credentials as needed.
- ~~Assures certificated personnel and substitutes hold valid and appropriate credentials for their assignment; advise administrators of misassignments.~~
- Assures classified personnel and substitutes have appropriate skills and qualifications.
- Serves as a ~~classified~~ resource for District program managers, directors and site administrators.
- Performs job analysis and recommends appropriate classifications for new and existing positions.
- Initiates offers of employment and contracts.
- Provides staffing information in identifying vacancies and maintaining a balanced staff per location.
- ~~Studies~~ Study and analyzes a variety of ~~classified~~ personnel-related issues; prepare complex reports, records and correspondence including personnel actions for the Board agenda.
- Prepares annual tenure/seniority status reports.
- Recommends appropriate improvements in policies, procedures, and systems as requested.
- Participates in or conducts salary surveys for certificated and classified personnel.
- Provides salary information for annual budget projections.
- Prepares regular and special operational reports as required.
- Provides data for employer/employee relations.
- Plans pre-retirement seminars ~~with Public Employees' Retirement System for classified personnel.~~
- Prepares and monitors employee salary placement and career increments.
- ~~Trains and supervises the performance of assigned personnel.~~
- Assists the Assistant Superintendent of Human Resources as needed
- Performs other related tasks and duties as assigned.

Knowledge of:

- Statistical analysis methods and practices; classification systems.
- Modern office methods and practices, including filing systems.
- Telephone techniques, business forms, letter writing, proofreading, report writing, and keyboarding techniques.
- Theory, principles, and practices of public school human resource management, school human resource law and school district organization.
- Relevant State and Federal laws, regulations and procedures.
- NCLB and State credential requirements.

Ability to:

- Learn, interpret, and apply policies, laws, rules and regulations, especially in the areas of personnel.
- Learn policies and procedure of the Human Resources Office.
- Learn, gain and maintain proficiency on computer equipment and related computer programs.
- Compose correspondence independently.
- Maintain cooperative and positive relationships with those contacted in the course of work.
- Apply good judgment in recognizing the scope of authority as delegated.
- Deal effectively and responsibly with personnel situations requiring diplomacy, friendliness, poise, and firmness.
- Prioritize and coordinate work flow and time lines so as to meet established deadlines or due dates.
- Communicate tactfully and effectively in both oral and written forms.
- Understand and carry out complex oral and written instructions.
- Type at a speed of 45-40 words per minute from clear legible copy.

EDUCATION:

Any combination equivalent to an Associate's degree in business administration, human resources, public administration education and training equivalent to two years in college with a focus in business administration, human resources management, public administration or a related field is preferred.

EXPERIENCE:

Preferably four years of increasingly responsible professional public personnel experience in recruitment, selection or classification.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

Required Test:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better.

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. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 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 frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: 08/20/2008

Revised : 03/04/2015

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.

**ROCKLIN UNIFIED SCHOOL DISTRICT
CONFIDENTIAL EMPLOYEE SALARY SCHEDULE - MONTHLY / HOURLY**

*First time PERS members effective January 1, 2013 = Employees required to pay
PERS members prior to January 1, 2013 - District pays employee's rate as set by PERS, up to a maximum of 7%.*

Executive Assistant						
Step	I	II	III	IV	V	VI
Monthly	\$ 3,961.00	\$ 4,162.00	\$ 4,371.00	\$ 4,588.00	\$ 4,821.00	\$ 5,059.00
Hourly	\$ 22.85	\$ 24.01	\$ 25.22	\$ 26.47	\$ 27.81	\$ 29.19

Accountant Administrative Assistant III Classified Personnel Analyst						
Step	I	II	III	IV	V	VI
Monthly	\$ 3,514.00	\$ 3,693.00	\$ 3,878.00	\$ 4,068.00	\$ 4,273.00	\$ 4,485.00
Hourly	\$ 20.27	\$ 21.31	\$ 22.37	\$ 23.47	\$ 24.65	\$ 25.88

Administrative Assistant II Technician II						
Step	I	II	III	IV	V	VI
Monthly	\$ 3,430.00	\$ 3,601.00	\$ 3,782.00	\$ 3,968.00	\$ 4,169.00	\$ 4,379.00
Hourly	\$ 19.79	\$ 20.78	\$ 21.82	\$ 22.89	\$ 24.05	\$ 25.26

Administrative Assistant I Technician I						
Step	I	II	III	IV	V	VI
Monthly	\$ 3,344.00	\$ 3,511.00	\$ 3,689.00	\$ 3,873.00	\$ 4,065.00	\$ 4,269.00
Hourly	\$ 19.29	\$ 20.26	\$ 21.28	\$ 22.34	\$ 23.45	\$ 24.63

Clerk						
Step	I	II	III	IV	V	VI
Monthly	\$ 2,719.00	\$ 2,853.00	\$ 2,998.00	\$ 3,147.00	\$ 3,307.00	\$ 3,470.00
Hourly	\$ 15.69	\$ 16.46	\$ 17.30	\$ 18.16	\$ 19.08	\$ 20.02

Adopted: October 15, 2008 (4.00% & .68%); Effective April 1, 2009 (4.00%); Effective January 1, 2009 (.68%).
Revision: January 21, 2009 (Rescind .68%); Effective January 1, 2009.
Revision: May 19, 2009; Effective July 1, 2009 (no salary change - language change)
Revision: July 21, 2011; Effective July 1, 2011 (rescind 2 furlough days)
Adopted: August 3, 2011
Revision: September 21, 2011
Adopted: January 2, 1900
Revision: January 1, 2013
Adopted: February 6, 2013
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 17, 2014 reflects 0.54% increase retroactive to July 1, 2014
Adopted: December 11, 2014
Revision: February 20, 2015 - Classified Personnel Analyst to Personnel Analyst
Adopted: March 4, 2015

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Rocklin High School Capitol Leadership Experience Overnight Field Trip

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

Background:

The Region officers of FHA-HERO at Rocklin High School would like to participate in the California Department of Education Capitol Leadership Experience at the California state capitol and Department of Education Offices. We will travel to The CDE offices on March 8, 2015 and return on Mar 10, 2015. While at Capitol Leadership Experience, students will meet legislators and present issues facing Career Technical Education students. They will prepare speeches and briefs and socialize with other Region officers from across the state. They will learn how the legislative process works and develop leadership skills.

Status:

Staff is requesting approval for Rocklin High School's FHA-HERO Region Officers field trip to Capitol Leadership Experience for approximately 2 students and 1 adult. The trip is scheduled for March 8-10, 2015.

Presenter(s):

Jill Spears, Interim Principal

Financial Impact:

Current year: \$0 per student from RHS Funds
Future years: NA
Funding source: The California Department of Education, HECT office funds this field trip for FHA-HERO Region Officers.

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

Submitted by: Taudine Andrew **Date:** 2/20/15

Approved by Site Administrator:  **Date:** 2/20/15

Approved by Superintendent or Designee:  **Date:** 2/20/15

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Rocklin High School Softball to Pleasanton, California, Overnight Field Trip

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

Background:

The Rocklin High School Varsity softball team has been invited to participate in the "Queen of the Mountain" showcase tournament in Pleasanton, California. We will travel to Pleasanton on March 12, 2015 and return on March 14, 2015. While at the tournament, athletes will participate in a softball tournament, as well as daily study hall.

Status:

Staff is requesting approval for Rocklin High School's Varsity Softball team to travel and participate in the Pleasanton tournament, 16 athletes and 4 Varsity Coaches will make the trip scheduled for March 12- 14, 2015.

