

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

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



MARCH 16, 2016
REGULAR MEETING AGENDA — 6:30 P.M.

- 1.0 **CALL TO ORDER**
- 2.0 **ROLL CALL**
- 3.0 **CLOSED SESSION (6:10 P.M.)** – The Board will adjourn to closed session regarding the following matters:
 - 3.1 *Public Employee Appointment as authorized by Government Code 54957*
Position: Principal, Sunset Ranch Elementary
Position: Principal, Rock Creek Elementary
- 4.0 **PLEDGE OF ALLEGIANCE**
- 5.0 **SPECIAL RECOGNITIONS/PRESENTATIONS**
 - 5.1 Rocklin and Whitney High Schools Unified Basketball Game, Planning Staff Recognition (Marty Flowers)
- 6.0 **AUDIENCE/VISITORS PUBLIC DISCUSSION** – This agenda item is included to give anyone in attendance an opportunity to ask questions or discuss non-agenda items with the Board of Trustees. The Board is not permitted to deliberate or take action on non-agenda items, but may refer the matter to a staff member for follow up. There is a three-minute time limit per person. A complaint about a specific employee of the District shall be made to that employee's immediate supervisor or the principal as required by Administrative Regulation 1312.1.
- 7.0 **COMMENTS FROM STUDENT REPRESENTATIVE**
- 8.0 **COMMENTS FROM BOARD AND SUPERINTENDENT**
- 9.0 **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.
 - 9.1 **APPROVE BOARD MINUTES** – Request to approve Board minutes.
 - 9.1.1 March 2, 2016
 - 9.2 **APPROVE CERTIFICATED PERSONNEL REPORT** – Request to approve personnel items included on the Certificated Personnel Report. (Colleen Slattery)

- 9.3 **APPROVE CLASSIFIED PERSONNEL REPORT** – Request to approve personnel items included on the Classified Personnel Report. (Colleen Slattery)
- 9.4 **APPROVE 2017-18 (186 DAY) DISTRICT SCHOOL YEAR CALENDAR** – Request to accept proposed 2017-18 (186 day) District detailed school year calendar. (Colleen Slattery)
- 9.5 **APPROVE WILL SERVE LETTER AT PEBBLE CREEK DRIVE AND COPPERVALE DRIVE** – Request to approve Will Serve Letter for 47 lots located at Pebble Creek Drive and Coppervale Drive. (Craig Rouse)
- 9.6 **APPROVE CONTRACT FOR GRANITE OAKS MIDDLE SCHOOL SHRUB REMOVAL PROJECT** – Request to approve contract for Granite Oaks Middle School Shrub Removal Project with Russell Fleming Construction. (Craig Rouse)
- 9.7 **REJECT CLAIM R16-01** – Request to reject Claim R16-01. (Barbara Patterson)
- 9.8 **BOARD POLICY (BP) AND ADMINISTRATIVE REGULATIONS (AR)** – Request to approve the following Board Policies and Administrative Regulations. (Colleen Slattery)
- 9.8.1 BP 4030 Nondiscrimination in Employment – revised
- 9.8.2 AR 4030 Nondiscrimination in Employment – new
- 9.8.3 AR 4031 Nondiscrimination in Employment – deleted
- 9.9 **BOARD POLICY (BP) AND ADMINISTRATIVE REGULATIONS (AR)** – Request to approve the following Board Policies and Administrative Regulations. (Colleen Slattery)
- 9.9.1 AR 4121 Temporary/Substitute Personnel – revised
- 9.10 **BOARD POLICY (BP) AND ADMINISTRATIVE REGULATIONS (AR)** – Request to approve the following Board Policies and Administrative Regulations. (Colleen Slattery)
- 9.10.1 AR 4261.1 Personal Illness/Injury Leave – revised
- 10.0 **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.
- 10.1 **APPOINT PRINCIPALS AT ROCK CREEK ELEMENTARY SCHOOL AND SUNSET RANCH ELEMENTARY SCHOOL** – Request to approve appointment of new Principals at Rock Creek Elementary and Sunset Ranch Elementary effective July 1, 2016. (Colleen Slattery)
- 10.2 **APPROVE BOARD POLICY (BP) AND ADMINISTRATIVE REGULATIONS (AR) ON INTERDISTRICT AND INTRADISTRICT ENROLLMENT PROCESS** – Request to approve revisions to the following Board Policies and Administrative Regulations following an enrollment update. (Kathy Pon)
- 10.2.1 AR 5111.1 District Residency – revised
- 10.2.2 AR 5111.12 Residency Based on Parent/Guardian Employment – revised
- 10.2.3 BP 5116.1 Intradistrict Open Enrollment – revised
- 10.2.4 AR 5116.1 Intradistrict Open Enrollment – revised
- 10.2.5 BP 5117 Interdistrict Attendance – revised
- 10.2.6 AR 5117 Interdistrict Attendance – revised
- 10.3 **APPROVE LIVE VIDEO STREAMING /AUDIO ARCHIVING OF BOARD OF TRUSTEE MEETINGS AND REVISED BOARD BYLAW** – Request Board action on the option of live video streaming /audio archiving of Board of Trustee meetings and revision to the following Board Bylaw. (Diana Capra)
- 10.3.1 BB 9324 Minutes and Recordings – revised

- 10.4 **ACCEPT 2016-17 INITIAL CONTRACT PROPOSAL FROM ROCKLIN TEACHERS PROFESSIONAL ASSOCIATION (RTPA) AND SET DATE FOR PUBLIC HEARING** – Request to accept 2016-17 Initial Contract Proposal from RTPA and schedule a public hearing for April 20, 2016. (Colleen Slattery)
- 10.5 **APPROVE DISTRICT CERTIFICATION OF ABILITY TO MEET FINANCIAL OBLIGATIONS (SECOND INTERIM REPORT)** – Request to approve Second Interim Report, certifying that it will meet its financial obligations for the current and subsequent two fiscal years (Positive Certification). (Barbara Patterson)
- 10.6 **ADOPT RESOLUTION NO. 15-16-15, KINDERGARTEN THROUGH COMMUNITY COLLEGE PUBLIC EDUCATION FACILITIES BOND ACT OF 2016** – Request to adopt Resolution 15-16-15 to support Kindergarten through Community College Public Education Facilities Bond Act of 2016. (Craig Rouse)
- 11.0 **INFORMATION AND REPORTS**
- 11.1 **LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)** – (Kathy Pon)
- 12.0 **PENDING AGENDA** – This is the time to place future items on the Pending Agenda.
- 13.0 **CLOSED SESSION** – The Board will adjourn to closed session regarding the following matters.
- 13.1 *Conference with Legal Counsel – Anticipated and Existing Litigation* as authorized by Government Code section 54956.9
- 13.2 *Public employee discipline/dismissal/release pursuant to Government Code section 54957*
- 13.3 *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
- 14.0 **RECONVENE TO OPEN SESSION**
- 15.0 **REPORT OF ACTION TAKEN IN CLOSED SESSION**
- 16.0 **ADJOURNMENT**

Meeting Procedures: Per Board Bylaw 9323, the Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.

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: APRIL 20, 2016, 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:

March 11, 2016

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 11th day of March 2016 in Rocklin, California.

Brenda Meadows
Executive Assistant
Rocklin Unified School District

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Special Recognition of Rocklin and Whitney High Schools Staff Members for Planning the Unified Sports Basketball Game

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

Background:

On February 25, 2016 students, staff, parents and Rocklin community members attended the inaugural Unified Basketball Game between Rocklin and Whitney High School special education students. The event between the two high schools showcased Rocklin Unified School District at its best.

Status:

The Board of Trustees recognizes Nick French, Whitney High School (WHS) teacher and Head Basketball Coach for his foresight in spearheading and organizing the Unified Sports Basketball Game. Chris Purdy, Adaptive Physical Education Teacher; Mike Gimenez, WHS Physical Education Teacher, and Jennifer Kaiser and Scott Shier, Rocklin High School Special Education Teachers for their invaluable assistance in planning the event. Physical Education Teachers Dave Muscarella and Greg Benzel coached the Rocklin High School team. Athletic Directors Jason Feuerbach (WHS) and Ryan Spears (RHS) assisted with planning this phenomenal event. The dedication of these individuals to the District and its students is to be commended.

Presenters:

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 Present:

Allotment of Time:

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

Packet Information:

None

Recommendation:

Special Recognition

ROCKLIN UNIFIED SCHOOL DISTRICT

2615 Sierra Meadows Drive Rocklin, CA 95677

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

**MARCH 2, 2016****REGULAR MEETING MINUTES — 6:30 P.M.**

1.0 **CALL TO ORDER**— President Greg Daley called the meeting of the Rocklin Unified School District Board of Trustees to order at 6:30 P.M., March 2, 2016 in the District Administration Office located at 2615 Sierra Meadows Drive, Rocklin, CA, 95677. A quorum was established.

2.0 **ROLL CALL**

Trustees Present:

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

Student Representative:

Travis Elmont, *Whitney High School*

Administrative Staff: Roger Stock, *Superintendent*; Kathleen Pon, *Deputy Superintendent Educational Services*; Barbara Patterson, *Deputy Superintendent Business and Operations*; Colleen Slattery, *Assistant Superintendent Human Resources*; Craig Rouse, *Senior Director Facilities and Operations*; Karen Huffines, *Director Elementary Programs & School Leadership*; Marty Flowers, *Director Secondary Programs and School Leadership*; Tammy Forrest, *Director of Special Education and Support Programs*; Mike Fury, *Chief Technology Officer*; Diana Capra, *Chief of Communications and Community Engagement*; Jay Holmes, *Principal Granite Oaks Middle School*; Sherry Mauser, *Assistant Principal Whitney High School*; Jeff Christensen, *Assistant Principal Granite Oaks Middle School*; Skott Hutton, *Assistant Principal Rocklin Independent Charter Academy*; Brenda Meadows, *Recorder*.

3.0 **PLEDGE OF ALLEGIANCE** – Travis Elmont and the Whitney High School AFJROTC Color Guard led the Board and audience in the Pledge of Allegiance.

4.0 **SPECIAL RECOGNITIONS/PRESENTATIONS**

4.1 2016-17 Placer County Office of Education (PCOE) Teachers of the Year and Association of California School Administrators (ACSA) Administrators of the Year:

Each year, in conjunction with PCOE and based on criteria set by the county, RUSD staff selects Teachers of the Year to be recognized at district, county and possibly the state level. Also each year, RUSD District ACSA members, based on specific criteria, select and recognize one or more ACSA Administrators of the Year. Board President, Greg Daley, presented the following recognitions:

PCOE 2016-17 Teachers of the Year:

- Michelle Hutton, 6th Grade Teacher, Rock Creek Elementary
- Justin Thayer, 7th Grade Science Teacher, Granite Oaks Middle School
- Scott Collins, 10th Grade AP World History & 12th Grade Economics & Government Teacher, Whitney High School

ACSA's Administrators of the Year:

- Jeff Christensen, Assistant Principal, Granite Oaks Middle School
Category: ACSA Secondary Co-administrator of the Year
- Karen Huffines, Director, Elementary Programs and School Leadership
Category: ACSA Curriculum and Instruction Administrator of the Year

Board Comments: Trustees thanked all those recognized for their excellence and service to students and staff and congratulated them on their commendable recognition.

- 5.0 **AUDIENCE/VISITORS PUBLIC DISCUSSION** – Greg Daley 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, noting a three minute time limit per person.

Public Comment: Laura Woodward, Rocklin High School (RHS) Mock Trial Head Coach; Delaney Hertel, RHS Mock Trial Team Captain; and the RHS Mock Trial Debate Team (Silver) thanked Trustees and the District for their support and encouraged the community to follow the team's efforts as they move forward to the California State Mock Trial Competition.

Linette Quaranta, RUSD parent and realtor living within the Sunset Ranch Elementary boundaries, shared concerns regarding impacted grades at Sunset Ranch Elementary. Stated support in giving priority to students who live within school boundary area over intra/inter district transfer students.

- 6.0 **COMMENTS FROM STUDENT REPRESENTATIVE** – Student Representative Travis Elmont provided a report on events happening at elementary and secondary schools.

- 7.0 **COMMENTS FROM BOARD AND SUPERINTENDENT** – Wendy Lang shared her continued commitment to visiting school sites, stating she is always impressed by the great work done by teachers and administrators. Lang also thanked the Mock Trial Team Coach Laura Woodward for stepping up to lead the team this year. Susan Halldin recently attended the RUSD Unified Basketball game between Rocklin High and Whitney High, sharing it was an inspiring and unifying event not only for special education athletes, but for the entire Rocklin community. Halldin thanked those that coordinated the event for their hard work. Halldin also shared that she recently visited: Granite Oaks Middle School, Sunset Ranch Elementary, Valley View Elementary and Victory High School/Rocklin Independent Charter Academy, observing the good work happening on campuses. Todd Lowell stated he was a guest reader for Twin Oak Elementary's Read Across America/Dr. Suess' Birthday Celebration. Lowell also stated that the RHS/WHS basketball game last week was the most inspiring event he has been at during his many years as a Board member. Lowell thanked coaches and staff for their planning efforts. Lowell attended the Universal Design for Learning (UDL) training recently, providing learning about content and subject matter to all. Greg Daley attended Read Across America/Dr. Suess' Birthday Celebration at Twin Oaks and thanked Twin Oaks Principal, Sarah James, and staff for coordinating such a successful event. Superintendent Roger Stock congratulated employees recognized as Teacher of the Year and Administrator of the Year and thanked the Board for their commitment in recognizing the strong talent in RUSD as for attending the many important RUSD events at school sites.