Presenter(s):

Jill Spears, Interim Principal

Financial Impact:

Current year: \$81.25 per student
Future years: NA
Funding source: Softball ASB account, parents, ASB Scholarships

Materials/Films:

None

Other People Who Might Be Present:

Dave Stewart, Athletic Director/Assistant Principal

Allotment of Time:

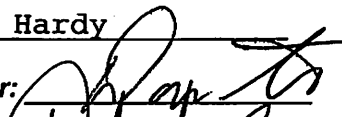

Check one of the following: Consent Calendar Action Item Information Item

Packet Information:

None

Recommendation:

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

Submitted by: Marissa Hardy **Date:** 2/20/15
Approved by Site Administrator:  **Date:** 2/20/15
Approved by Superintendent or Designee:  **Date:** 2/20/15

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Rocklin High School State FHA-HERO Meeting Overnight Field Trip

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

Background:

The FHA-HERO students at Rocklin High School would like to participate in the State Meeting and competition of FHA-HERO at the Fresno Convention Center. We will travel to The Fresno Doubletree and Convention Center on April 24, 2015 and return on April 28, 2015. While at the FHA-HERO Spring Meeting students will participate in leadership development activities, our state qualifier competitors will participate in their events, students will attend career development workshops, a college fair, industry tours to make career connections and social activities including a banquet and dance. This Meeting is sponsored by the California Department of Education Home Economics Careers and Technology Office.

Status:

Staff is requesting approval for Rocklin High's FHA-HERO field trip to the FAH-HERO state meeting and competition for approximately 10 students and 3 adults. The trip is scheduled for April 24-28, 2015.

Presenter(s):

Jill Spears, Interim Principal

Financial Impact:

Current year: \$600 per student
Future years: NA
Funding source: SB-1070 funds, club fundraising, student donations, parent club donation

Materials/Films:

None

Other People Who Might Be Present:

Taudine S. Andrew, FHA-HERO Advisor and Culinary Teacher @ RHS

Allotment of Time:

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

Packet Information:

None

Recommendation:

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

Submitted by: Taudine Andrew Date: 2/20/15
Approved by Site Administrator: [Signature] Date: 2/20/15
Approved by Superintendent or Designee: [Signature] Date: 2/20/15

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Whitney High School; San Francisco Overnight Field Trip

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

Background:

The 9-12 grade Girls Golf team at Whitney High School would like to participate in a Golf Tournament at the Lake Merced Country Club. We will travel to San Francisco on April 23, 2015 and return on April 25, 2015. While at the Lake Merced Country Club students are volunteering to be Standard Bearer at the LPGA Swinging Skirts Tournament.

Status:

Staff is requesting approval for Whitney High School's 9-12 grade field trip to San Francisco for approximately 8 students, 2 adults, and 0 high school chaperones. The trip is scheduled for April 23, 2015 – April 25, 2015.

Presenter(s):

Debra Hawkins, Principal

Financial Impact:

Current year: \$65 per student
Future years: NA
Funding source: Girls Golf ASB Account

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

Submitted by: Sherry Mause Date: 2/18/15

Approved by Site Administrator: Debra Hawkins Date: 2/18/15

Approved by Superintendent or Designee: [Signature] Date: 2/19/15

ROCKLIN UNIFIED SCHOOL DISTRICT

Item 7.14.5
CONSENT
March 4, 2015

BOARD AGENDA BRIEFING

SUBJECT: Antelope Creek Science Camp Overnight Field Trip

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

Background:

The 6th grade classes at Antelope Creek would like to participate in a science camp at the High Sierra Outdoor Institute at Camp Del Oro in Nevada City. They will travel to Camp Del Oro on Tuesday, May 26th and return on Thursday, May 28th. Students will participate in hands-on, inquiry based learning activities that are connected to their science curriculum. Students will also learn to collaborate and build social skills while navigating different stations at the camp.

Status:

Staff is requesting approval for Antelope Creek's 6th grade field trip to Camp Del Oro for approximately 64 students and 6 adults. The trip is scheduled for Tuesday, May 26, 2015 – Thursday, May 28, 2015.

Presenter(s):

Brian Arcuri, Principal

Financial Impact:

Current year: \$220 per student
Future years: NA
Funding source: fundraising, parent/student donations, scholarships

Materials/Films:

None

Other People Who Might Be Present:

Meredith Gilbert, Antelope Creek, 6th grade teacher
Christie Ogelsby, Antelope Creek, 6th grade teacher

Allotment of Time:

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

Packet Information:

None

Recommendation:

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

Submitted by: BRIAN ARCURI

Date: 2/19/15

Approved by Site Administrator: [Signature]

Date: 2/19/15

Approved by Superintendent or Designee: [Signature]

Date: 2/19/15

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Agreement and Stipulation for Expulsions

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

Background:

When a pupil violates section(s) of the California Education Code, RUSD Board Policy and/or Administrative Regulation, site administration may decide to recommend the pupil for expulsion from the Rocklin Unified School District (based on Recommended or Mandatory infractions).

Status:

Site administration recommended and the District has concurred that sufficient evidence exists to expel Student #009004039 (030415-01), Student #009004045 (030415-02), and Student #009023415 (030415-03) from the Rocklin Unified School District. All parties have signed the *Agreement and Stipulation for Expulsion* certifying that they have been fully made aware of their rights afforded by law and have freely executed the Agreement.

Presenter(s):

Martin Flowers, Director of Secondary Programs and School Leadership

Financial Impact:

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

Materials/Films:

None

Other People Who Might Be Present:

Deborah Sigman, Deputy Superintendent Educational Services

Allotment of Time:

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

Packet Information:

Confidential student expulsion packets for the Board of Trustees.

Recommendation:

Staff recommends approval of the *Agreement and Stipulation for Expulsion: 030415-01; 030415-02; 030415-03.*

ROCKLIN UNIFIED SCHOOL DISTRICT

Item 8.1
ACTION
March 4, 2015

BOARD AGENDA BRIEFING

SUBJECT: Club Rocklin and City of Rocklin Preschool Update

DEPARTMENT: Office of the Superintendent

Background:

Club Rocklin, formerly named Kids Junction, operates at all 11 Rocklin Unified elementary school campuses. The program is a fee based before and after school program that offers safe and supervised activities for children enrolled in Kindergarten through 6th grade. Rocklin Preschool is located at 3 elementary school campuses in Rocklin and is designed to prepare children for Kindergarten. The City of Rocklin has managed Club Rocklin's day to day operations since the 1980s and the Rocklin Preschool Program since 1976.

Status:

On February 10, 2015, Rocklin City Council authorized the City Manager to begin conversations with RUSD regarding the possible transition of Club Rocklin and City Preschool program to the District or to another entity. Preceding that, there were informal conversations between City Council and RUSD Trustees at 2x2 fall meetings. The Rocklin Educational Excellence Foundation (REEF) has expressed an interest to consider potentially operating a before and after school program in place of Club Rocklin.

Presenter:

Roger Stock, Superintendent

Financial Impact:

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

Materials/Films:

None

Other People Who Might Be Present:

Allotment of Time:

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

Packet Information:

None

Recommendation:

Staff recommends that Trustees authorize the Superintendent and Designees to discuss the potential transition of the City's Club Rocklin and Preschool Program to RUSD and to engage the City of Rocklin and the Rocklin Educational Excellence Foundation (REEF) in conversation regarding the transition.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Board Policy (BP) 3280 and Administrative Regulation (AR) 3280
Sale or Lease of District-Owned Real Property

DEPARTMENT: Office of the Senior Director, Facilities and Operations

Background:

Revisions to BP/AR 3280 Sale of Lease of District-Owned Real Property have been updated per CSBA recommendations.

Status:

Board policy and Administrative regulation have been updated to clarify the requirements for disposing of surplus real property which include the appointing of a district advisory committee, submitting a report to the local planning agency (City of Rocklin) prior to the sale, use of sale proceeds, clarification on a resolution to be adopted by the Board, and the bid process required for selling or leasing district-owned real property.

Presenter:

Sue Wesselius, Senior Director, Facilities and Operations

Financial Impact:

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

Materials/Films:

None

Other People Who Might Be Present:

None

Allotment of Time:

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

Packet Information:

Edited versions of BP and AR 3280 Sale or Lease of District-Owned Real Property

Recommendation:

Staff recommends approval of revisions to Board Policy (BP) 3280 and Administrative Regulation (AR) 3280 , Sale or Lease of District-Owned Real Property

Rocklin USD

Board Policy

Sale Or Lease Of District-Owned Real Property

BP 3280

Business and Noninstructional Operations

The Governing Board believes that the district should utilize its facilities and resources in the most economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space and for the effective delivery of instruction.

- (cf. 1330 - Use of School Facilities)
- (cf. 7110 - Facilities Master Plan)
- (cf. 7111 - Evaluating Existing Buildings)
- (cf. 7160 - Charter School Facilities)

Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388-17389)

(cf. 1220 - Citizen Advisory Committees)

Upon determination that district property is no longer needed, or may not be needed until some future time, the Board shall first submit a report to the local planning agency as to what real property the district intends to offer for sale or lease. Not less than 40 days after issuance of the report to the local planning agency, and prior to entering into any agreement for sale or lease of district real property, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in applicable law, including, but not limited to, (Education Code 17230, 17387-17391, 17457.5, 17464, 17485-17500, and; Government Code 54222, 65402)

- (cf. 5148 - Child Care and Development)
- (cf. 5148.2 - Before/After School Programs)
- (cf. 5148.3 - Preschool/Early Childhood Education)

~~When required by law, the Board shall appoint a district advisory committee to advise the Board in the development of policies and procedures governing the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388)~~

~~(cf. 1220 - Citizen Advisory Committees)~~

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a school facilities funding program, the Board shall

consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a ~~regular~~, regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9320 - Meetings and Notices)
(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a ~~paper exists~~ newspaper exists. (Education Code 17469)

~~The~~ In accordance with Education Code 17470, the Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it in accordance with Education Code 17470.

Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is ~~for~~ in the best public interest. If no proposals are submitted or the submitted proposals do not ~~confirm~~ conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477). (Education Code ~~17472, 17473~~ 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the

resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code ~~17472~~17475-17478)

(cf. 1431 - Waivers)

~~(cf. 9320 - Meetings and Notices)~~

Use of Proceeds

The Superintendent or designee shall ensure that the proceeds from the sale, or lease with an option to purchase, of district surplus property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

Pursuant to the authorization in Education Code 17463.7, the district may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose(s). ~~Prior to exercising~~Before the district exercises this authority, the Board shall certify to the State Allocation Board that: (Education Code 17463.7)

†

1. The Board shall submit documents to the SAB certifying that:

a. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.

~~(cf. 3111 - Deferred Maintenance Funds)~~

2b. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.

(cf. 7214 - General Obligation Bonds)

3c. The real property is not suitable to meet projected school construction needs for the next 10 years.

~~Prior to exercising this authority, the~~2. The Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district. ~~(Education Code 17463.7)~~

Legal Reference:

EDUCATION CODE

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property, especially:

17457.5 Offer to charter school

17462.3 State Allocation Board program to reclaim funds

17463.7 Proceeds for general fund purposes

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

GOVERNMENT CODE

54220-54232 Surplus land, especially:

54222 Offer to sell or lease property

54950-54963 Brown Act, especially:

54952 Legislative body, definition

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

CODE OF REGULATIONS, TITLE 2

1700 Definitions related to surplus property

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App. 4th 1356

Management Resources:

CSBA PUBLICATIONS

~~Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, September 2009~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, May 2008

WEB SITES

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

California Department of Education, School Facilities Planning Division:

<http://www.cde.ca.gov/l/fa>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.opse.dgs.ca.gov/opsc>

Policy ROCKLIN UNIFIED SCHOOL DISTRICT
adopted: February 17, 2010 Rocklin, California

Revised: March 4, 2015

Rocklin USD

Administrative Regulation

Sale, Or Lease, Rental Of District-Owned Real Property

AR 3280

Business and Noninstructional Operations

District Advisory Committee

The district advisory committee on use or disposition of surplus school buildings or space shall consist of 7-11 members representative of each of the following: (Education Code 17389)

1. The district's ethnic, age group, and socioeconomic composition
2. The business community, such as store owners, managers, or supervisors
3. Landowners or renters, with preference to representatives of neighborhood associations
4. Teachers
5. Administrators
6. Parents/guardians of students
7. Persons with expertise in environmental impact, legal contracts, building codes, and land use planning, including, but not limited to, knowledge of the zoning and other land use restrictions of the cities and counties in which the surplus property is located_

This committee shall: (Education Code 17390)

1. Review projected school enrollment and other data to determine the amount of surplus space and real property
2. Establish and circulate throughout the attendance area a priority list for use of surplus space and real property that will be acceptable to the community
3. Hold hearings, with community input, on acceptable uses of space and real property, including the sale or lease of surplus real property for child care development purposes
4. Make a final determination of limits of tolerance of use of space and real property
5. Send the Governing Board of Trustees a report recommending uses of surplus space and real property

| district advisory committee shall comply with open meeting requirements of the Brown Act. –
(Government Code 54952)

(cf. 1220 - Citizen Advisory Committees)

| (cf. 9130 - Board Committees)_

Regulation ROCKLIN UNIFIED SCHOOL DISTRICT
approved: June 6, 2007 Rocklin, California

| Revised: March 4, 2015

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: 2015 California School Board Association (CSBA) Delegate Assembly Election

DEPARTMENT: Office of the Superintendent

Background:

CSBA's Delegate Assembly is a vital link in the association's governance structure. Working with local districts, county offices, the Board of Directors and Executive Committee, Delegates ensure that the association reflects the interests of school districts and county offices of education throughout the state. Delegates are elected by CSBA member boards in the region the delegate is elected to represent and serve a two-year term. Nominees for delegate must be a member of a member board within that geographic region.

The Board as a whole may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. Each Board may cast no more than one vote for any one candidate.

Status:

Nominations for representatives to CSBA's Delegate Assembly were accepted during the months of November and December. Ballots are due to by March 16, 2015. All re-elected and newly elected Delegates will serve two-year terms (April 1, 2015 – March 31, 2017).

Presenter:

Roger Stock, Superintendent

Financial Impact:

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

Material/Films:

None

Other People Who Might Be Present:

None

Allotment of Time:

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

Packet Information Item:

Biographical sketch(es) for Delegate candidate(s); copy of the official ballot

Recommendation:

Staff recommends the Board considering voting for candidates to represent Subregion 4-D on the 2015 CSBA Delegate Assembly.

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **MONDAY, MARCH 16, 2015**. Only **ONE** Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2015 DELEGATE ASSEMBLY BALLOT
SUBREGION 4-D
(Nevada, Placer, Sierra Counties)

Number of vacancies: 2 (Vote for no more than 2 candidates)

Delegates will serve two-year terms beginning April 1, 2015 – March 31, 2017

**denotes incumbent*

- Trish Gerving (Nevada City SD)*
- James Brian Vlahos (Roseville City SD)*

COPY

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District/COE Name

Date of Board Action

See reverse side for a current list of all Delegates in your Region.

Region 4 – Paige K. Stauss, Director (Roseville Joint Union HSD)
8 Delegates (8 elected)

Below is a list of all the current Delegates from this Region.

Subregion A

Rod Thompson (Red Bluff Joint Union HSD), elected term expires 2016

Subregion B

Vacant, elected term expires 2015

Subregion C

Jim Flurry (Marysville Joint USD), elected term expires 2016

Sharman Kobayashi (Yuba City USD), elected term expires 2015

Subregion D

Trish Gerving (Nevada City USD), elected term expires 2015

Renee Catherine Nash (Eureka Union SD), elected term expires 2016

James Brian Vlahos (Roseville City SD), elected term expires 2015

County Delegate

Suzanne Jones (Placer COE), elected term expires 2016

Counties

Glenn, Tehama (Subregion A)

Butte (Subregion B)

Colusa, Sutter, Yuba (Subregion C)

Nevada, Placer, Sierra (Subregion D)



Delegate Assembly Candidate Biographical Sketch Form

DUE: Wednesday, January 7, 2015

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax (916) 371-3407

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will not be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department by January 7 postmarked by the U.S.P.S. Late submissions will not be accepted. If you have any questions, please contact Charlyn Tuter in Leadership Services at ctuter@csba.org or (800) 266-3281.