8.0 **ACTION ITEMS - CONSENT CALENDAR**

- 8.1 **APPROVE BOARD MINUTES** – Request to approve Board minutes.
8.1.1 February 3, 2016

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

- 8.3 **APPROVE CLASSIFIED PERSONNEL REPORT** – Request to approve personnel items included on the Classified Personnel Report. (Colleen Slattery)
- 8.4 **APPROVE BILL WARRANTS** – Request to approve Bill Warrants. (Barbara Patterson)
- 8.5 **APPROVE MONTHLY ACCOUNT SUMMARIES** – Request to approve monthly account summaries. (Barbara Patterson)
- 8.6 **ACCEPT DONATIONS** – Request to accept District donations. (Barbara Patterson)
- 8.7 **APPROVE CONTRACTOR AGREEMENT FOR ROCKLIN HIGH SCHOOL VARSITY BASEBALL FIELD RENOVATION PROJECT** - Request to approve contractor agreement with Delta Bluegrass, Co. for Rocklin High School varsity baseball field renovation project. (Craig Rouse)
- 8.8 **APPROVE CITY OF ROCKLIN 3RD STREET FIVE YEAR LEASE AGREEMENT FOR TRANSITION PROGRAM** - Request to approve City of Rocklin 3rd Street five year lease agreement for Transition Program. (Craig Rouse)
- 8.9 **APPROVE SELECTION OF ARCHITECTURAL FIRMS FOR FUTURE CONSTRUCTION PROJECTS** - Request to approve selection of architectural firms for future construction and modernization projects with Rainforth Grau Architects, WLC Architects and ATI Architects and Engineers. (Craig Rouse)
- 8.10 **APPROVE CONTRACT WITH KIDSFIRST FOR TREATMENT CURRICULUM** - Request to approve contract with KidsFirst to provide *Small Group Dinosaur* treatment curriculum. (Kathy Pon)
- 8.11 **APPROVE RESOLUTION 15-16-14 AUTHORIZING THE RELEASE OF TEMPORARY CERTIFICATED EMPLOYEES PURSUANT TO EDUCATION CODE 44954** - Request to approve Resolution 15-16-14 authorizing the release of eleven Temporary Certificated Employees pursuant to Education Code 44954. (Colleen Slattery)
- 8.12 **AWARD BID FOR WIRELESS EQUIPMENT AND NETWORK EQUIPMENT** - Request to award bid for wireless equipment and network equipment to CDW Government LLC and NWN Corporation. (Barbara Patterson)
- 8.13 **APPROVE STIPULATED EXPULSION(S)** – Request to approve agreement and stipulated expulsion(s) for Student No. 030216-01. (Kathy Pon)

Wendy Lang requested to pull Item 8.10 (Contract with KidsFirst to provide treatment curriculum) for separate discussion.

Following this, a **MOTION** was made by Wendy Lang and seconded Todd Lowell to approve the **Consent Calendar** (not including item 8.10). Motion passed by the following roll call vote: Student Representative – aye, Lowell – aye, Maben – aye, Halldin – aye, Lang – aye, Daley – aye.

Board Comments on **Item 8.10** (Contract with KidsFirst to provide treatment curriculum):
Wendy Lang requested grade range of students to benefit from services. Kathy Pon, Deputy Superintendent, Educational Services, stated services would be provided to students in grades 1 – 4, exhibiting the highest level of need regarding behavioral intervention (Tier II Intervention). Pon stated that the services would be funded through “one time funding,” and would begin the pilot process of offering increased behavioral support to students and allowing the District a venue to successfully

identify programs that can be built upon (including some adaptation for middle school students at Spring View).

Following this a **MOTION** was made by Wendy Lang and seconded Susan Halldin to approve **Item 8.10** (Contract with KidsFirst to provide treatment curriculum). Motion passed by the following roll call vote: Student Representative – aye, Lowell – aye, Maben – aye, Halldin – aye, Lang – aye, Daley – aye.

9.0 **ACTION ITEMS – REGULAR AGENDA**

- 9.1 **VOTE FOR 2016 CALIFORNIA SCHOOL BOARD ASSOCIATION (CSBA) DELEGATE ASSEMBLY REPRESENTATIVE(S)** – Superintendent Roger Stock shared with the Board an opportunity to vote for Sub-region 4D representative(s) to serve on the CSBA Delegate Assembly. Delegates selected for Sub-region 4D serve a two year term.

Comment: No motion was made and no vote taken.

10.0 **INFORMATION AND REPORTS**

- 10.1 **INTERDISTRICT AND INTRADISTRICT ENROLLMENT UPDATE** – Kathy Pon, Deputy Superintendent, Educational Services, presented Trustees with an informational report on interdistrict and intradistrict policies and practices in response to request from Trustees and concerns from community members raised in November, 2015. The full report included detailed data, District policies and practices, as well as recommendations for possible revisions to current processes.

Public Comment: Linette Quaranta, RUSD parent, stated concerns regarding students attending Sunset Ranch that receive priority placement due to parents who work at the school, displacing students who live in the neighborhood. Quaranta requested data on number of employees at Sunset Ranch Elementary that have students attending the school and what the consideration is on placement priority.

Board Comments: Board of Trustees requested the following in response to Item 10.1:

- Action Item:
 - Recommended Draft of Board Policies and Administrative Regulations for both Intradistrict and Interdistrict Transfers for review by Trustees.
- Information Items:
 - Numbers of Interdistrict and Intradistrict students, by grade level, at Sunset Ranch Elementary and Twin Oaks Elementary.
 - Numbers of Interdistrict and Intradistrict students at Rocklin Elementary School (GATE students and other students).

In response to action items requested by the Board, Stock clarified that staff would bring back a recommended draft of Board Policy and Administrative Regulation for consideration that would contain a provision to bring a recommendation to the Board annually. Stock stated this annual policy review would allow the Board to be made aware of impacted sites and programs and allow for information to be shared with the community. Stock also clarified the Board's interest in the possibility of suspending the policy "residency clause" at impacted sites.

- 10.2 **LIVE STREAMING/VIDEO-AUDIO ARCHIVING OF BOARD OF TRUSTEE MEETINGS** – Diana Capra, Chief of Communications and Community Engagement; Mike Fury, Chief Technology Officer; and Jeremy Jeffreys, Broadcast Teacher Rocklin High School, shared an update, including options and costs, on the possibility of live streaming video/audio archiving of Board of Trustee meetings. The information was provided to Trustees in response to a request by Board of Trustee President, Greg Daley, at the Feb 3, 2016 Board meeting.

Board Comments: Trustees requested that that Item 10.2 be brought back as an action item at a future Board of Trustee meeting and include the following:

- Proposed revisions to Board Bylaw 9324
- Revised scale of costs to include scaled down equipment
- Data from Districts who live stream to assist RUSD in quantifying the benefit to the District (unique views and student enrollment)

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

12.0 **CLOSED SESSION** – Closed session convened at 8:30 P.M. regarding the following matters:

12.1 *Conference with Legal Counsel – Anticipated and Existing Litigation* as authorized by Government Code section 54956.9

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 Daley reconvened the meeting to open session.

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

15.0 **ADJOURNMENT**– President Daley adjourned the meeting at 8:50 P.M.

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

**ROCKLIN UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING 6:30 P.M.**

ATTENDANCE SIGN-IN SHEET

Wednesday, March 2, 2016

NAME	AFFILIATION <small>(site name/position, parent, community organization, etc.)</small>	CONTACT INFORMATION <small>(email and/or phone)</small>
JEREMY JEFFREYS	TEACHER ROCKLIN HIGH SCHOOL	JJEFFREYS@ROCKLINUSD.ORG
Scott Collins	Teacher Whitney High School	scollins@rocklinusd.org
Matt Huffines	Family	—
Sophie Sears	Family	
Ben Huffines	Family	
Michelle Hutton	Rock Creek	mhutton@rocklin.k12.ca.us
Jim Kelly	Family	—
Jay Holmes	GOMS	—
Stan Taylor	CSEA	
Justin Thayer	GOMS	
Jurie Soto	GOMS	

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

RESIGNATION/RETIREMENT:

1. Mary Rau, Elementary Teacher, Rock Creek Elementary, Retirement 6/30/16
2. Natalie Singleton, Elementary Teacher, Currently on Leave of Absence, Resignation 6/30/16

CLASSIFIED PERSONNEL REPORT

RESIGNATIONS/RETIREMENT:

1. Susan Dorfman, Special Ed Instructional Aide III, Parker Whitney Elementary, Resigned, 3/9/16
2. Nancy Turner, Special Ed Instructional Aide II, Antelope Creek Elementary, Resigned, 2/15/16
3. Simran Lalli, Special Ed Instructional Aide II, Whitney High School, Resigned, 2/25/16

LEAVE OF ABSENCE:

NEW HIRES FOR 2015-16:

4. Kevin Schofield, Night Custodian, Spring View Middle School, 2/22/16
5. Kris Rolfs, Nutrition Services Worker I, Twin Oaks Elementary, 2/8/16
6. Lynn Harsch, Special Ed Instructional Aide II, Antelope Creek Elementary, 2/29/16
7. Carrie Phipps, Special Ed Instructional Aide I/Instructional Aide, Granite Oaks, 3/1/16
8. Corrie O'Barr, Special Ed Instructional Aide II, Cobblestone Elementary, 3/2/16

RECLASSIFICATIONS/CHANGE IN HOURS:

9. Allison Barrett, Instructional Aide, Rocklin Elementary, 2/3/16
10. Kathee Hart, Instructional Aide, Parker Whitney Elementary, Increase in hours, 1/26/16
11. Karen Long, Nutrition Services Worker I, Cobblestone Elementary, Decrease in hours, 2/29/16

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: 2017-18 (186 Day) District Detailed School Year Calendar

DEPARTMENT: Office of the Assistant Superintendent, Human Resources

Background:

Each year the Calendar Committee, in conjunction with District Cabinet, reviews the current approved school calendars and makes recommendations for the upcoming years to the Board of Trustees. The calendar Committee's focus in preparing the attached draft was on keeping the 2017-18 calendar similar to previous school calendars.

Status:

Staff is presenting the 2017-18 (186 day) District detailed school year calendar for the Board's approval.

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:

Proposed 2017-18 (186 day) District Detailed School Year Calendar.

Recommendation:

Staff recommends approval of the proposed 2017-18 (186 day) District Detailed School Year Calendar.

DRAFT

August					Pup	Wk
M	T	W	TH	F		
	1	2	3	4		
7	8	9	10	TR11		
14	TR15	ss16	17	18		
21	22	23	24	25		
28	29	30	31		12	15
September						
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29	20	20
October						
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31				21	22
November						
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30		16	16
December						
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29	15	15
January						
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30	31			17	17
February						
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28			15	15
March						
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30	17	17
April						
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30					20	21
May						
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31		22	22
June						
				1		
4	5	6	7	8	5	6
11	12	13	14	15		
18	19	20	21	22		
Total Student Days					180	
Total Work Days						186

- Legend:
- Legal Holiday
 - School Recess/Local Holiday/No School Day
 - Furlough Days
 - Staff Development (no school)
 - End of Quarter (7-12) *School in Session*
 - End of Trimester (K-6) *School in Session*

New Teacher Induction Day:
First Day of School:
Last Day of School:
Last Work Day for Teachers:

August 8, 2017
August 16, 2017 (SS)
June 7, 2018 (SE)
June 8, 2018

SCHOOL NOT IN SESSION:

August 14
August 11 and 15
September 4
October 9
November 10
November 20, 21, 22
November 23, 24
December 22-29
January 1-5
January 1
January 15
February 19
February 20, 21, 22
February 23
March 26-30
April 2
May 28
June 8

Staff Development Day (SD)
Teacher Prep Day (TP)
Labor Day
Staff Development Day (SD)
Veterans' Day (Observed)
Local Holidays
Thanksgiving/Admission Day **
Winter Break Part 1
Winter Break Part 2
New Year's Day
Martin Luther King Day
Presidents Day (in lieu of Lincoln's Birthday)
Presidents Week (No School)
Presidents Day (in lieu of Washington's Birthday)
Spring Break
Staff Development Day (SD)
Memorial Day
Teacher Prep Day (TP)

**In lieu of Admission Day for Classified

ARTICULATION DAYS:

Monday

TK-12

MINIMUM DAYS:

November 6
November 13-17
December 20-21
December 21
March 5
March 12-16
May 10
May 17
May 21
June 6 and 7
June 7

TK-6 Conference/Grade Preparation
TK-6 Parent/Teacher Conference Days
High Schools' End of First Semester
TK-6, & 7-8 Min. Day--winter break
TK-6 Conference/Grade Preparation
TK-6 Parent/Teacher Conference Week
Middle Schools' Open House
All TK-6 Open Houses
TK-6 Conference/Grade Preparation
High Schools' End of Second Semester
Last Day of School

LAST DAY OF QUARTERS (7-12):

October 13
December 21
March 16
June 7

	# student days
End of 1st Quarter	41
End of 2nd Quarter	43
End of 3rd Quarter	44
End of 4th Quarter	52

LAST DAY OF TRIMESTER (K-6):

November 3
March 2
June 7

	# student days
End of 1st Trimester	56
End of 2nd Trimester	62
End of 3rd Trimester	62

BACK TO SCHOOL NIGHTS:

August 28
August 23
August 24

High Schools
Middle Schools
Elementary Schools

OPEN HOUSE/SHOWCASE DATES:

March 5
May 10
May 17

High Schools
Middle Schools
All TK-6

MIDDLE SCHOOL PROMOTIONAL ACTIVITIES:

RHS GRADUATION:
VHS & RICA GRADUATION:
WHS GRADUATION:

June 7, 2018
June 8, 2018
June 6, 2018
June 7, 2018

SUMMER SCHOOL:

June 18, 2018 to July 13, 2018 (19 days)

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Approve Will Serve Letter – Pebble Creek Drive and Coppervale Drive

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

Background:

Landmark Limited Group is requesting a "Will Serve" letter for 47 lots located at Pebble Creek Drive and Coppervale Drive. The projected dates of this project are from June 2016 to June 2017, which means these students would begin arriving in August of 2016.

Status:

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

Presenter:

Craig Rouse, Senior Director, Facilities, Maintenance & 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 Action Item Information Item

Packet Information:

A copy of the Landmark Limited Group request, the will serve letter, and listing of schools is included.

Recommendation:

Staff recommends Board approval of the attached "Will Serve" letter for 47 lots located at Pebble Creek Drive and Coppervale Drive.

Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

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



Roger Stock, Superintendent
Kathleen Pon, Deputy Superintendent

Barbara Patterson, Deputy Superintendent
Colleen Slattery, Assistant Superintendent

March 16, 2016

Sherm Donegan
Landmark Limited Group
1731 E. Roseville Parkway, Suite 100
Roseville, CA 95661

Subject: 47 Lots Located at Pebble Creek Drive and Coppervale Drive
Will Serve Letter

Dear Ms. Donegan:

This letter confirms that the Rocklin Unified School District will provide educational services to all eligible K-12 pupils who may now or in the future reside in the 47 lots located at Pebble Creek Drive and Coppervale Drive. In order to qualify for funding from the State Program and to follow District practice of balancing class sizes, the students from the new development may be required to attend a school other than the one in their area. The attached information sheet lists all schools serving this area.

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

Transportation is provided for those students living outside of the walking distance to their attendance schools. Fees for transportation for the 2015/16 school year are \$265 per semester.

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

Sincerely,

A handwritten signature in cursive script that reads "Craig Rouse".

Craig Rouse
Senior Director
Facilities, Maintenance & Operations

Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

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



Roger Stock, Superintendent
Kathleen Pon, Deputy Superintendent

Barbara Patterson, Deputy Superintendent
Colleen Slattery, Assistant Superintendent

March 16, 2016

Sherm Donegan
Landmark Limited Group
1731 E. Roseville Parkway, Suite 100
Roseville, CA 95661

Subject: RUSD School Listing

Antelope Creek, K-6
6185 Springview Drive
632 1095

Breen Elementary, K-6
2751 Breen Drive
632 1155

Cobblestone Elementary, K-6
5740 Cobblestone Drive
632 0140

Parker Whitney Elementary, K-6
5145 Topaz Avenue
624 2491

Rocklin Elementary, K-6
5025 Meyers Street
624 3311

Rock Creek Elementary, K-6
2140 Collet Quarry Drive
788 4282

Ruhkala Elementary, K-6
6530 Turnstone Way
632 6560

Sierra Elementary, K-6
6811 Camborne Way
788 7141

Sunset Ranch Elementary, K-6
2500 Bridlewood Drive
624 2048

Twin Oaks Elementary, K-6
2835 Club Drive
315 1400

Valley View Elementary, K-6
3000 Crest Drive
435 4844

Granite Oaks Middle, 7-8
2600 Wyckford Drive
315 9009

Spring View Middle, 7-8
5040 Fifth Street
624 3381

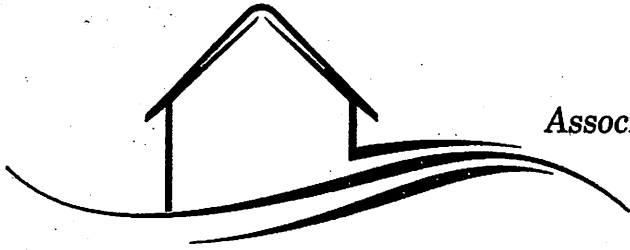
Rocklin High School, 9-12
5301 Victory Lane
632 1600

Victory High School, 9-12
3250 Victory Drive
632 3195

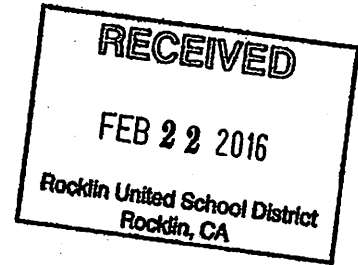
Whitney High School, 9-12
701 Wildcat Blvd.
632 6500

BY: 

Craig Rouse, Senior Director,
Facilities, Maintenance & Operations



Landmark Limited Group
Association Management & Subdivision Consulting Services



February 11, 2016

Craig Rouse, Senior Director
Facilities, Operations and Maintenance
Rocklin Unified School District
2615 Sierra Meadows Drive
Rocklin, CA 95677

Re: Pebble Creek
47 Lots; Located at Pebble Creek Drive and Coppervale Drive.

Dear Mr. Rouse,

Our firm represents KB Home of Sacramento, Inc., the applicant for these lots before the Bureau of Real Estate ("BRE") in an effort to receive a Final Subdivision Public Report authorizing sales of lots in this property. Section 11010 of the Business and Professions Code (as approved in October 1989, and as amended in July 1991) requires that the developer provide the BRE with a statement from the appropriate school district that indicates the location (street address) of each high school, junior high school and elementary school serving the subdivision.

We respectfully request the issuance of this letter. I have enclosed a copy of the tentative map for your reference. If you need additional information, please do not hesitate to contact me. Thank you very much for your prompt attention and assistance.

Sincerely,

Sherm Donegan
Subdivision Consultant

ROCKLIN UNIFIED SCHOOL DISTRICT

Item 9.6
CONSENT
March 16, 2016

BOARD AGENDA BRIEFING

SUBJECT: Approve Contract for Granite Oaks Middle School Shrub Removal Project

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

Background:

The District requested a quote for the shrub removal project at Granite Oaks Middle School. The shrubs need to be removed in order for staff to be able to supervise the new classrooms and to create a safe path of travel for the students to access the new classroom wing.

Status:

A contract agreement with Russell Fleming Construction has been prepared and is presented to the Board of Trustees for ratification.

Presenter:

Craig Rouse, Senior Director Facilities, Maintenance & Operations

Financial Impact:

Current year: \$3,000.00
Future years: N/A
Funding source: Developers Fees (Fund 25)

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:

Contractor Agreement included.

Recommendation:

Staff recommends ratification of the contract for the shrub removal project at Granite Oaks Middle School in the amount of \$3,000.00 with Russell Fleming Construction.

**ROCKLIN UNIFIED SCHOOL DISTRICT
CONTRACTOR AGREEMENT
(Projects under \$15,000)**

This Agreement is entered into by and between the Rocklin Unified School District, ("District"), and **Russ Fleming Construction**, ("Contractor"), identified under social security number/federal identification number 1000025357, with its principal place of business/office(s) located at 16530 Applegate Road, Applegate Ca 95703

1. **TERM OF AGREEMENT / DATE(S) of SERVICE(S):** March 1, 2016, to March 15, 2016.

2. **SERVICES TO BE PERFORMED:** In consideration of the payment outlined in Paragraph 3 below, during the Term of Agreement / Date(s) of Service(s), Contractor agrees to perform services and, if applicable, provide materials and /or equipment to the District (hereinafter "Services"), as described below:

Granite Oaks Middle School Shrub Removal Project as described in the attached Exhibit "A"

It is understood and agreed that in the event any additional tasks and/or services are required from Contractor, prior to rendering any such tasks, the tasks shall be set forth in a writing duly signed by the parties, indicating the specific work to be accomplished, the approximate period of time over which performance will be completed, and the additional compensation, if any, to be paid for such additional tasks.

3. **COMPENSATION:** In consideration of the Services fully rendered to District as described above, District agrees to pay Contractor a total fee of **\$3,000.00**. The District will make reasonable good faith efforts to pay all compensation due to Contractor within thirty (30) days of completion of Contractor's Services hereunder and the District's receipt of a properly completed invoice from Contractor for services rendered. Contractor further agrees that the District will not have any liability whatsoever as to any work or expense not specifically documented herein and properly invoiced by Contractor to District within sixty (60) days of completion of Services.

Other Consideration/Notes: _____

4. **REPRESENTATIONS AND WARRANTIES:** Contractor represents and warrants that Contractor is fully admitted to transact business in the State of California. Contractor possesses the skill, knowledge, expertise, and, as applicable, holds current license(s), certification(s) and/or educational credentials, as required under the laws of the State of California and/or in accordance with District policies and regulations, to fully perform the services hereunder. Contractor represents that he/she/it has read and understands the terms and conditions of this Agreement.

5. **NON-EMPLOYEE / INDEPENDENT CONTRACTOR STATUS:** During the Term of this Agreement and/or Date(s) of Service(s), Contractor's Services for the District shall be rendered as an Independent Contractor. This Agreement is not intended, nor shall it be construed so as, to create the relationship of agent, employee, partnership, joint venture or association, or

11. **WORKERS:** Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ any unfit person or anyone not skilled in work assigned to him. Any person in the employ of the Contractor whom the District may deem incompetent or unfit shall be dismissed from the job site and shall not again be employed at site without written consent from the District.
12. **SUBSTITUTIONS:** No substitutions of materials from those specified in the Work Specifications shall be made without the prior written consent of the District.
13. **CONTRACTOR SUPERVISION:** Contractor shall provide competent supervision of personnel employed on the job site, use of equipment, and quality of workmanship.
14. **CLEAN UP:** Debris shall be removed from the premises. Job site shall be in order at all times when work is not actually being performed and shall be maintained in a reasonably clean condition.
15. **ACCESS TO WORK:** District representatives shall at all times have access to work wherever it is in preparation or progress. Contractor shall provide safe and proper facilities for such access.
16. **PROTECTION OF WORK AND PROPERTY:** The Contractor shall erect and properly maintain at all times as required by conditions and progress of work, all necessary safeguards, signs, barriers, lights, and watchmen for protection of workmen and the public, and shall post danger signs warning against hazards created by such features in the course of construction.
17. **OCCUPANCY:** District reserves the right to occupy buildings at any time before formal contract completion and such occupancy shall not constitute final acceptance or approval of any part of the work covered by this contract, nor shall such occupancy extend the date specified for substantial completion of the work.
18. **FORCE MAJEURE CLAUSE:** The parties to the Contract shall be excused from performance there under during the time and to the extent that they are prevented from obtaining, delivering, or performing by act of God, fire, strike, loss or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the non-performance is not due to the fault of the party not performing.
19. **LABOR CODE:** This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. The Contractor shall comply with all requirements of the Labor Code and all applicable rules and regulations issued by the Department of Industrial relations. No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

Pursuant to the provisions of article 2 (commencing at section 1770), chapter 1, part 7, division 2 of the Labor Code of California, the Director of Industrial Relations has ascertained the general

prevailing rate of per diem wages in the locality in which this public work is to be performed for each craft, classification or type of worker needed to execute the contract. Copies of said determinations are on file at District's principal office and available to any interested party on request. Refer to Web site (www.dir.ca.gov).

20. **INDEMNIFICATION:** Contractor agrees to indemnify, defend, and hold harmless, the District (and its officers, employees, trustees, agents, successors and assigns) from and against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs and liability whether in contract, tort or strict liability (including, but not limited to, personal injury, death at any time, and property damage), arising out of or made necessary by Contractor's performance of this Agreement, breach of its terms, negligent acts or omissions, including as may arise resulting from Contractor's failure to make payments to Contractor's employees or consultants, if any, and/or self-employment taxes. In no event will the District's liability hereunder exceed a total of \$2,000,000.00.

21. **INSURANCE REQUIREMENTS:** Unless otherwise specifically agreed to in writing in advance of execution of this Agreement, Contractor agrees to obtain, pay for and maintain in effect during the Term of this Agreement and/or Date(s) of Service(s), the following policies of insurance issued by an insurance company rated not less than "A-VI" in A.M. Best's Insurance Rating Guide:

- (i) Commercial General Liability insurance (including contractual, products and completed operations coverage, bodily injury and property damage liability insurance) with single combined limits of not less than \$1,000,000 per occurrence;
- (ii) Commercial Automobile Liability insurance for "any auto" with combined single limits of liability of not less than \$1,000,000 per occurrence;
- (iii) Professional Liability insurance (also known as "Errors and Omissions" insurance) with a limit of liability of not less than \$1,000,000 per occurrence; and
- (iv) Worker's Compensation and State Disability insurance as required under law.

Each policy shall contain an endorsement naming the Rocklin Unified School District as an additional named insured insofar as this Agreement is concerned, and provide that written notice shall be given to the District at least thirty (30) days prior to cancellation or material change in the form of the policy or reduction in coverage. Prior to rendering Services hereunder, and at Contractor's expense, Contractor shall furnish the District with a Certificate of Insurance evidencing the endorsements required above, and the District shall have the right to inspect the Contractor's original insurance policies upon request. Upon notification of a notice of cancellation, change or reduction in coverage, Contractor shall immediately file with the District a certified copy of the required new or renewal policy and certificates for such policy. Nothing herein concerning minimum insurance requirements shall reduce the Consultant's liabilities or obligations under the indemnification provisions of this Agreement.

22. **PROPRIETARY RIGHTS / OWNERSHIP / CONFIDENTIALITY:** Contractor acknowledges:

25. **TERMINATION / NOTICES:** This Agreement may be terminated by either party with or without cause and for any or no reason upon (30) days' written notice to the other party addressed as follows:

If to Contractor, notice will be addressed to:
Name: Russ Fleming Construction
Address: 16530 Applegate Road
City/State/Zip: Applegate , Ca 95703

If to District, notice will be addressed to:
Rocklin Unified School District
c/o: _____
2615 Sierra Meadows Drive
Rocklin, CA 95677

or to such other address as may be designated by the parties from time to time. Any written notice sent by registered U.S. mail and addressed in accordance herewith will be deemed to have been made and delivered seven (7) days following deposit into the U.S. mail. Contractor's obligations hereunder shall survive the termination of this Agreement.

26. **SEVERABILITY:** If any section, condition, provision, or covenant of this Agreement is held to be invalid or unenforceable, either in itself or as to any particular party, the remainder of this Agreement will continue to be in force unless it would be inequitable and inconsistent with the purpose of the Agreement to continue to do so.

27. **ASSIGNMENT:** Neither party may assign any rights, or transfer any obligations, under this Agreement, without the prior written agreement of the parties.