Name: <u>Trish Gerviny</u>	CSBA Region: <u>4 - D</u>
District or COE: <u>Nevada City Elementary Dist.</u>	Years on board: <u>12 years</u>
Contact Number: <u>530/913-8006</u>	E-mail: <u>tgerviny@pacbell.net</u>
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? _____	

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

- 1) Adequate funding for ALL districts
- 2) A voice in decisions made regarding education
- 3) Repeal of the reserve limits

All 3 issues affect all districts. If we have a voice in decisions being made we can better support the needs of all students. We need adequate funding to educate all students at all levels. Reserve limits drastically cripple our ability to save for future adoptions, building needs, and cash flow.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

In my 12 years on our board I have served on our local JPA for busing as Vice President for 4 years. I have served on our local County School Boards Assoc. as treasurer for 6 years. I work closely with many local non-profits and student support programs.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

I believe in what can be done by a dedicated group of school board members. I have served as a delegate for the past 6 years and wish to continue in this role, supporting and advocating for the goals of CSBA and the students of the state of California.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Trish Gerviny Date: 1/21/14

Delegate Assembly



Candidate Biographical Sketch Form

DUE: Wednesday, January 7, 2015

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Name: James Brian Vlahos

CSBA Region: Region 4 Sub 4-d

District or COE: Roseville City School District

Years on board: 4

Contact Number: 916-257-1724

E-mail: jamesbrianvlahos@yahoo.com

Are you a continuing Delegate? Yes No If yes, how long have you served as a Delegate? 1 year appointed

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

- 1) Parent involvement in their Child's education, this need to be a partnership not all the responsibility places upon the Schools and Districts.
- 2) Continued implementation of the New Common Core Standards and School site being prepared to do so.
- 3) Finding ways for Districts to use prop 39 Funds for better learning environments, facilities and maintenance.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district, county and/or CSBA committees, etc.

- 1) Tommy Apostolos Committee Board member
- 2) Lighthouse Counseling & Family Resources Center Board member
- 3) Giving Tree at Woodbridge
- 4) ACE Program
- 5) Design Build Competition
- 6) Advocate for Apprenticeships as an alternative to college
- 7) Reached out to and work with the other School Board members in our area
- 8) Green Energy and the savings to the district it can provide

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

1) I am interested in becoming a delegate because I want to better understand CSBA and how it works so that I as a Board member (we as a District) can make use of our membership to improve the quality of education and service to our students and their families. Of the five Board members only one has been on a School Board more than four years so I believe it is the prudent thing to do so we as a Board can have a clear understanding of the benefits of membership to the CSBA.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: [Handwritten Signature]

Date: 1-4-15

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Grade 6 Math Materials Recommendation

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

Background:

With the adoption of the Common Core State Standards (CCSS) in 2010 and the Math Frameworks in 2013 by the State of California, Rocklin Unified elementary schools are currently engaging in the review of aligned math programs and instructional materials with the goal of presenting a recommendation to the Board.

Status:

Staff will present an overview of the elementary math materials review, pilot, and selection processes and bring a recommendation for adoption of the 6th grade math materials.

Presenter(s):

Karen Huffines, Director, Elementary Programs & School Leadership
Joe McLean, Lara Kikosicki – Teachers on Special Assignment (TOSA)

Financial Impact:

Current year: \$102,550
Future years: \$16,000
Funding source: General Fund and/or Common Core One Time Budget

Materials/Films:

Other People Who Might Be Present:

Allotment of Time:

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

Packet Information:

Presentation on College Preparatory Math (CPM) Pilot Process and recommendation for adoption

Recommendation:

Information only

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Strategic Planning Update

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

Background:

The period December, 2014 through February, 2015 marked the second quarter of implementation of the 2014-2019 Strategic Plan. Last semester, Breen Elementary, Sierra Elementary and Twin Oaks Elementary schools completed their respective Site Planning sessions.

Status:

Skott Hutton, Coordinator of Family/Community Engagement and Strategic Planning, who serves as the Internal Facilitator for the District's Strategic Plan, will provide a general overview of Quarter 2, including the status of the District Plan. Additionally, the update will highlight Strategic Planning at the school site level.

Presenters:

Skott Hutton, Coordinator of Family/Community Engagement and Strategic Planning
Hannah Anderson, Sierra Elementary Principal
Lisa Monciardini, Twin Oaks Elementary Parent and Volunteer
Kelly King, Breen Elementary Teacher

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 Information Item

Packet Information:

Strategic Planning PowerPoint; Strategic Plan Quarterly Update, Strategic Plans – Breen, Sierra and Twin Oaks.

Recommendation:

NA

RUSD Strategic Plan Quarterly Update

**Board of Trustees Meeting
March 4, 2015**

***Presented by:
Skott Hutton
Internal Facilitator***



Overview

- **District Strategic Plan**
 - 2014-15 Progress
- **Site Plans**
 - Breen
 - Sierra
 - Twin Oaks
- **Next Steps**

RUSD Mission Statement

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

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

Strategy I

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

- **Expanded Transitional Kindergarten program and lowered class size**
- **Trained TOSA's and K-12 teacher team in SBAC assessments**
- **K-8 writing training workshops for CCSSS implementation**
- **Rocklin Educational Technology Team (RETT) Professional Development plan initiated**

Strategy I

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

- Exploring preschool programs for possible future RUSD run preschool
- Planned Full-day Kindergarten pilot program for 2015-16 (five sites)
- Developing RUSD Technology Replacement and Enhancement Master Plan

Strategy II

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

- **Implement PBIS at Rocklin Elementary**
- **Introduced Common Application tool within Naviance**
- **Middle Schools Career Days and combined with Naviance career planning**
- **Spring View researching 2015-16 PBIS implementation**

Strategy III

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

- **GLAD training expanded ~ 200 teachers**
- **Eight RUSD teachers certified to provide GLAD training**
- **Online employee training program approved by RUSD Board – January 21**
- **TOSA's conducted Lesson Study sessions**