28. **ASBESTOS HAZARD EMERGENCY RESPONSE ACTION (AHERA):** All contract work that is performed for the District by outside contractors or workers must meet all of the regulations that have been set forth in the AHERA rule. This means that all work which could disturb the integrity of any Asbestos Containing Building Material (A.C.B.M.) needs to be approved by the District. This refers to the sawing, grinding, cutting, or drilling of any A.C.B.M. in occupied areas of District buildings.

29. **NO SMOKING POLICY:** All District sites are designated as non-smoking.

30. **FINGERPRINTING:** Unless waived by express action of the District, the Contractor and all of its agents and employees on the project work site must comply with the fingerprinting requirements of Education Code Sec. 45125.1. This section is an integral part of the service agreement and completion is required before the commencement of the contract.

31. **RATIFICATION:** This Agreement is subject to discretionary approval by the Board of Education of the District. This Agreement shall not be effective against the District until such time that Board of Education ratifies this Agreement.

32. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement of the parties and supersedes all prior or contemporaneous agreements, oral or written, with respect to the subject matter hereof. This Agreement may not be amended, modified, revised or supplemented in any way, except in a writing signed by Contractor and District.

[signatures on next page]

AGREED TO AND ACCEPTED:

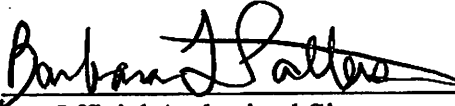
Contractor:

District:

RUSSELL FLEMING CONST

Rocklin Unified School District

By: 
Official Authorized Signature

By: 
Official Authorized Signature

RUSSELL FLEMING
Printed Name

BARBARA PATTERSON
Printed Name

Its: OWNER
Title

Its: DEPUTY SUPERINTENDENT, BUSINESS & OPERATIONS
Title

3/1/16
Date

3/2/16
Date

License Number: 626121

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, CA 95826. (Business and Professions Code section 7030.)

WORKERS COMPENSATION CERTIFICATE

(AS REQUIRED BY SECTION 1861 OF THE CALIFORNIA LABOR CODE)

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

CONTRACTOR: RUSSELL FLEMING Const

By: RUSSELL FLEMING

Title: OWNER

**CERTIFICATION BY CONTRACTOR
CRIMINAL RECORDS CHECK
AB 1610, 1612 and 2102**

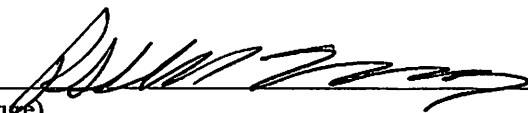
To the Governing Board of Rocklin Unified School District:

I, RUSSELL FLEMING CONST. (Name of Contractor) certify that:

1. I have carefully read and understand the Notice to Contractors Regarding Criminal Record Checks (Education Code Section 45125.1) required by the passage of AB 1610, 1612 and 2102.
2. Due to the nature of the work I will be performing for the District, my employees may have contact with students of the District.
3. None of the employees who will be performing the work have been convicted of a violent or serious felony as defined in the Notice and in Penal Code Sections 1192.7 and 667.5 and this determination was made by a fingerprint check through the Department of Justice.
4. As further required by Education Code Section 45125.1 attached to this certification is a list of the names of the employees of the undersigned who may come in contact with pupils.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at Appleton CA, California on 3/1/16
Date


(Signature)

RUSSELL FLEMING
(Typed or printed name)

OWNER
(Title)

16530 Appleton Rd Appleton CA 95703
(Address)

916 712 70 72
(Telephone)

**VERIFICATION OF CONTRACTOR
AND SUBCONTRACTORS' DIR REGISTRATION**

I am the OWNER of RUSSELL FLEMING ("Bidder") submitting the
(Title/Position) (Bidder Name)

accompanying Bid Proposal for the Work described as JUNIPER REMOVAL AT GRANT OAKS

1. The Bidder is currently registered as a contractor with the Department of Industrial Relations ("DIR").

2. The Bidder's DIR Registration Number is: 1000025357. The expiration date of the Bidder's DIR Registration is June 30, 20 .

3. If the Bidder is awarded the Contract for the Work and the expiration date of the Bidder's DIR Registration will occur: (i) prior to expiration of the Contract Time for the Work; or (ii) prior to the Bidder completing all obligations under the Contract for the Work, the Bidder will take all measures necessary to renew the Bidder's DIR Registration so that there is no lapse in the Bidder's DIR Registration while performing Work under the Contract.

4. The Bidder, if awarded the Contract for the Work will remain a DIR registered contractor for the entire duration of the Work.

5. The Bidder has independently verified that each Subcontractor identified in the Subcontractors list submitted with the Bid Proposal of the Bidder is currently a DIR registered contractor.

6. The Bidder has provided the DIR Registration Number for each subcontractor identified in the Bidder's Subcontractors' list or within twenty-four (24) hours of the opening of Bid Proposals for the Work, the Bidder will provide the District with the DIR Registration Number for each subcontractor identified in the Bidder's Subcontractors List.

7. The Bidder's solicitation of subcontractor bids included notice to prospective subcontractors that: (i) all sub-tier subcontractors must be DIR registered contractors at all times during performance of the Work; and (ii) prospective subcontractors may only solicit sub-bids from and contract with lower-tier subcontractors who are DIR registered contractors.

8. If any of the statements herein are false or omit material facts rendering a statement to be false or misleading, the Bidder's Bid Proposal is subject to rejection for non-responsiveness.

9. I have personal first hand-knowledge of all of the foregoing.

I declare under penalty of perjury under California law that the foregoing is true and correct.

Executed this 10th day of MARCH, 2016 at Rocklin, CA.
(City and State)


(Signature)

RUSSELL FLEMING
(Name, typed or printed)

**CERTIFICATION OF CERTIFIED PAYROLL SUBMITTAL
TO LABOR COMMISSIONER**

I am the owner for RUSSELL FLEMING in connection with
(Superintendent/Project Manager) (Contractor)

Trailer Removal Grading This Certification is submitted to Rocklin Unified School District.
(Project Name)

concurrently with the Contractor's submittal of an Application for Progress Payment to the District, identified as Application For Progress Payment No. 1 ("the Pay Application").

1. The Pay Application requests the District's disbursement of a Progress Payment covering Work performed for the period between MARCH 2-5 2016 and 2016.

2. The Contractor has submitted Certified Payroll Records ("CPR") to the Labor Commissioner for all employees of the Contractor engaged in performance of Work subject to prevailing wage rate requirements for the period of time covered by the Pay Application. Copies of all CPRs submitted by the Contractor to the Labor Commissioner relating to the Pay Application are attached hereto.

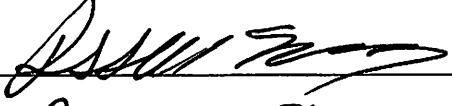
3. All Subcontractors who are entitled to any portion of payment to be disbursed pursuant to the Pay Application have submitted their CPRs to the Labor Commissioner for all of their employees performing Work subject to prevailing wage rate requirements for the period of time covered by the Pay Application. Copies of all CPRs submitted by Subcontractors to the Labor Commissioner relating to the Pay Application are attached hereto.

4. I have reviewed the Contractor's CPRs submitted to the Labor Commissioner; the CPRs submitted to the Labor Commissioner by the Contractor are complete and accurate for the period of time covered by the Pay Application.

5. I have reviewed the Subcontractors' CPRs submitted to the Labor Commissioner; the CPRs submitted to the Labor Commissioner by the Subcontractors are complete and accurate for the period of time covered by the Pay Application.

6. The copies of the Contractor's CPRs and the Subcontractors' CPRs attached hereto are true and correct copies of the CPRs submitted to the Labor Commissioner for the period of time covered by the Pay Application.

I declare under penalty of perjury under California law that the foregoing is true and correct. I executed this Certification on this 10th day of MARCH, 2016 at Rocklin CA.
(City and State)

By: 
RUSSELL FLEMING
(Typed or Printed Name)

PROPOSAL

RUSSELL FLEMING CONSTRUCTION
16530 APPEGATE ROAD
APPEGATE, CA 95703
PHONE: (916) 712-7072 FAX: (530) 878-1156
LIC. 626121

Proposal No.
Date: 2-25-16

Proposal Submitted To	Work To Be Performed At
Name: R.U.S.D	Name: Granite Oaks Middle School
Street:	Street:
City: Rocklin State: CA Zip:	City: Rocklin State: CA Zip
Telephone Number: Fax Number:	

We hereby propose to furnish the materials and perform the labor necessary for the completion of:
Removal of Juniper trees as shown by Rene Calabrita at Granite Oaks Middle School.
Price includes removal of juniper trees and haul to dump.

*****ANY ROCK OR SOIL THAT CANNOT BE EXCAVATED BY TRACTOR OR BACKHOE, OR TRENCHED AROUND, WILL BE HAMMERED OUT AT ADDITIONAL COST PER HOUR PLUS COST OF ANY ADDITIONAL EQUIPMENT.*****

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Three thousand and no cents Dollars (\$3,000.00)

With payment to be as follows:
Upon Completion

Any alteration or deviation from above specifications involving
Extra cost will be executed only upon written order, and will become
An extra charge over and above the estimate. All agreement contingent
Upon strikes, accidents, or delays beyond our control.

Respectfully submitted Fleming Construction
Per Russell Fleming

Note: This proposal may be withdrawn
By us if not accepted within 30 days

** Contractors are required by law to be licensed and regulated by the Contractor's State License Board which has jurisdiction to investigate complaints against contractors if a complaint is filed within three years of the date of the Registrar, Contractors' State License Board, P.O. Box 26000 Sacramento, California 95826. **

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work, as specified payments will be made as outlined above. Owner has the right to cancel this proposal prior to the start of the project.

Signature _____
Signature _____

Date: _____
Date: _____

ROCKLIN UNIFIED SCHOOL DISTRICT
BOARD AGENDA BRIEFING

SUBJECT: Reject Claim No. R16-01
DEPARTMENT: Office of the Deputy Superintendent, Business & Operations

Background:

It is standard practice for the Board to reject claims.

Status:

This claim will be forwarded to Woodruff Sawyer & Co. after rejection.

Presenter:

Barbara Patterson, Deputy Superintendent, Business & 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 Action Item Information Item

Packet Information:

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

Recommendation:

Staff recommends the Board reject claim number R16-01.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Approve Revisions to Board Policy 4030, Nondiscrimination in Employment;
Add Administrative Regulation 4030, Nondiscrimination in Employment; and
Delete Administrative Regulation 4031, Complaints Concerning Discrimination in Employment

DEPARTMENT: Office of the Assistant Superintendent, Human Resources

Background:

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

Status:

BP 4030 – Nondiscrimination in Employment (Revised)

AR 4030 – Nondiscrimination in Employment (New)

AR 4031 – Complaints Concerning Discrimination in Employment (Deleted)

Policy updated to reflect the mandate to adopt policy necessary to implement the state's nondiscrimination laws. Policy also updated to reflect new law (AB 987) which prohibits districts from retaliating or otherwise discriminating against a person for requesting accommodation of his/her disability or religious beliefs, regardless of whether the accommodation request was granted. New regulation includes the designation of the district's coordinator for nondiscrimination in employment, addresses measures to prevent employment discrimination and harassment, and incorporates complaint procedures and material on other remedies formerly in AR 4031 - Complaints Concerning Discrimination in Employment.

(AR 4031 deleted) Regulation deleted and complaint procedures incorporated into AR 4030 - Nondiscrimination in Employment.

Presenter(s):

Colleen Slattery, Assistant Superintendent, Human Resources

Financial Impact:

Current year: N/A

Future years: N/A

Funding source: N/A

Material/Films:

None

Other People Who Might Be Present:

None

Allotment of Time: Consent Calendar Action Item Information Item

Packet Information Item:

Board Policy and Administrative Regulation 4030 – Nondiscrimination in Employment

Recommendation:

Staff is recommending approval of the revisions of Board Policy 4030, Nondiscrimination in Employment; addition of Administrative Regulation 4030, Nondiscrimination in Employment; and deletion of Administrative Regulation 4031, Complaints Concerning Discrimination in Employment.

Rocklin USD

Board Policy

Nondiscrimination In Employment

BP 4030

Personnel

The Governing Board is determined to provide district employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. The Board of Trustees prohibits ~~district employees from discrimination-discriminating~~ against ~~and/or harassment-harassing of any other~~ district ~~employees-employee~~ and job ~~applicants-applicant~~ at ~~any district site or activity~~ on the basis of the person's actual or perceived race, ~~religion-religious~~ creed, color, national origin, ancestry, ~~religion~~, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military or veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

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

~~(cf. 4032 - Reasonable Accommodation)~~

~~(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)~~

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

~~(cf. 4154/4254/4354 - Health and Welfare Benefits)~~

~~(cf. 5145.7 - Sexual Harassment)~~

The Board also prohibits discrimination against any employee or job applicant in compensation, terms, conditions, and other privileges of employment and the taking of any adverse employment action, including, but not limited to, termination or the denial of employment, promotion, job assignment, or training, against an employee or job applicant based on any of the categories listed above.

~~(cf. 4032 - Reasonable Accommodation)~~

~~(cf. 4154/4254/4354 - Health and Welfare Benefits)~~

Prohibited discrimination or harassment consists of unwelcome conduct, whether verbal, physical, or visual, based on any of the prohibited categories of discrimination listed above that it is so severe and pervasive that it adversely affects an individual's employment opportunities or has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile, or offensive work environment.

Prohibited discrimination on the basis of religious creed includes discrimination based on an employee's or job applicant's religious belief or observance, including his/her religious dress or grooming practices. In accordance with Government Code 12940, prohibited discrimination on the basis of religious creed also includes the district's failure or refusal to use reasonable means

to accommodate an employee's or job applicant's religious belief, observance, or practice which conflicts with an employment requirement. However, the district shall not accommodate an employee's religious dress practice or religious grooming practice if it requires segregation of the individual from other employees or the public or if it would result in a violation of this policy or any law prohibiting discrimination.

Prohibited sex discrimination includes discrimination based on an employee's or job applicant's pregnancy, childbirth, breastfeeding, or any related medical condition.

(cf. 4033 - Lactation Accommodation)

Harassment consists of unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

The Board also prohibits retaliation against any district employee or job applicant who opposes any discriminatory employment practice by the district or its employee, agent, or representative or who complains, testifies, assists, or in any way participates in the district's complaint procedures instituted pursuant to this policy. No employee or job applicant who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who does report such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages ~~or participates~~ in prohibited discrimination, ~~or~~ harassment,

or retaliation, or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior, ~~shall be~~ in violation of this policy ~~and~~ shall be subject to disciplinary action, up to and including dismissal.

~~(cf. 4117.4—Dismissal)~~

~~(cf. 4118 — Dismissal/Suspension/Disciplinary Action))~~

~~(cf. 4218 - Dismissal/Suspension/Disciplinary Action)~~

The Board designates the following position as Coordinator for Nondiscrimination in Employment:

Assistant Superintendent of Human Resources
2615 Sierra Meadows Drive
Rocklin, CA 95677
(916) 624-2428

~~Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of district policy or regulation should immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the district's procedures for filing, investigating, and resolving any such complaints.~~

~~Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with AR 4031—Complaints Concerning Discrimination in Employment.~~

~~(cf. 4031—Complaints Concerning Discrimination in Employment)~~

~~Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to his/her supervisor, the Coordinator, or Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.~~

Training and Notifications

~~The Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination.~~

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

~~The Superintendent or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. —(34 CFR 100.6, 106.9)~~

~~The district's policy shall be posted in all schools and offices including staff lounges and student government meeting rooms.—(5 CCR 4960)~~

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11019 Terms, conditions and privileges of employment

~~7287.6 Terms, conditions and privileges of employment~~

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shephard v. Loyola Marymount, (2002) 102 CalApp.4th 837

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR ~~EQUAL~~ EMPLOYMENT AND HOUSING
OPPORTUNITY COMMISSION PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment, December 2014

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Questions and Answers: Religious Discrimination in the Workplace, 2008

New Compliance Manual Section 15: Race and Color Discrimination, April 2006

Enforcement Guidance: ~~Reasonable Accommodation and Undue Hardship under the Americans
with Disabilities Act, October 2002~~

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors,
June 1999

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS

Notice of Non-Discrimination, August 2010

Notice of Non-Discrimination, January 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

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

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Policy ROCKLIN UNIFIED SCHOOL DISTRICT

adopted~~Adopted~~: September 15, 2010 Rocklin, California

Revised: March 16, 2016

Rocklin USD

Administrative Regulation

Nondiscrimination In Employment

AR 4030

Personnel

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Assistant Superintendent of Human Resources
2615 Sierra Meadows Drive
Rocklin, CA 95677
(916) 624-2428
humanresources@rocklin.k12.ca.us

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation against district employees, volunteers, interns, and job applicants, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, to employees, volunteers, interns, job applicants, and the general public by: (5 CCR 4960; 34 CFR 100.6, 106.9)

a. Including them in each announcement, bulletin, or application form that is used in employee recruitment

b. Posting them in all district schools and offices, including staff lounges and other prominent locations

c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

2. Provide to employees a handbook that contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to anyone who feels that he/she has been the victim of any discriminatory or harassing behavior

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

3. Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

4. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law

Complaint Procedure

Any complaint by an employee or job applicant alleging discrimination or harassment shall be addressed in accordance with the following procedures:

1. **Notice and Receipt of Complaint:** A complainant who is an employee shall inform his/her supervisor. However, if the supervisor is the person against whom the employee is complaining, the employee shall inform the coordinator or the Superintendent. A job applicant shall inform the coordinator or the Superintendent or designee.

The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

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

(cf. 4032 - Reasonable Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

2. **Investigation Process:** The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the allegations will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

If the coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

When necessary to carry out his/her investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents do not occur. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Corrective Action:** No more than 30 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the complainant and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, correct the effect on the complainant, and ensure that retaliation or further discrimination or harassment does not occur.

The report shall be presented to the complainant, the person accused, and the Superintendent or designee.

4. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960
2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 30 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

Adopted: March 16, 2016 Rocklin, California

~~Rocklin USD~~

~~Administrative Regulation~~

~~Complaints Concerning Discrimination In Employment~~

~~AR 4031-
Personnel~~

~~Complaint Procedure~~

~~Any complaint by an employee or job applicant alleging discrimination or harassment shall be addressed in accordance with the following procedures:~~

~~1.—— Notice and Receipt of Complaint:—Any employee or job applicant (the "complainant") who believes he/she has been subjected to prohibited discrimination or harassment shall promptly inform his/her supervisor, the district's Coordinator for Nondiscrimination in Employment, or the Superintendent.~~

~~The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor.~~

~~A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the Coordinator, whether or not the complainant files a written complaint.~~

~~The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

~~(cf. 4030—Nondiscrimination in Employment)~~

~~(cf. 4032—Reasonable Accommodation)~~

~~(cf. 4119.11/4219.11/4319.11—Sexual Harassment)~~

~~2.—— Investigation Process:—The Coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five working days of receiving notice of the behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.~~

~~The Coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation.—The Coordinator shall inform the complainant that the allegations will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective~~

~~investigation.~~

~~(cf. 3580—District Records)~~

~~(cf. 4112.6/4212.6/4312.6—Personnel Files)~~

~~(cf. 4119.23/4219.23/4319.23—Unauthorized Release of Confidential/Privileged Information)~~

~~If the Coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the Coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.~~

~~When necessary to carry out his/her investigation or to protect employee or student safety, the Coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.~~

~~The Coordinator also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents do not occur. The Coordinator shall ensure that such interim measures do not constitute retaliation.~~

~~3.—Written Report on Findings and Corrective Action: No more than 30 days after receiving the complaint, the Coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator shall notify the complainant and explain the reasons for the extension.~~

~~The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, correct the effect on the complainant, and ensure that retaliation or further discrimination or harassment does not occur.~~

~~The report shall be presented to the complainant, the person accused, and the Superintendent or designee.~~

~~4.—Appeal to the Board: The complainant or the person accused may appeal any findings to the Board within 10 working days of receiving the written report of the Coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 working days.~~

~~(cf. 1312.1—Complaints Concerning District Employees)~~

~~(cf. 9321—Closed Session Purposes and Agendas)~~

~~Other Remedies~~

~~In addition to filing a discrimination or harassment complaint with the district, a person may also file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:~~

- ~~1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)~~
- ~~2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)~~
- ~~3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)~~

~~Legal Reference:~~

~~EDUCATION CODE~~

~~200-262.4 Prohibition of discrimination~~

~~GOVERNMENT CODE~~

~~12920-12921 Nondiscrimination~~

~~12940-12948 Discrimination prohibited; unlawful practices, generally~~

~~UNITED STATES CODE, TITLE 20~~

~~1681-1688 Title IX of the Education Amendments of 1972~~

~~UNITED STATES CODE, TITLE 29~~

~~621-634 Age Discrimination in Employment Act~~

~~794 Section 504 of the Rehabilitation Act of 1973~~

~~UNITED STATES CODE, TITLE 42~~

~~2001d-2001d-7 Title VI, Civil Rights Act of 1964~~

~~2001e-2001e-17 Title VII, Civil Rights Act of 1964, as amended~~

~~2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008~~

~~2001h-2-2001h-6 Title IX of the Civil Rights Act of 1964~~

~~12101-12213 Americans with Disabilities Act~~

~~CODE OF FEDERAL REGULATIONS, TITLE 28~~

~~35.101-35.190 Americans with Disabilities Act~~

~~CODE OF FEDERAL REGULATIONS, TITLE 34~~

~~106.8 Designation of responsible employee for Title IX~~

~~Management Resources:~~

~~EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS~~

~~Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002~~

~~Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999~~

~~WEB SITES~~

~~California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>
U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>~~

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

ROCKLIN UNIFIED SCHOOL DISTRICT

Item 9.9
CONSENT
March 16, 2016

BOARD AGENDA BRIEFING

SUBJECT: Approve Revisions to Board Policy 4121 – Temporary/Substitute Personnel

DEPARTMENT: Office of the Assistant Superintendent, Human Resources

Background:

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

Status:

BP 4121 – Temporary/Substitute Personnel (Revised)

Policy updated to reflect new law (AB 304) which amends the Healthy Workplaces, Healthy Families Act (AB 1522, 2014) to (1) authorize paid sick leave accrual on a basis other than one hour for each 30 hours worked, provided that the accrual is on a regular basis and the employee will have 24 hours of accrued sick leave available by the 120th calendar day of employment; (2) clarify that retired annuitants who have not reinstated to the applicable public retirement system are excluded from participation in these leave benefit provisions; and (3) provide that the district has no obligation to inquire into the purposes for which an employee uses sick leave or paid time off.

Presenter(s):

Colleen Slattery, Assistant Superintendent, Human Resources

Financial Impact:

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

Material/Films:

None

Other People Who Might Be Present:

None

Allotment of Time: Consent Calendar Action Item Information Item

Packet Information Item:

Board Policy 4121 – Temporary/Substitute Personnel

Recommendation:

Staff is recommending approval of the revisions to Board Policy 4121 – Temporary/Substitute Personnel.

Rocklin USD

Board Policy

Temporary/Substitute Personnel

BP 4121

Personnel

~~Temporary substitute personnel shall be appropriately credentialed to instruct in the schools and one who is employed for varying periods of time in the absence of the regular teacher.~~

~~Rates of compensation for temporary substitute personnel will be set by the Board of Trustees.~~

~~Temporary substitute personnel shall participate in health and welfare plans or other fringe benefits of the district.~~

The Governing Board recognizes that substitute and temporary personnel perform an essential role in promoting student achievement and desires to employ highly qualified, appropriately credentialed employees to fill such positions.

(cf. 4112.2 - Certification)

Hiring

The Superintendent or designee shall recommend candidates for substitute or temporary positions for Board approval, and shall ensure that all substitute and temporary employees are assigned in accordance with law and the authorizations specified in their credential.

(cf. 4113 - Assignment)

Substitute personnel may be employed on an on-call, day-to-day basis.

In addition, after September 1 of any school year, the Board may employ substitute personnel for the remainder of the school year for positions for which no regular employee is available. The district shall first demonstrate to the Commission on Teacher Credentialing the inability to acquire the services of a qualified regular employee. (Education Code 44917)

(cf. 4117.14/4317.14 - Postretirement Employment)

Permanent or probationary certificated employees who were laid off pursuant to Education Code 44955 and who have a preferred right of reappointment shall be given priority for substitute service in the order of their original employment. (Education Code 44956, 44957)

(cf. 4117.3 - Personnel Reduction)

Classification

At the time of initial employment and each July thereafter, the Board shall classify substitute and temporary employees as such. (Education Code 44915, 44916)

The Board may classify as substitute personnel a teacher hired to fill the position of a regularly employed person who is absent from service. (Education Code 44917)

To address the need for additional certificated employees when regular district employees are absent due to leaves or long-term illness, the Board may classify a teacher who is employed for at least one semester and up to one complete school year as a temporary employee. Any person whose service begins in the second semester and before March 15 may be classified as a temporary employee even if employed for less than a semester. The Board shall determine the number of persons who shall be so employed, which shall not exceed the identified need based on the absence of regular employees. (Education Code 44920)

The Board also shall classify as temporary employees those certificated persons, other than substitute employees, who are employed to:

1. Serve from day to day during the first three months of any school term to teach temporary classes which shall not exist after that time, or perform any other duties which do not last longer than the first three months of any school term. (Education Code 44919)

2. Teach in special day and evening classes for adults or in schools of migratory population for not more than four months of any school term. (Education Code 44919)

(cf. 6175 - Migrant Education Program)

(cf. 6200 - Adult Education)

3. Serve in a limited assignment supervising student athletic activities provided such assignments have first been made available to teachers presently employed in the district (Education Code 44919)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

4. Serve in a position for a period not to exceed 20 working days in order to prevent the stoppage of district business during an emergency when persons are not immediately available for probationary classification. (Education Code 44919)

5. Serve only for the first semester because the district expects a reduction in student enrollment during the second semester due to mid-year graduations. (Education Code 44921)

For purposes of classifying employees pursuant to item #1 or #2 above, the school year shall not be divided into more than two school terms. (Education Code 44919)

Any employee hired to provide services in a categorically funded program or project may be employed for a period less than a full school year. He/she may be classified as a temporary employee if the period of employment will end at the expiration of that program or project. (Education Code 44909)

Salary and Benefits

The Board shall adopt and make public a salary schedule setting the daily or pay period rate(s) for substitute employees for all categories or classes of certificated employees of the district. (Education Code 44977, 45030)

Temporary employees shall participate in the health and welfare plans or other fringe benefits of the district.

(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

Paid Sick Leave

Except for a retired annuitant who is not reinstated to the retirement system, any temporary or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

Any temporary or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. (Labor Code 246)

A temporary or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)

No employee shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249. The Superintendent or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep records of employees' use of

sick leave for three years, and comply with other requirements specified in Labor Code 245-249 and in AR 4161.1/4361.1 - Personal Illness/Injury Leave.