Strategy IV

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

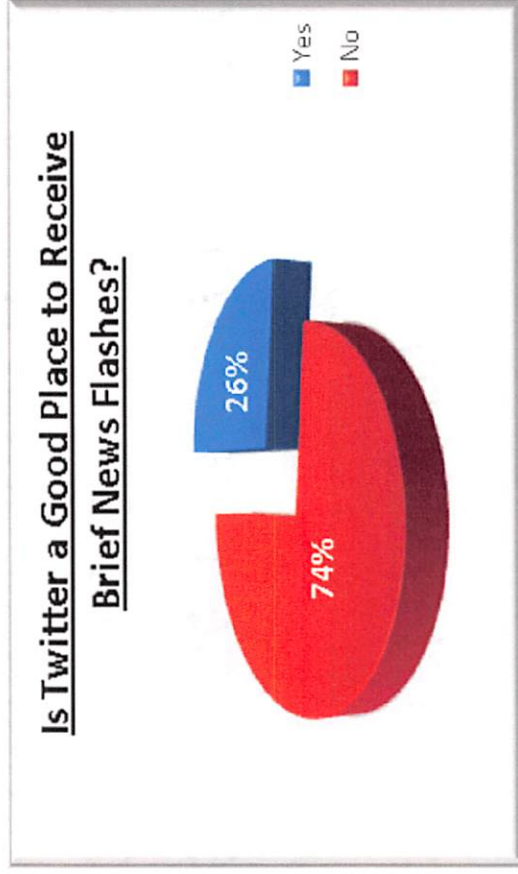
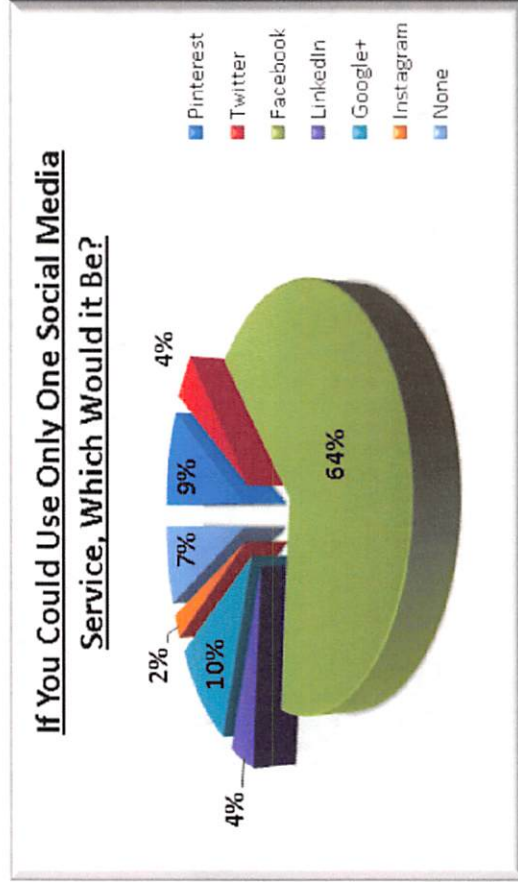
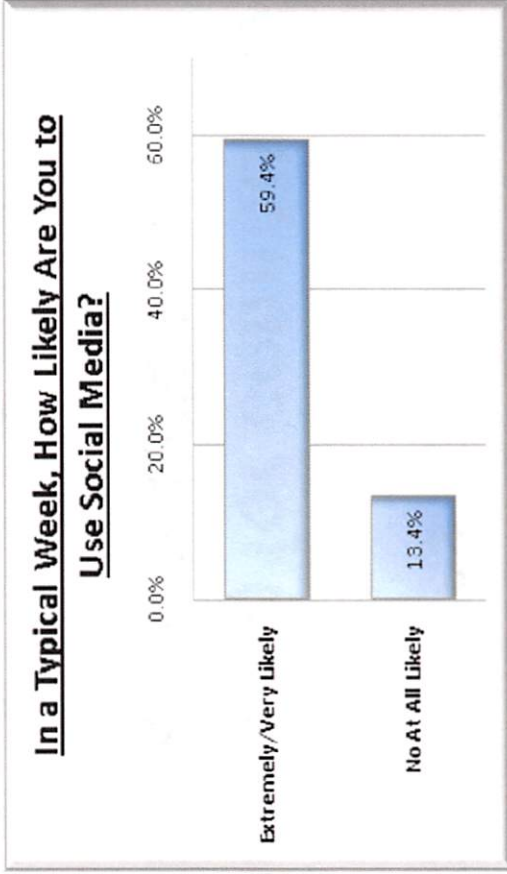
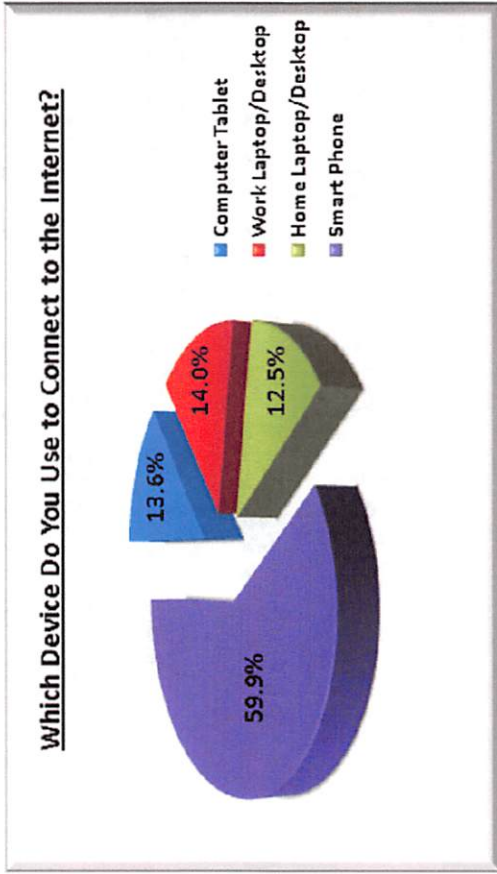
- **Expanding partnerships with local organizations**
 - Rocklin Library
 - Kiwanis
 - Rocklin Police Safety Volunteers
 - Police Activities League (PAL)
- **Coordinated the design and procurement of TK and K registration promotional materials**
- **Provide school and District information to local realtors and contractors**

Strategy V

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

- **Enhancing emergency communication protocols**
- **Developing advertising guidelines to match social media needs**
- **Launched SMS (text messaging) for community-wide communications and emergency communications**
- **Conducted Social Media Preference Survey**

Strategy V



Site Strategic Planning

Twin Oaks Elementary

- Mission

The mission of Twin Oaks Elementary, a Leader in Me Lighthouse School, is to challenge all students to develop their unique potential, become life-long learners, and value their community through a school distinguished by:

- A culture of personal leadership development**
- Engaging and relevant instruction with high academic expectations**
- Respectful collaboration and communication.**

Breen Elementary

- Objectives

Each student will demonstrate 10% **growth in their grade level baseline assessment** by the end of the 2015 school year.

Each student will have 100% **increased usage of technological devices** by the start of the 2015-16 school year.

Each student will have the opportunity to **participate in after-school programs**, evident through a 50% increase of available programs by fall of 2015.

Sierra Elementary

- Strategy I

We will foster student **academic growth** through authentic, differentiated, and guided inquiry-based learning experiences.

- Evaluated financial impact and brainstormed potential funding sources for release time
- Identified means to support two Units of Inquiry and Leadership is identifying structure
- Identified Schoology as on-line tool-kit

Sierra Elementary

- Strategy II

*We will engage and inspire each student to succeed at their highest potential by **creating individualized learning goals** in collaboration with students, staff and families.*

- Evaluated options for student-led conference implementation
- Developed trimester three staffing plan to either utilize or observe student-led conference

Sierra Elementary

- Strategy III

*We will provide a **variety of opportunities in partnership with the community**, to develop **compassionate, understanding, and globally-aware students.***

- PTC App launched February 2015

Next Steps

- **Continue implementation of District Activated Action Plans**
- **Monitor Activated Actions for progress**
- **Continue District alignment through site planning**
- **In development:**
 - *Granite Oaks, Parker Whitney and Valley View*
- **Communicate progress to stakeholders**
 - Quarterly Update – June 2015
 - Annual Update – September 2015
 - RUSD/Community Progress Report Communication

Strategic Plan Quarterly Update

District

Strategy #1 – We will create student academic growth through dynamic, relevant and increasingly challenging learning experiences

Action Plan #1.1 - Implement literacy practice within and across content areas as the foundation for teaching and learning based on adopted California State Standards.

Implementation Timeline: Multi-Year

Person Responsible: Deb Sigman

Status: In Progress

QUARTERLY ACTIONS
<p>Quarter 1 (September -November): Provide staff with ongoing resources and professional development supporting implementation of comprehensive literacy strategies to inform teaching and learning.</p> <ul style="list-style-type: none"> ▪ ELA/ELD Framework review by Expanded Elementary & Secondary ELA/ELD Committees <ul style="list-style-type: none"> - Provide ELA/ELD Committees release time ▪ Two CDE Consultants, 1 West Ed Consultant to provide training December 2 ▪ Professional support for implementation of literacy strategies and deepening literacy pedagogy understanding. (Administrators)
<p>Quarter 2 (December - February):</p> <ul style="list-style-type: none"> ▪ ELA/ELD Framework review provided by CDE Framework Consultants <ul style="list-style-type: none"> - All Principals, ELA Elementary and Secondary Committee Members and selected ELD teachers ▪ K-8 writing training workshops for CCCSS implementation ▪ Lesson Study professional learning opportunities
<p>Quarter 3: (March - May):</p>
<p>Quarter 4: (June - August):</p>

**2014-2015
Strategic Plan Quarterly Update**

District

Strategy #1 – We will create student academic growth through dynamic, relevant and increasingly challenging learning experiences

Action Plan #1.2 - Education experiences will promote learning that is engaging, dynamic, authentic and focused on application based knowledge.