Release from Employment/Dismissal

The Board may dismiss a substitute employee at any time at its discretion. (Education Code 44953)

The Board may release a temporary employee at its discretion if the employee has served less than 75 percent of the number of days the regular schools of the district are maintained during one school year. After serving 75 percent of the number of days that district schools are maintained during one school year, a temporary employee may be released as long as he/she is notified, before the last day of June, of the district's decision not to reelect him/her for the following school year. (Education Code 37200, 44954)

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

Reemployment as a Probationary Employee

Unless released from employment pursuant to Education Code 44954, any person employed for one complete school year as a temporary employee shall, if reemployed for the following school year in a vacant position requiring certification qualifications, be classified as a probationary employee. With the exception of on-call, day-to-day substitutes, if a temporary or substitute employee performs the duties normally required of certificated employees for at least 75 percent of the number of days the regular schools of the district were maintained in that school year and is then employed as a probationary employee for the following school year, his/her previous employment as a temporary or substitute employee shall be credited as one year's employment as a probationary employee for purposes of acquiring permanent status. (Education Code 44917, 44918, 44920)

(cf. 4116 - Probationary/Permanent Status)

Vacant position means a position in which the employee is qualified to serve and which is not filled by a permanent or probationary employee. It shall not include a position which would be filled by a permanent or probationary employee except for the fact that such employee is on leave. (Education Code 44920, 44921)

A temporary employee hired pursuant to item #1 or #2 in the section "Classification" above shall be classified as a probationary employee if the duties continue beyond the time limits of the assignment. (Education Code 44919)

A person employed pursuant to item #5 in the section "Classification" above who is then continued in employment beyond the first semester shall be classified as a probationary employee for the entire school year and shall be reemployed to fill any vacant position in the district for which he/she is certified. Preference for available positions shall be determined by the Board as prescribed by Education Code 44845 and 44846. (Education Code 44921)

With the exception of on-call, day-to-day substitutes, any temporary or substitute employee who was released pursuant to Education Code 44954 but who has nevertheless served in a certificated position in the district for at least 75 percent of each of two consecutive school years shall receive first priority if the district fills a vacant position for the subsequent school year at the grade level at which the employee served during either year. In the case of a departmentalized program, the employee shall have taught the subject matter in which the vacant position occurs. (Education Code 44918)

Legal Reference:

EDUCATION CODE

22455.5 Provision of retirement plan information to potential members

22515 Irrevocable election to join retirement plan

37200 School calendar

44252.5 State basic skills assessment required for certificated personnel

44300 Emergency teaching or specialist permits

44830 Employment of certificated persons; requirements of proficiency in basic skills

44839.5 Employment of retirant

44845- Date of employment

44846 Criteria for reemployment preferences

44909 Employees providing services through categorically funded programs

44914 Substitute and probationary employment in computation for classification as permanent employee

44915 Classification of probationary employees

44916 Time of classification; statement of employment status

44917 Classification of substitute employees

44918 Substitute or temporary employee deemed probationary employee; reemployment rights

44919 Classification of temporary employees

44920 Employment of certain temporary employees; classifications

44921 Employment of temporary employees; reemployment rights (unified and high school districts)

44953 Dismissal of substitute employees

44954 Release of temporary employees

44956 Rights of laid-off permanent employees to substitute positions

44957 Rights of laid-off probationary employees to substitute positions

44977 Salary schedule for substitute employees

45030 Substitutes

45041 Computation of salary

45042 Alternative method of computation for less than one school year

45043 Compensation for employment beginning in the second semester

56060-56063 Substitute teachers in special education

GOVERNMENT CODE

3540.1 Educational Employment Relations Act, definitions

LABOR CODE

220 Sections inapplicable to public employees

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent, spouse or domestic partner

234 Absence control policy

245-249 Healthy Workplaces, Healthy Families Act of 2014

CODE OF REGULATIONS, TITLE 5

5502 Filing of notice of physical examination for employment of retired person

5503 Physical examination for employment of retired persons

5590 Temporary athletic team coach

80025-80025.5 Emergency substitute teaching permits

COURT DECISIONS

McIntyre v. Sonoma Valley Unified School District (2012) 206 Cal.App.4th 170

Stockton Teachers Association CTA/NEA v. Stockton Unified School District (2012) 204 Cal.App.4th 446

Neily v. Manhattan Beach Unified School District, (2011) 192 Cal.App.4th 187

California Teachers Association v. Vallejo City Unified School District, (2007) 149 Cal.App.4th 135

Bakersfield Elementary Teachers Assn. v. Bakersfield City School District, (2006) 145

Cal.App.4th 1260, 1277

Kavanaugh v. West Sonoma Union High School District, (2003) 29 Cal.4th 911

Management Resources:

WEB SITES

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

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

Policy ROCKLIN UNIFIED SCHOOL DISTRICT

~~adopted~~Adopted: October 18, 2000 Rocklin, California

Revised: March 16, 2016

ROCKLIN UNIFIED SCHOOL DISTRICT
BOARD AGENDA BRIEFING

Item 9.10
CONSENT
March 16, 2016

SUBJECT: Approve Revisions to Administrative Regulation 4261.1 – Personal Illness/Injury Leave
DEPARTMENT: Office of the Assistant Superintendent, Human Resources

Background:

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

Status:

AR 4261.1 – Personal Illness/Injury Leave (Revised)

Policy updated to reflect new law (AB 304) which amends the Healthy Workplaces, Healthy Families Act to (1) authorize sick leave accrual on a basis other than one hour for each 30 hours worked, provided that the accrual is on a regular basis and the employee will have 24 hours of accrued sick leave available by the 120th calendar day of employment; (2) exclude retired annuitants who have not reinstated to the applicable public retirement system from participation in these leave benefit provisions; and (3) provide that the district has no obligation to inquire into or record the purposes for which an employee uses sick leave or paid time off.

Presenter(s):

Colleen Slattery, Assistant Superintendent, Human Resources

Financial Impact:

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

Material/Films:

None

Other People Who Might Be Present:

None

Allotment of Time: Consent Calendar Action Item Information Item

Packet Information Item:

Administrative Regulation 4261.1 – Personal Illness/Injury Leave

Recommendation:

Staff is recommending approval of the revisions to Administrative Regulation 4261.1 – Personal Illness/Injury Leave.

Rocklin USD

Administrative Regulation

Personal Illness Injury Leave

AR 4261.1
Personnel

~~Classified employees employed five days a week are entitled to 12 days leave of absence with full pay per fiscal year for personal illness or injury (sick leave). Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee whose work hours are so few as to entitle him/her to less than 24 hours of paid sick leave per fiscal year shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. Full-time classified employees are entitled to 12 days leave of absence, with full pay, for personal illness or injury per fiscal year. Employees who serve less than a full fiscal year or less than five days a week shall be granted comparable sick leave in proportion to the time they work. (Education Code 45191; Labor Code 245-249)~~

~~(cf. 4161/4261 - Leaves)
(cf. 4161.9/4261.9/4361.9—Catastrophic Leave Program)~~

~~An employee may take sick leave at any time during the year, even if credit for sick leave has not yet been accrued. However, new employees shall not be entitled to more than six days of sick leave until they have completed six months of active service with the district. (Education Code 45191)~~

~~When available paid leave has been exhausted, the employee shall be so notified in writing and shall be offered an opportunity to request additional leave. (Education Code 45195)~~

~~An employee who does not complete a given year of service shall be charged for any unearned sick leave used as of the date of termination.~~

~~Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)~~

~~At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.~~

~~A classified employee who leaves the district after at least one year of employment and accepts employment in another district or county office of education within one year shall have transferred with him/her the total amount of accumulated sick leave. This provision shall not apply to employees whose employment is terminated due to action initiated by the district for cause. The district may not require new employees to waive their leave accumulated in a previous district. (Education Code 45202)~~

~~(cf. 4218—Dismissal/Suspension/Disciplinary Action)~~

Use of Sick Leave

Sick leave may be used by classified employees for:

1. ~~Absences caused by accident~~ Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact with other persons having a contagious disease during the employee's performance of ~~the employee's~~his/her duties ~~with other persons having a contagious disease~~ (Education Code 45199)

2. ~~Absences due to p~~Pregnancy, childbirth and recovery (Education Code 45193)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. ~~Cases of p~~Personal necessity as specified in (~~Education Code 45207~~45193)

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

4. Medical or dental appointments, in increments of not less than one hour

5. ~~Cases of i~~Industrial accidents or illnesses when leave granted specifically for that purpose has ~~expired~~been exhausted (Education Code 45192)

(cf. 4261.11 - Industrial Accident/Illness Leave)

6. Illness of the employee's child, parent, spouse, ~~registered~~ domestic partner or domestic partner's child; for up to the amount of ~~sick~~ leave that would be accrued during six months for personal illness or injury (Labor Code 233)

7. Need of the employee or his/her family member, as defined in Labor Code 245.5, for diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 246.5)

8. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 246.5)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave until he/she has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if he/she accepts employment in another district, county office of education, or community college district within one year of the termination of employment, he/she shall be entitled to request that the district transfer his/her accumulated sick leave to his/her new employer. (Education Code 45202)

Notification of Absence

An employee shall notify the Superintendent or the designated manager or supervisor~~district~~ of his/her need to be absent as soon as such need is known, so that the services of a substitute ~~services~~ may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district by not later than three o'clock in the afternoon 3 p.m. of the day preceding the day on which he/she intends to return to work. If the employee fails~~failure~~ to ~~so-~~notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay~~Sick Leave Beyond 12 Days~~

~~After an A classified~~ employee who has exhausted all paid leaves, including sick leave, he/she shall for the remainder of the five-month period of absence to which he/she is entitled, receive his/her salary minus the actual amount paid a substitute to fill the employee's position during his/her absence. shall receive his/her regular salary minus the amount actually paid to any substitute employed to fill the position. The employee is entitled to this differential pay for a period up to five months. (Education Code 45196)

The five-month period shall commence on the first day of the leave of absence and shall run concurrently with any other paid leave.

Extension of Leave

After a permanent employee who is absent because of ~~nonindustrial accident or personal~~ illness or injury and who ~~-~~has exhausted all available sick leave, vacation, compensatory overtime and any other paid leave, he/she shall be so notified in writing and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for

lesser periods. ~~Total~~ The total additional leave ~~so~~ granted shall not exceed 18 months. (Education Code 45195)

(cf. 4216 - Probationary/Permanent Status)

~~When a classified~~ If the employee ~~has exhausted all available leaves, paid or unpaid, and~~ is still ~~not~~ unable to resume his/her duties ~~after all available paid and unpaid leaves have been exhausted,~~ the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume his/her position, he/she shall be ~~offered-~~ reemployed-reemployment in the first vacancy in the classification of his/her previous assignment. ~~During the 39 months, The~~ the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to his/her seniority. (Education Code 45195)

Verification Requirements

After any absence due to illness or injury, the employee shall ~~verify the absence by submitting-~~ submit a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may, at any time, require additional written verification by the employee's physician or medical practitioner. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever ~~clear~~ evidence clearly indicates that an absence is not related to illness or injury.

~~In addition, The~~ Superintendent or designee may require an employee to visit a physician selected by the district, ~~and~~ at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for further-additional leave of absence and a prognosis ~~for as to~~ when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, ~~may~~ deny further-the request for additional leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to work and stipulating any recommended restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

Short-Term and Substitute Employees

Except for a retired annuitant who is not reinstated to the retirement system, any short-term or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

Any short-term or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. (Labor Code 246)

A short-term or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care

2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

Healthy Workplaces, Healthy Families Act Requirements

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:

a. That an employee is entitled to accrue, request, and use paid sick days

b. The amount of sick days provided by Labor Code 245-249

c. The terms of use of paid sick days

d. That discrimination or retaliation against an employee for requesting or using sick leave is prohibited by law and an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her

2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request

3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

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

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Legal Reference:

EDUCATION CODE

45103 Substitute employees

45190 Leaves of absence and vacations

45191 Leaves of absence for illness and injury

45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)

45195 Additional leave for nonindustrial accident or illness; reemployment preference

45196 Salary; deductions during sick leave

45202 Transfer of accumulated sick leave and other benefits

LABOR CODE

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent or spouse

245-249 Healthy Workplaces, Healthy Families Act of 2014

COURT DECISIONS

California School Employees Association v. Colton Joint Unified School District, (2009) 170 Cal.App.4th 957

California School Employees Association v. Tustin Unified School District, (2007) 148 Cal.App.4th 510

ATTORNEY GENERAL OPINIONS

53 Ops.Cal.Atty.Gen. 111 (1970)

Regulation ROCKLIN UNIFIED SCHOOL DISTRICT

approved/Adopted: June 19, 2002 Rocklin, California

Revised: March 16, 2016

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Appoint Principals of Rock Creek Elementary School and Sunset Ranch Elementary School

DEPARTMENT: Office of the Assistant Superintendent, Human Resources

Background:

Dorothy Sutter, Principal of Rock Creek Elementary School, and James Trimble, Principal of Sunset Ranch Elementary School, have submitted letters of retirement. A thorough search has been completed to fill both positions. Thirty-six (36) candidates applied for the position of Elementary Principal and eight (8) candidates were interviewed by two panels on Friday, March 4, 2016. Four (4) final candidates were interviewed by Cabinet on Monday, March 7, 2016.

Status:

Staff has identified and is prepared to present candidates for appointment as the new Principals at Rock Creek Elementary School and Sunset Ranch Elementary School.

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:

None

Recommendation:

Staff recommends approval of appointments of new Principals at Rock Creek Elementary School and Sunset Ranch Elementary School effective July 1, 2016.

ROCKLIN UNIFIED SCHOOL DISTRICT

Item 10.2
ACTION
March 16, 2016

BOARD AGENDA BRIEFING

SUBJECT: Approve Revisions to the following Board Policies (BP) and Administrative Regulations (AR), following an Update on the Interdistrict and Intradistrict Enrollment Process:
Revised AR 5111.1 District Residency
Revised AR 5111.12 Residency Based on Parent/Guardian Employment
Revised BP 5116.1 and AR 5116.1 Intradistrict Open Enrollment
Revised BP 5117 and AR 5117 Interdistrict Attendance

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

Background:

At the November 18, 2015 Board meeting, questions were raised relating to current Interdistrict and Intradistrict enrollment procedures. Concerns expressed by community members included families moving into and residing within the attendance area of their neighborhood schools and being re-directed due to full enrollment. Community members asked the Board of Trustees to reevaluate Board Policy and Administrative Regulation 5116.1 Intradistrict Open Enrollment. Information was shared with Trustees at the March 2, 2016 Board meeting including requested possible revisions to current policies, regulations and procedures.

Status:

Detailed information about Interdistrict and Intradistrict enrollment and related re-directs has been gathered and will be shared. Additionally, this presentation will present policy language from other districts. The staff will share steps to clarify procedures across the district, and will make recommendations to update policy language for Board consideration.