Implementation Timeline: Multi-Year

Person Responsible: Deb Sigman

Status: In Progress

QUARTERLY ACTIONS

Quarter 1 (September -November):

Incorporate best practices into first instruction;

- K-8 Literacy exploration in writing (50 teachers x ½ day release) Teachers met for one day of training in October
- Purchases 50 sets of Teachers College Reading/Writing Project (TCRWP) units of study for K-8 teacher exploration
- GATE Certification Training for K-12 teachers held October 24 & 25

Quarter 2 (December - February):

- Continued with K-6 GLAD Training, two additional rounds of GLAD certification were held in January/Feb (50 teachers certified)
- K-6 Number Talk Math training
- Began TOSA led Professional Book Study Groups (9)
- 6th grade CPM training for piloting teachers
- Completed GATE testing on all RUSD 1st graders and make-up GATE testing 1-12 to provide earliest notification to parents
- Exploring preschool programs for possible future RUSD run preschool
- Expanded Transitional Kindergarten (TK) program to two additional sites, reduced TK class size to lowest in region at 20:1
- Planned Full-day K pilot program for 2015-16 (5 sites)
- Held TK and K Parent Nights
 - Accepted enrollment applications on-site

Quarter 3: (March - May):

Quarter 4: (June - August):

Strategic Plan Quarterly Update

District

Strategy #1 – We will create student academic growth through dynamic, relevant and increasingly challenging learning experiences

Action Plan #1.3 - Appropriate technology tools and resources are integrated to support effective instruction and learning

Implementation Timeline: Multi-Year **Person Responsible:** Mike Fury **Status:** In Progress

QUARTERLY ACTIONS
<p>Quarter 1 (September -November):</p> <ul style="list-style-type: none"> ▪ Rocklin Educational Technology Team (RETT) restructure and alignment with strategic goals (1.3.2, 1.3.5); Mike Fury, Melody Thorsen, Ryan O'Donnell – Cabinet presentation(s): September 22, October 27; District Leadership Team presentation: October 28; Board of Trustees presentation: November 5 ▪ Chromebook Training for Computer Lab Techs - September 29, October 20 ▪ Google Apps/Docs Training for Cabinet – September 26 <ul style="list-style-type: none"> - Google Apps and Chromebook Training for certificated staff and administration, Rocklin USD Learning Fest – August 14
<p>Quarter 2 (December - February):</p> <ul style="list-style-type: none"> ▪ Google Apps and Drive training, part 2 for Cabinet – November 3 ▪ Naviance training for Middle and High School Counselors and Career Techs – November 10 ▪ Positive Behavior Intervention Support/School Wide Information System for data transition, planning and implementation at Rocklin Elementary – December 16 ▪ Rocklin Educational Technology Team (RETT) started in: Google Apps for Education, Schoology, and Digital Citizenship for students – January 6 ▪ Google for Education Roseville Summit, 135 total staff members in attendance (registrations provided for every school), in-depth training on how to use Google Apps effectively as educators – February 7-8 ▪ Smarter Balanced Assessment training for all school Computer Lab Techs – February 12, February 17 ▪ Developing RUSD Technology Replacement and Enhancement Master Plan
<p>Quarter 3: (March - May):</p>
<p>Quarter 4: (June - August):</p>

**2014-2015
Strategic Plan Quarterly Update**

District

Strategy #1 – We will create student academic growth through dynamic, relevant and increasingly challenging learning experiences

Action Plan #1.4 - Measure academic growth through the use of a variety of multifaceted assessments.

Implementation Timeline: Multi-Year **Person Responsible:** Deb Sigman **Status:** In Progress

QUARTERLY ACTIONS
Quarter 1 (September -November): <ul style="list-style-type: none">▪ Provision administrator and ELA and Math Committee members with Smarter Balanced Digital Library access▪ Administrator and ELA and Math Committee members review Smarter Balanced Digital Library prior to rolling out to all teachers
Quarter 2 (December - February): <ul style="list-style-type: none">▪ Trained TOSAs and K-12 teacher team in SBAC assessments including Performance Tasks (PTs)▪ Began training sites in SBAC Performance Tasks (PTs)▪ TOSAs led state-wide SBAC training▪ Explored the use of Educator’s Assessment Data Management System (EADMS K-12) Assessment system▪ Assessment and Accountability Board of Trustees workshop – February 4
Quarter 3: (March - May):
Quarter 4: (June - August):

2014-2015
Strategic Plan Quarterly Update

District

Strategy #2 – We will provide a variety of opportunities for all students to become healthy, self aware, resilient and high-functioning adults
Action Plan #2.1 - Foster healthy relationships and interactions by developing both intra and inter-personal skills.

Implementation Timeline: Multi-Year **Person Responsible:** Karen Huffines **Status:** In Progress

QUARTERLY ACTIONS

Quarter 1 (September -November): Implement Positive Behavior Intervention Support (PBIS) at all school sites; Support peer mediation and anti-bullying programs:

- Support implementation of Positive Behavior Intervention Support (PBIS) at Rocklin Elementary
- Purchase School Wide Information System (SWIS) - PBIS student information system for Rocklin Elementary
- Support Anti-Bullying assemblies at Elementary level
- Support Anti-Bullying assemblies at Middle School level (Rachel’s Challenge)
- Support Anti-Bullying assemblies at High School level (Breaking Down the Walls in November)

Quarter 2 (December - February):

- Launch PBIS at Rocklin Elementary School
 - Kickoff assembly – January 27
 - Explore expansion of program to Spring View Middle School
- Developed PBIS training videos for Rocklin Elementary School
- Promote Love & Logic Classes for RUSD teachers and parents

Quarter 3: (March - May):

Quarter 4: (June - August):

**2014-2015
Strategic Plan Quarterly Update**

District

Strategy #2 – We will provide a variety of opportunities for all students to become healthy, self aware, resilient and high-functioning adults

Action Plan #2.2 - Coordinate district wide resources to counsel students on long term planning and goal setting.

Implementation Timeline: Multi-Year

Person Responsible: Marty Flowers

Status: In Progress

QUARTERLY ACTIONS

Quarter 1 (September -November): Effectively utilize the Naviance program beginning in 6th grade to explore career opportunities and long term goal setting strategies:

- Meeting held with all 7-12 counselors to review the 3-year implementation plan of Naviance. Each site shared how they are currently utilizing the Naviance program. – Oct 13
- Scheduled two trainings per our Naviance Implementation Plan/agreement. Trainings will take place on Nov 10 and April 6.
- Network with Roseville Joint Unified School District; a number of high school counselors attended three Naviance session at the RJUHSD professional development day – Oct. 15

Quarter 2 (December - February):

- Counselors from each secondary site have worked together to create a comprehensive plan in which every 7 – 12 grade student will be completing activities for college and career planning in Naviance during the spring 2015 semester.
- High Schools counselors introduced parents, students, and staff to the “Common Application” tool in Naviance. This allows our counselors and teachers to use Naviance to upload reports and letters of recommendation to Common App. This provides a “one-stop” option for “Common App” interfacing.
- Middle Schools held their Career Days which were followed up by students using Naviance to assess and review career choices.

Quarter 3: (March - May)

Quarter 4: (June - August):

2014-2015
Strategic Plan Quarterly Update

District

Strategy #2 – We will provide a variety of opportunities for all students to become healthy, self aware, resilient and high-functioning adults

Action Plan #2.5 - Support, motivate and positively guide struggling students toward long term goals.

Implementation Timeline: Multi-Year **Person Responsible:** Deb Sigman **Status:** In Progress

QUARTERLY ACTIONS

Quarter 1 (September -November):

- Spring View to investigate the possibility of becoming a PBIS site.

Quarter 2 (December - February):

- Spring View attended the Rocklin Elementary BPIS assembly kick-off.
- Spring View leadership discussing moving forward with PBIS for the 2015-16 school-year.
- Four elementary sites continue to implement the “Leader in Me Program” with a fifth site exploring starting the program in 2015-16.

Quarter 3: (March - May):

Quarter 4: (June - August):

**2014-2015
Strategic Plan Quarterly Update**

District

Strategy #3 – We will continuously build individual and organizational capacity, and seek additional resources and partnerships to fulfill our mission

Action Plan #3.1 - Develop a centralized support system to lead and create partnerships for professional learning.

Implementation Timeline: Multi-Year **Person Responsible:** Deb Sigman **Status:** In Progress

QUARTERLY ACTIONS
Quarter 1 (September -November): Facilitate the creation of in house GLAD trainers to provide ongoing Professional Learning Support <ul style="list-style-type: none">▪ GLAD training▪ GLAD 2 Days follow-up for trained teachers
Quarter 2 (December - February): <ul style="list-style-type: none">▪ Online employee training program approved by RUSD Board – January 21▪ Lesson Studies provided by TOSAs. All elementary and secondary sites have registered to participate in at least one session by March 2015.▪ GLAD training has continued; we now have approximately 200 plus teachers (K-12).▪ GLAD completed a training of trainers for 8 RUSD teachers. These teachers will now be able to train others in the district.
Quarter 3: (March - May):
Quarter 4: (June - August):

2014-2015
Strategic Plan Quarterly Update

District

Strategy #3 – We will continuously build individual and organizational capacity, and seek additional resources and partnerships to fulfill our mission

Action Plan #3.2 - Create and implement a plan for blended professional development.

Implementation Timeline: Multi-Year **Person Responsible:** Deb Sigman **Status:** In Progress

QUARTERLY ACTIONS

Quarter 1 (September -November): Provide offline Professional Development training and workshops:

- Stanford Online Math Training: How to Learn Math- Aug-October
- Technology focused Professional Learning Day for all staff, August 14
- Google Drive and Schoology training embedded into Lesson Study work led by TOSAs

Quarter 2 (December - February):

- Stanford Online Math Training started round 2. Currently have 16 teachers participating
- Online employee training program approved by RUSD Board – January 21
- Development of RETT Professional Learning Plan; Google Apps for Education, Schoology and Digital Citizenship for students

Quarter 3: (March - May):

Quarter 4: (June - August):

**2014-2015
Strategic Plan Quarterly Update**

District

Strategy #4 – We will enhance student growth through local partnerships that provide learning opportunities and community service experiences.

Action Plan #4.2 - Foster healthy relationships and interactions between RUSD and business and community service organizations.

Implementation Timeline: Multi-Year **Person Responsible:** Skott Hutton **Status:** In Progress

QUARTERLY ACTIONS

Quarter 1 (September -November):

- Established High School volunteer partnership with Casa de Santa Fe (Art, Transportation, Foreign Language)
- Expand partnership with Rocklin Public Safety Volunteers (Patriot Day, Giving Tree, Shop-With-A-Cop, etc.)
- Expand Kiwanis relations (K-Kids Shopping Spree program, Wal-Mart Teacher Recognition)
- Member – Chamber of Commerce Leadership Rocklin
- Member of South Placer Rotary (Corporate Membership)
- Expanding Student volunteer opportunities (Woofstock, Kid’s First, Harvest Run, Toast of the Town)
- Member – Rocklin Excellence in Education Foundation
- Joined Campaign for Community Wellness

Quarter 2 (December - February):

- Working with Rocklin Public Safety Volunteers to identify a variety of grant opportunities
- Expanding relations with Rocklin PD, Rocklin Fire
 - Patriot Day, Giving Tree, Shop-With-A-Cop, etc.
- Partnered with Rocklin Library, Kid’s First, Coalition for Placer Youth, etc. for volunteer opportunities
- Engaged with community partners for a variety of internship, volunteership and/or philanthropic opportunities (~ 25)
- Police Activities League – continuing discussions with Rocklin & Roseville Police Departments
- Coordinated the design and procurement of TK & Kindergarten registration promotional materials
- Provide school and District information to local realtors and developers

Quarter 3: (March - May):

Quarter 4: (June - August):

District

Strategy #5 – We will have regular, consistent, proactive systems of clear communication that improve organizational efficiency engage the community and promote our District.

Action Plan #5.1 - Ensure systemic, district-wide communication protocols and policies for all audiences, including employees, parents, students and the community.

Implementation Timeline: Multi-Year **Person Responsible:** Skott Hutton **Status:** In Progress

QUARTERLY ACTIONS

Quarter 1 (September -November):

- Developing Emergency Incident Communications protocols
- Developed guidelines for outside publications & fliers distribution
- Hosted PTC/Booster Club Presidents Forum

Quarter 2 (December - February):

- Developing advertising guidelines to match social media needs
- Launched SMS (text messaging service) for District, schools and community
- Enhancing Emergency Incident Communication protocols
- Continuing PTC/Booster Club Presidents Forum
- Social Media Preference survey completed
- Converting current web content to mobile-friendly

Quarter 3: (March - May):

Quarter 4: (June - August):

**2014-2015
Strategic Plan Quarterly Update**

District

Strategy #5 – We will have regular, consistent, proactive systems of clear communication that improve organizational efficiency engage the community and promote our District.

Action Plan #5.5 - Engage key stakeholders – staff, students, parents, businesses and the community – with information that empowers them to communicate effectively about the district.

Implementation Timeline: Multi-Year **Person Responsible:** Skott Hutton **Status:** In Progress

QUARTERLY ACTIONS
Quarter 1 (September -November): <ul style="list-style-type: none">▪ Updating and maintaining RUSD website▪ Developing District Newsletter – “Rocklin Record”▪ Established Twitter account “@RocklinUSD”▪ Researching effective use of social media (Facebook, Twitter, etc.)▪ Distributing weekly headlines to local media representatives▪ Researching SchoolMessenger remote capabilities
Quarter 2 (December - February): <ul style="list-style-type: none">▪ Utilizing SchoolMessenger SMS capability<ul style="list-style-type: none">- First emergency use: WHS lockdown on February 6▪ Actively researching and advertising RUSD headlines▪ Working with Technology Department and Catapult on mobile friendly website▪ Distributing weekly headlines to local media representatives▪ Exploring RUSD App development
Quarter 3: (March - May):
Quarter 4: (June - August):





Rocklin Unified School District

Consolidated Strategic Plans
Breen, Twin Oaks, & Sierra

Breen Elementary School

Mission

The mission of Breen Elementary, a dynamic, educational and nurturing school community, is to inspire our students to achieve their academic potential, to ignite a passion for life-long learning and to become responsible, well-rounded citizens by:

- fostering a collaborative environment where each student's unique potential is recognized, cultivated and celebrated
- developing a culture where innovation is paramount
- creating strategic partnerships between the school, community and its families

Objectives

Each student will demonstrate 10% growth in their grade level baseline assessment by the end of the 2015 school year.

Each student will have 100% increased usage of technological devices by the start of the 2015-16 school year.

Each student will have the opportunity to participate in after-school programs, evident through a 50% increase of available programs by fall of 2015.

STRATEGY 1

WE WILL PROMOTE STUDENT
ACADEMIC GROWTH THROUGH THE
IMPLEMENTATION OF BEST PRACTICES.

STRATEGY 2

WE WILL PROMOTE ACADEMIC GROWTH
THROUGH THE USE OF TECHNOLOGY.

STRATEGY 3

WE WILL PROVIDE A VARIETY OF
ENRICHMENT CLASSES/CLUBS TO ALL
K-6 STUDENTS.

Sierra Elementary School

Mission

The highest aspiration of Sierra Elementary, an International Baccalaureate World School, is to ensure that all young people are inspired to become confident, life-long learners who thrive intellectually and are globally-minded, compassionate and balanced.

Sierra is distinguished by:

- Academic rigor through guided inquiry instruction
- Relevant and diverse learning opportunities
- A nurturing and supportive environment in collaboration with parents and community.