Presenter(s):

Kathy Pon, Deputy Superintendent, Educational Services

Financial Impact:

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

Materials/Films:

None

Other People Who Might Be Present:

Barbara Patterson, Deputy Superintendent, Business Services
Karen Huffines, Director, Elementary Programs and School Leadership
Martin Flowers, Director, Secondary Programs and School Leadership

Allotment of Time:

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

Packet Information:

Revised AR 5111.1 District Residency - revised
Revised AR 5111.12 Residency Based on Parent/Guardian Employment - revised
Revised BP 5116.1 and AR 5116.1 Intradistrict Open Enrollment - revised
Revised BP 5117 and AR 5117 Interdistrict Attendance - revised
Open Enrollment, District Residency and Inter/Intradistrict Policy Modifications Presentation - revised

Recommendation:

Staff recommends approval of revisions to AR 5111.1 District Residency, AR 5111.12 Residency Based on Parent/Guardian Employment, BP 5117 and AR 5117 Interdistrict Attendance and BP 5116.1 and AR 5116.1 Intradistrict Open Enrollment.

Administrative Regulation

District Residency

AR 5111.1

Students

Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

Criteria for Residency

A student shall be deemed to have complied with district residency requirements if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)

(cf. 5111.13 - Residency for Homeless Children)

(cf. 6173 - Education for Homeless Children)

2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)

(cf. 6173.1 - Education for Foster Youth)

3. The student has been admitted through the district's interdistrict attendance program. (Education Code 48204)

(cf. 5117 - Interdistrict Attendance)

4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)

5. The student lives with a caregiving adult within district boundaries. (Education Code 48204)

6. The student resides in a state hospital located within district boundaries. (Education Code 48204)

7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48207)

(cf. 6183 - Home and Hospital Instruction)

In addition, district residency status may be granted on an annual basis to a student whose parent/guardian is employed within district boundaries. The parent/guardian must provide written evidence of his/her place of employment to verify residency status. ~~The parent/guardian must provide written evidence of the parent/g~~

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

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance.

(cf. 5145.6 - Parental Notifications)

Proof of Residency

Prior to admission in district schools, students shall provide proof of residency.

(cf. 5111 - Admission)

The Superintendent or designee shall annually verify the student's residency and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record. (5 CCR 432)

Upon enrollment of a student residing in the home of a caregiving adult within district boundaries, the caregiving adult shall execute, under penalty of perjury, the affidavit specified in Family Code 6552.

(cf. 5141 - Health Care and Emergencies)

Reasonable evidence of residency may be established by documentation including, but not limited to, any of the following:

1. Property tax payment receipts
2. Rent payment receipts
3. Utility service payment receipts
4. Declaration of residency executed by the student's parent/guardian

5. Evidence of parent/guardian employment from an employer listing an address within the district boundaries for a minimum of 10 hours a week.

If any district employee reasonably believes that the parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts to determine that the student meets legal residency requirements.

Safe at Home Program

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries. The Superintendent or designee shall not include the

actual address in the student's file or any other public record and shall instead use the substitute address for all future communications and correspondence. (Government Code 6206, 6207)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

Denial or Revocation of Enrollment

If the Superintendent or designee, upon investigation, determines that a student's enrollment or attempted enrollment is based on false evidence of residency, he/she shall revoke the student's enrollment. Before any such revocation, the parent/guardian shall be sent written notice of the facts leading to the decision. This notice shall state the parent/guardian's right, within 10 school days, to schedule a meeting with the Deputy Superintendent to inspect supporting documents, rebut district evidence, question any district witnesses, and present oral and/or documentary evidence, including witnesses, on the student's behalf. For good cause, the Deputy Superintendent may extend the meeting date for an additional 10 days to permit the parent/guardian to obtain required documentation.

If the parent/guardian fails to schedule the above meeting, the student's enrollment shall be revoked 11 school days after the date of the notice.

If the above meeting is held, the Deputy Superintendent shall prepare a written decision describing his/her findings. If the Deputy Superintendent's decision is upheld, the parent/guardian shall be informed of his/her right to appeal to the Board of Trustees within 10 days.

A parent/guardian who appeals to the Board shall have the right to have a representative present and to rebut district evidence, question any district witnesses, and present oral and/or documentary evidence, including witnesses, on the student's behalf. Except in cases where good cause is shown, the Board shall not reopen the record to consider evidence or argument which was not presented to the Deputy Superintendent. The student may continue to attend school during the period of the appeal.

The Board's decision shall be final.

Legal Reference:

EDUCATION CODE

35351 Assignment of students to particular schools

48050-48054 Nonresidents

48200-48208 Persons included (compulsory education law)

48980 Notifications at beginning of term

52317 ROP, admission of persons including nonresidents to attendance area

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

CODE OF REGULATIONS, TITLE 5

432 Varieties of student records

UNCODIFIED STATUTES

AB 687, Ch. 309, Statutes of 1995

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

0303.95 Verification of residency, LO: 1-95

WEB SITES

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

California Secretary of State, Safe at Home Program: <http://www.ss.ca.gov/safeathome>

Regulation ROCKLIN UNIFIED SCHOOL DISTRICT

Approved: May 16, 2007 Rocklin, California

Revised: March 16, 2016

Administrative Regulation

Residency Based on Parent/Guardian Employment

AR 5111.12
Students

Applications for Admission into District Schools

For purposes of determining eligibility for enrollment in a district school, district residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. (Education Code 48204)

(cf. 5111 - Admission)
(cf. 5111.1 - District Residency)

Approval of residency status and enrollment in the district does not guarantee placement at a school of choice.

When applying for admission, the parent/guardian shall submit proof of the employment to the Superintendent or designee. This evidence may include, but not be limited to, a paycheck stub or letter from his/her employer listing an actual address within district boundaries. Documentation listing only a post office box as an address shall not be accepted.

Such evidence shall also indicate the number of hours per school week that the parent/guardian is employed at that location.

Employees of Rocklin Unified School District (RUSD) are defined as any person in the service of RUSD who is under any appointment or contract of hire. This includes those individuals employed in regular positions, full or part time, and does not include individuals hired as substitutes, school playground or after school recreation aides, stipend or other short term positions. An employee who requests the site where he or she works will be given priority for enrollment. An employee who requests an alternate site in the district will not be guaranteed enrollment at a particular school, if it is declared impacted.

The Superintendent or designee may deny enrollment based on parent/guardian employment if any of the following circumstances exists:

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer. (Education Code 48204)
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan. (Education Code 48204)

3. The school facilities are overcrowded at the relevant grade level.
4. Other circumstances exist that are not arbitrary. (Education Code 48204)
5. Falsification of proof of parent guardian employment documents.

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

Students enrolled in the district on the basis of parent/guardian employment shall ~~not be required to reapply for enrollment~~ annually in order to determine the student's continuing eligibility for enrollment.

~~in subsequent school years.~~ Such students may continue to attend school in the district through the highest grade offered by the district, if the parent/guardian so chooses and if at least one of the student's parents/guardians continues to be physically employed within district boundaries, subject to the restrictions specified in items #1-~~5~~4 above.

~~The Superintendent or designee shall annually request the student's parent/guardian to provide evidence of the employment in order to determine the student's continuing eligibility for enrollment.~~

Request for Transfers out of District Schools

When a student requests a transfer out of the district on the grounds that his/her parent/guardian is employed within the boundaries of another district, the Superintendent or designee may disallow the transfer for the following reason: (Education Code 48204)

The difference between the number of students entering and exiting the district on the basis of parent/guardian employment

Whenever a student's application for a transfer into or out of the district is denied, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

(cf. 9324 - Minutes and Recordings)

Legal Reference:

EDUCATION CODE

46601 Failure to approve interdistrict attendance

46607 ADA calculation for residency based on parent employment

48200-48284 Compulsory education law, especially:

48204 Residency based on parent/guardian employment

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 198 (2001)

Management Resources:

WEB SITES

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

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

Regulation ROCKLIN UNIFIED SCHOOL DISTRICT

Approved: July 16, 2015 Rocklin, California

Revised: March 16, 2016

Board Policy

Intradistrict Open Enrollment

BP 5116.1

Students

The Board of Trustees desires to provide enrollment options that meet the diverse needs, potential, and interests of district students and shall annually review enrollment options. The Board shall annually review this policy.

The parents/guardians of any student who reside within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district, except that the district shall retain the authority to maintain appropriate racial and ethnic balances among its respective schools at the district's discretion or as specified in applicable court-ordered or voluntary desegregation plans. The Superintendent or designee shall determine the capacity of the district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area ensuring that the process prohibits the evaluation of whether any student should be enrolled based upon his/her academic or athletic performance except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5) In accordance with law, no student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area..

Except as required by 20 USC 6316 for transfers out of Title I program improvement schools, it is the responsibility of the parent to provide transportation for their child(ren) granted an intradistrict transfer.

By March 15th of each year, the district shall establish a list of schools that are open for Intradistrict enrollment. Intradistrict Agreement Applications will be made available to parents at all K-12 school sites, based on space availability, and other district criteria.

Enrollment Priorities

1. If a district school receiving Title I funds is identified for program improvement, corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school. (20 USC 6316)

(cf. 0420.4 - Charter Schools)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6171 - Title I Programs)

2. If while on school grounds a student becomes the victim of a violent criminal offense, he/she shall be provided an option to transfer to another district school or charter school. (20 USC 7912)

3. If a student attends a school designated by the California Department of Education as "persistently dangerous," he/she shall be provided an option to transfer to another district school or charter school. (20 USC 7912; 5 CCR 11992)

(cf. 0450 - Comprehensive Safety Plan)

4. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

a. A written statement from a representative of an appropriate state or local agency, including, but not limited to a law enforcement official or social worker, or a properly licensed or registered professional, including, but not limited to, a psychiatrist, psychologist or marriage and family therapist.

b. A court order, including a temporary restraining order and injunction

Legal Reference:

EDUCATION CODE

200 Prohibition against discrimination

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48980 Notice at beginning of term

CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 95 (2002)

Management Resources:

U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE

Public School Choice, January 2009

Unsafe School Choice Option, May 2004

WEB SITES

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

California Department of Education, Unsafe School Choice Option:

<http://www.cde.ca.gov/ls/ss/se/usco.asp>

U.S. Department of Education, No Child Left Behind: <http://www.nclb.gov>

Policy ROCKLIN UNIFIED SCHOOL DISTRICT

Approved: May 4, 2011 Rocklin, California

Revised: March 16, 2016

Administrative Regulation

Intradistrict Open Enrollment

AR 5116.1

Students

Procedure for Intradistrict Attendance Agreement for K-6 School Students

1. A parent/guardian who requests that his/her child attend a school in another attendance area may submit an intradistrict attendance agreement made available at all K-6 school sites.

Parents/guardians with a student who has been the victim of a violent crime on school grounds or who have a student at a "persistently dangerous" school shall provide written notification to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed 10 school days, for the submission of parent/guardian requests.

2. The application process is to be initiated at the school of attendance. The principal or designee will sign the application and send it to the school of request. If more applications are received at a particular school than space available, a random drawing will be held to determine who will be granted an intradistrict attendance agreement. Every effort will be made to complete this process at least 15 days before the start of the school year.

Students who previously attended the school will be given the same priority as students residing in the attendance area of the school for open enrollment purposes except if the student is in the first year of attendance and the district has declared that school to be impacted. Every effort will be made to accommodate additional family members, although there is no guarantee of this.

Intradistrict attendance agreements will become tentatively effective five days prior to the first day of school each school year to ensure that students residing in the attendance area have had an opportunity to enroll.

3. If space is available at the school the student is requesting to attend, the receiving principal will:

- a. Approve the application. The initial intradistrict attendance agreement is in effect for the duration of the school year. It must be renewed annually.
- b. Register the student
- c. Send a copy of the application form to the school of residence

4. If space is not available at the school the student wishes to attend, the principal will:

- a. Refer the parent/guardian back to the school of residence
 - b. Assist the parent/guardian to locate an alternate school
 - c. Refer the parent/guardian to the appropriate district administrator
5. An intradistrict agreement shall not imply any obligation on the part of the district to furnish transportation in any form. Transportation becomes the responsibility of the parent/guardian of the student.
6. The intradistrict agreement may be revoked when behavior, grades and/or attendance issues warrant a return to the school of attendance. This decision is the responsibility of the principal/designee and that decision is final.
7. After the first year on an approved intradistrict agreement, the student will be given the same priority as a resident student for enrollment purposes except in cases when the district declares that a school is impacted. If the student is just completing his/her first year at the school, he/she will not be considered a resident student.
8. All questions regarding intradistrict attendance agreements should be referred to the appropriate site.

Procedure for Balancing Elementary Classroom or School Size

1. Should a school or classroom within a school become impacted at any time during the school year, the following procedures will be implemented:

Transfer of students shall be based on the last students to register in the affected grade levels.
2. Whenever the principal finds it impossible to conform to the above, the principal will review the situation with the appropriate district administrator to determine other alternatives.
3. Who shall be transferred:
 - a. During the first 10 school days of the school year, the students residing within the attendance area of the school shall have precedence over students attending the school for the first time on intradistrict agreements
 - b. Should an overload occur during the first 10 days of school, students tentatively enrolled at the affected grade level on an intradistrict agreement shall return to their school of residence. Should the school of residence be overloaded, said students may be transferred to another school
 - c. After the first 10 days of school, the students tentatively enrolled on an intradistrict agreement are considered as residents of that school for that school year

d. Any deviation from item b. above shall be discussed with the appropriate district administrator

4. Communications with Teachers, Parents and Students:

a. It is the responsibility of the sending principal to communicate individually by means of his/her choosing with the parent of the transferred student

b. It is the responsibility of the sending principal to contact the appropriate district administrator, who will locate a school that has space availability

5. Transportation Arrangements:

a. If a student living within an attendance area is transferred to a school outside the attendance area by the district, the sending principal shall arrange for transportation with the appropriate district administrator

b. Either the transportation department or the sending school will notify the parent/guardian regarding bus arrangements

Procedure for Intradistrict Attendance Agreement for 7-12 School Students

1. A parent/guardian whose child meets the criteria listed below and requests their child to attend a school other than the resident area school must submit to the resident school an application for an intradistrict transfer by March 1. Intradistrict attendance agreement applications submitted by this date will be given priority consideration. The applications may be considered for the following reasons:

a. Medical requirements (i.e. proximity to treatment centers, specialized programs for physically impaired, medical transportation accessibility, etc.). A physician's recommendation must be attached to the application specifically indicating the medical reason for attendance at a particular school

b. Alternative placement per directive of the courts and/or state/county juvenile agencies

c. Assigned placement through the special education program offices

d. Continued enrollment in JROTC

e. Sibling attending the school of choice

f. Extenuating circumstances approved by both principals

2. An intradistrict attendance agreement shall not imply any obligation on the part of the district to furnish transportation in any form. Transportation becomes the responsibility of the

parent/guardian when they choose for their child to attend a school outside their attendance area.