Objectives

By 2017, the majority of students' daily learning experiences will be inquiry-based and integrate technology.

All students will make growth toward their personal academic goals, ensuring their highest potential as assessed through multiple measures.

Through guided inquiry, students will find similarities between standards, aligned areas of study, and broader, intercultural connections, demonstrated continuously by knowledge, appreciation, and respect for other cultures.

Each year, all students will develop and confidently demonstrate character traits necessary to become contributing, responsible, and caring members of the community.

The number of students participating in enrichment programs will increase annually.

STRATEGY 1

WE WILL FOSTER STUDENT ACADEMIC GROWTH THROUGH AUTHENTIC, DIFFERENTIATED, AND GUIDED INQUIRY-BASED LEARNING EXPERIENCES.

STRATEGY 2

WE WILL ENGAGE AND INSPIRE EACH STUDENT TO SUCCEED AT THEIR HIGHEST POTENTIAL BY CREATING INDIVIDUALIZED LEARNING GOALS IN COLLABORATION WITH STUDENTS, STAFF, AND FAMILIES.

STRATEGY 3

WE WILL PROVIDE A VARIETY OF OPPORTUNITIES IN PARTNERSHIP WITH THE COMMUNITY, TO DEVELOP COMPASSIONATE, UNDERSTANDING, AND GLOBALLY-AWARE STUDENTS.

Twin Oaks Elementary School

Mission

The mission of Twin Oaks Elementary, a Leader in Me Lighthouse school, is to challenge all students to develop their unique potential, become lifelong learners, and value their community through a school distinguished by:

- A culture of personal leadership development
- Engaging and relevant instruction with high academic expectations
- Respectful collaboration and communication

Objectives

Each student will meet or exceed his/her personal growth target in reading and math annually.

Each student will have equitable access to appropriate and relevant technology by 2016.

Communication between home and school is regular, two-way, and meaningful.

Each student will have opportunities to participate in site or community-based service learning annually.

STRATEGY 1

WE WILL CREATE STUDENT GROWTH THROUGH ENGAGING, RELEVANT, AND CHALLENGING LEARNING EXPERIENCES.

STRATEGY 2

WE WILL DEVELOP A COMPREHENSIVE TECHNOLOGY PLAN TO SUPPORT EFFECTIVE INSTRUCTION AND LEARNING.

STRATEGY 3

WE WILL ALIGN SYSTEMS OF COMMUNICATION TO IMPROVE EFFICIENCY.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Grade 6 Math Materials Recommendation

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

Background:

With the adoption of the Common Core State Standards (CCSS) in 2010 and the Math Frameworks in 2013 by the State of California, Rocklin Unified elementary schools are currently engaging in the review of aligned math programs and instructional materials with the goal of presenting a recommendation to the Board.

Status:

Staff will present an overview of the elementary math materials review, pilot, and selection processes and bring a recommendation for adoption of the 6th grade math materials.

Presenter(s):

Karen Huffines, Director, Elementary Programs & School Leadership
Joe McLean, Lara Kikosicki – Teachers on Special Assignment (TOSA)

Financial Impact:

Current year: \$102,550
Future years: \$16,000
Funding source: General Fund and/or Common Core One Time Budget

Materials/Films:

Other People Who Might Be Present:

Allotment of Time:

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

Packet Information:

Presentation on College Preparatory Math (CPM) Pilot Process and recommendation for adoption

Recommendation:

Information only

GRADE 6 MATH MATERIALS RECOMMENDATION

Rocklin Unified School District
Board of Trustees Meeting
March 4, 2015



Presented by Karen Huffines,
Joe McLean and Lara Kikosicki

Overview of Presentation

- Alignment to Strategic Plan and Local Control and Accountability Plan (LCAP)
- Timeline
- College Preparatory Math (CPM) Materials Review & Pilot Process
- Recommendation
- Estimated costs
- Supplemental Recommendations
- Next Steps

Alignment to Strategic Plan and LCAP

- Strategic Plan Strategy 1
 - We will create student academic growth through dynamic, relevant and increasingly challenging learning experiences

- LCAP Goal 1
 - Rocklin Unified School District (RUSD) will fully implement California Common Core State Standards district-wide

Timeline

➤ 2014

➤ April-May

- Initial Materials Review & Pilot of 6th grade math materials
- Decision made to continue with a more extensive pilot of College Preparatory Math (CPM)

➤ August

- 6th grade CPM training for expanded piloting teacher group (4 days)
- Expanded 6th grade CPM Pilot begins

➤ December

- 6th grade pilot teachers met to determine next steps

➤ 2015

➤ January

- 6th grade pilot teachers met to finalize recommendation

CPM Materials Review

- **Training in Evaluation Process**
- **Evaluation Criteria**
 - Alignment to the Math Content Standards, Standards of Mathematical Practice (SMPs), and Math Framework
 - Teacher planning and support
 - Integration of technology
 - Universal Access and extension activities tied to grade level standards and Standards of Mathematical Practice
 - Assessment materials

Pilot Teacher Meetings

- **Evaluated CPM in each area**
 - Alignment to the Content Standards
 - Alignment to the Standards of Mathematical Practice
 - Necessary teacher planning and support
 - Technology Integration
 - Universal Access and extension activities tied to grade level standards and Standards of Mathematical Practice
 - Assessment materials

Summary of CPM Pilot Teacher Meetings

- **Areas of strength included:**
- Alignment to Content Standards
- Alignment to Practice Standards
- Instructional Planning and Support
- Technology integration

Pilot Team Recommendation

- **Adopt CPM Core Connections 1 for 6th grade**
- **Strength in CCCSS Standards**
- **Strength in planning, technology**
- **Aligns to 7-12 Math adoption**

Estimated Cost of 6th Grade Adoption

2014-15

➤ Materials Cost	\$86,550
➤ Funding Source-Common core 1x dollars or unrestricted general fund	
➤ Training Cost	\$16,000
➤ Four days of Professional Development	
➤ Funding Source-Common Core 1x dollars	
	Total: \$102,550

2015-16

➤ Professional Development	\$16,000
➤ Four additional days	
➤ Funding Source-Common Core 1x dollars	

Supplementary Recommendations

- CPM Training should include support staff, instructional aides, and site admin – offered in May 2015 if possible
- Accelerated Math training for teachers and instructional aides for intervention
- Math Content and Performance standards training for all teachers, support staff, and site administrators
- Ongoing support for teachers next year in the form of coaching, lesson study, and secondary mentors
- Teacher support for increased duplication required by the curriculum

Next Steps

- 30-day Public Review of materials
- April 15, 2015 Board of Trustees action on adoption of Grade 6 math materials
- Order materials
- Calendar professional development opportunities
- Define and establish ongoing support

PENDING BOARD AGENDA ITEMS

February 2015

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 st 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 8th 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
RUSD Strategic Plan Quarter 1 Update	Hutton	December
First Interim Report	Patterson	December
Organizational Board Meeting/Special Presentation to Board President	Stock	December
Audit Report	Patterson	January
Schedule Goal Setting Workshop	Stock/Staff	January
Approve Quarterly Report on Williams Uniform Complaints	Sigman	January
Budget Assumptions & Priorities	Patterson	February

Identify Teachers for Non-Reelection; Prepare Letters of Notification (<i>March 1st Mtg - Closed Session</i>)	Slattery	February (<i>2nd 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 CAASPP 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	Sigman	March
RUSD Strategic Plan Quarter 2 Update	Hutton	March
Approve Safe School Plans (<i>Action Item</i>)	White/Huffines	March (<i>2nd Mtg</i>)
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
Approve Summer School Principals Contingent on State Funding (<i>include on Certificated Personnel Report</i>)	Sigman	April/May
RUSD Strategic Plan Quarter 3 Update	Hutton	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	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 and JROTC Color Guard	Stock/Staff	May (2 nd 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
Hold Public Hearing and Approve LCAP	Sigman	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>	Sigman	June
EPA Spending Plan	Patterson	June
Summer School Program Report	Sigman/Staff	July/August

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