3. Incoming siblings of students attending a high school on an intradistrict agreement will be asked to confirm their intention to submit an application, in order to attend the same high school.

4. Approval of the intradistrict agreement may be revoked and the student transferred immediately to the residence area school for the following reasons:

a. Falsification of address, medical or legal verification, or

b. Failure to comply with the requirements of the JROTC program to which the student applied.

c. When behavior, attendance, or poor academic performance warrant a return to the school of attendance. This decision is the responsibility of the principal/designee and that decision is final.

5. It will be the responsibility of the parent/guardian to notify the school office when there is a change of address for the student and provide proof of residence.

6. ~~The approved intradistrict attendance agreement must be renewed on an annual basis.~~ After the first year on an approved intradistrict agreement, the student will be given the same priority as a resident student for enrollment purposes: except in cases when the district declares that a school is impacted. If the student is just completing his/her first year at the school, he/she will not be considered a resident student.

7. When there is a change of address, the parent/guardian may elect to keep the student in the school he/she is attending for the remainder of the school year, by submitting an intradistrict attendance agreement, or transfer the student to the residence area school based on the student's new address.

8. If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be eligible to participate at the new school. Parents/guardians should check the CIF rules before submitting this application.

9. A student on an intradistrict agreement who requests to return to the home school can do so only at the beginning of the following school year. The request will be honored only if space is available and all other student expectations have been met. Exceptions may be considered due to extreme hardships

Special Education Students and Students With Section 504 Accommodations Plans

Parents/guardians of students with disabilities will follow the same intradistrict transfer request process as parents/guardians of nondisabled students, subject to Board policy and regulations. However, the district must ensure a Free Appropriate Public Education (FAPE) for students with disabilities. Therefore, prior to finalizing the approval of a transfer for a student with disabilities,

the Individualized Education Program (IEP) team or the Section 504 team will be required to determine if the student can be provided FAPE at the school of choice.

Procedure for Transfer when Balancing Classroom or School Size

Every reasonable effort will be made to ensure against excessive transferring of any students. The following exceptions shall be considered:

1. Change of boundary lines when new schools open
2. When boundary lines are adjusted to form a new attendance area
3. The necessity to move an entire class or grade level
4. When the school of residence is full or declared to be impacted

Regulation ROCKLIN UNIFIED SCHOOL DISTRICT

Approved: October 16, 2013 Rocklin, California

Revised: March 16, 2016

Board Policy

Interdistrict Attendance

BP 5117

Students

The Board of Trustees recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.

(cf. 0520.3 - Title I Program Improvement Districts)

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

(cf. 5116.1 - Intradistrict Open Enrollment)

The Board desires to communicate with parents/guardians and students regarding the educational programs and services that are available in the district.

Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs. Approval of an interdistrict attendance permit does not guarantee enrollment in a particular school. The district reserves the right to limit the number of incoming students, and establish priorities according to these types of requests.

The Superintendent or designee shall ensure that the interdistrict attendance permits specify the terms and conditions agreed to by both districts for the granting, denial, or revocation of the permit as well as the standards for reapplication.

The Superintendent or designee may deny the granting of an interdistrict attendance permit because of overcrowding within district schools or limited district resources. _

If the Superintendent or designee reasonably determines that a students' enrolment and/or school placement is based on a false claim of residence, parent/guardianship, employment, caregiver or any other false information, the student's enrollment will be revoked.

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures
48980 Notice at beginning of term
52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

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

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

Policy ROCKLIN UNIFIED SCHOOL DISTRICT

Approved: March 7, 2011 Rocklin, California

Revised: March 16, 2016

Administrative Regulation

Interdistrict Attendance

AR 5117

Students

The Board of Trustees is responsible for providing educational services to students residing in district boundaries. The district builds schools, hires staff, purchases supplies, and engages in comprehensive planning to meet its educational mandate. The district commits extensive resources based on this planning to adequately prepare for every student who resides, and plans to reside, in the district. The state provides revenue to meet financial commitments based on student enrollment by district of residence. Each student attending another district results in a financial loss. Consequently, in order to plan effectively, provide quality educational opportunities, and meet our financial commitments based on the state's intent to educate children by district of residence, it is important to retain as many students as possible.

The Board expects parents who live within the district's boundaries to enroll their students in our schools so we can continue to plan and meet our commitments. However, the district has established a process to evaluate requests for students who reside in our district but are requesting to attend school in another district. This process is called an Interdistrict Transfer Request. The request must be approved by both districts in order to allow the student to enroll. Students currently attending another district on a previously approved interdistrict attendance permit will continue to be approved on an annual basis by the district of residence (renewal).

The district will annually post when it is accepting interdistrict transfer applications for the following school year and notify parents by mail as to whether the transfer has been approved or if the child has been placed on a wait list due to no space availability.

The Superintendent or designee may approve interdistrict attendance permits for the following reasons:

1. To meet the child care needs of the student. Such students may be allowed to continue to attend district schools only as long as they continue to use a child care provider within district boundaries.

2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel, with concurrence from the district

(cf. 6159 - Individualized Education Program)

3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance

4. To allow the student to complete a school year when his/her parents/guardians have moved

out of the district during that year

5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school
6. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year
7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district
8. When the student will be living out of the district for one year or less
9. To participate in a special academic program not offered in the district of residence
10. To provide a change in school environment for reasons of personal and social adjustment
11. When recommended by the School Attendance Review Board or by county, child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

12. When the parent/guardian has provided proof of employment within the district boundaries.

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

13. Other reasons not included on the Interdistrict Transfer Request Application

Interdistrict attendance permits or applications shall not be required for students enrolling in a regional occupational center or program. (Education Code 52317)

Every interdistrict attendance permit shall stipulate the terms and conditions under which the permit may be revoked. (Education Code 46600).

Examples of conditions that may result in revocation include falsification of information stated on the permit application, unsatisfactory attendance, continual disruption, or poor academic achievement.

~~An interdistrict attendance permit shall not exceed a term of five years.—Each permit shall stipulate the terms and conditions established by both districts under which interdistrict attendance shall be permitted, denied, or revoked, and any standards for reapplication. (Education Code 46600)~~

Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

The Superintendent or designee may deny initial requests for interdistrict attendance agreement permits if school facilities are overcrowded at the relevant grade level or based on other considerations that are not arbitrary. If the district designates a school to be impacted, due to being filled to capacity, other alternatives will be offered to the student.

Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

(cf. 5145.6 - Parental Notifications)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Transportation

The district shall not provide transportation outside the school's attendance area. However, upon request, the Superintendent or designee may authorize transportation for students living outside the attendance area to and from designated bus stops within the attendance area if space is available. Priority for such transportation shall be based on demonstrated financial need.

Special Education Students

Interdistrict requests for students identified for special education must be reviewed by the student's IEP team to determine if the request is related to the student's disability and if the request is necessary for the student to benefit from special education services. If it is determined that the request is not related to the student's special education program, the request shall be considered parental choice and, as such, is subject to Board policy regulations. A representative from the requested district of choice must attend the IEP to verify placement availability and determine if a Free Appropriate Public Education (FAPE) can be provided at the district of choice.

Regulation ROCKLIN UNIFIED SCHOOL DISTRICT

Approved: March 7, 2011 Rocklin, California

Revised: March 16, 2016

Open Enrollment, District Residency and Inter/Intradistrict Policy Modifications

Rocklin Unified School District
Board of Trustees Meeting
March 16, 2016



Kathleen Pon, Ed. D., Deputy Superintendent,
Educational Services

Overview of Presentation

- ▣ Review enrollment data requested by Board March 2nd
- ▣ Provide enrollment projections for:
 - Rocklin Elementary Gate/Non Gate
 - Sunset Ranch Elementary
 - Twin Oaks Elementary
- ▣ Recommend criteria for declaring impacted school sites and implementation steps
- ▣ Address current students affected by proposed policy changes for impacted schools
- ▣ Revised Board Policies and Administrative Regulations recommendation

Enrollment Projections for Rocklin Elementary

Rocklin Elementary Projected Enrollment (as of March 2016)

Grades	Projected Non Gate Students	Projected Gate Students	Total Projections	Max Per Staffing Ratio	FTE Teachers (Classes)	District Projected Over Ratio	Seats Available
TK	20		20	20	1	0	0
K	55		55	60	2.5	0	5
1	58		58	60	2.5	0	2
2	55	24	79	72	3	7	0
3	57	24	81	72	3	9	0
4	64	24	88	96	3	0	8
5	62	32	94	96	3	0	2
6	58	32	90	96	3	0	6
Total	429	136	565	572	21	16	23

- ▣ Possible Kinder-1st grade combination, leaving seats open
- ▣ Or add a 1st grade and redirect 15 Kinders
- ▣ Need to redirect in 2nd and 3rd grades

Enrollment Projections for Sunset Ranch and Employee's Children by Grade Level

Sunset Ranch Projected Enrollment (as of March 2016)							
Grades	Actual Students	SR Empl. on Inter/Intra	RUSD Empl. on Inter/Intra	Max Per Staffing Ratio	Classes	District Projected Over Ratio	Seats Available
TK	0	0	0	0	0	0	0
K	121	1	0	120	5	1	0
1	129	1	2	120	5	9	0
2	104	1	0	108	4.5	0	4
3	137	1	2	132	5.5	5	0
4	130	5	2	128	4	2	0
5	116	1	2	128	4	0	12
6	128	0	0	128	4	0	0
Total	865	10	8	864	32	17	16

- ▣ Possible 2nd-3rd combination, leaving 4 seats open
- ▣ Or add another 3rd grade with 5 seats open, and redirect 8 2nd graders
- ▣ Redirect 1 Kinder, 9 1st, and 2 4th graders
- ▣ Some room in 5th only

Enrollment Projections for Twin Oaks

Twin Oaks Projected Enrollment (as of March 2016)					
Grades	Actual Students	Max Per Staffing Ratio	Classes	District Projected Over Ratio	Seats Available
TK	0	0	0	0	0
K	68	72	3	0	4
1	47	48	2	0	1
2	54	60	2.5	0	6
3	61	60	2.5	1	0
4	72	80	2.5	0	8
5	81	80	2.5	1	0
6	89	96	3	0	7
Total	472	496	18	2	26

- ▣ Possible 2nd-3rd combination, leaving 6 seats open
- ▣ Or add another 3rd grade with room and redirect 6 2nd graders
- ▣ Possible 4th-5th combination, leaving 8 seats open
- ▣ Or add another 5th and redirect 8 4th graders

Criteria for Impacted Sites

- Criteria for a school to be declared “impacted*” will be established. This criteria is, in the order of priority:
 - enrollment (based on class size cap)
 - facility constraints
 - funding levels
 - program capacity
- District staff will request the Board to approve a list of impacted schools or programs no later than March 15th each year.
- The District will declare impacted schools closed for open enrollment for that school year, except to residents within that attendance area.
- The District reserves the right to revoke the right to “residency after one year” for students who are in their first year of attendance through an Intradistrict permit. Clear guidelines that students attending on Interdistrict enrollment permit may not continue at the site.

Procedural Changes at Impacted Sites

- Students on Intradistrict permits in their first year enrollment a school site will not attain residency and be required to enroll at their school or residence or alternative site.
- Students on Interdistrict permits who have claimed residency based on parent/guardian employment within the district boundaries, including students of RUSD employees who do not work at that site, will be required to enroll at an alternative site.
- Priority for enrollment will be given to students who move into and have proof of a residence in that attendance area and students of RUSD employees who work at that site. All residents have equal priority.

Existing Resident Students Affected by Policy Changes

- ▣ Students on an Intradistrict permit in their first year of attendance at any site declared “impacted” in the Spring of 2016 will be “grandfathered” into residency, despite this new policy change. *However, siblings of these students who enroll for the 2016-2017 school year are not guaranteed priority for enrollment if the school is declared to be impacted.*
- ▣ Students of RUSD employees who do not work at an impacted site will be “grandfathered” into residency, despite the new policy change. *However, after 2016-2017 year, they will be required to enroll at an alternative site.*
- ▣ Students on Interdistrict permits who have claimed residency based on parent/guardian employment with the district boundaries *will not be “grandfathered” into residency for that site, and will be required to enroll in an alternative school for the 2016-17 school year.*

Policy and Administrative Regulation Modifications

- ▣ **AR 5111.1 Administrative Regulation on District Residency** – *Language clarifies that proof of employment is to be provided on an annual basis.*
- ▣ **AR 5111.12 Administrative Regulation on Residency Based on Parent/Guardian Employment** – *Language clarifies enrollment in the district does not guarantee school of choice and requires annual verification. Also defines and clarifies employees of Rocklin Unified, and which employees have priority for enrollment.*
- ▣ **BP 5117 Interdistrict Attendance** – *Language specifies that approval of interdistrict attendance doesn't guarantee attendance at a particular school, and the district's right to establish priorities at impacted schools.*

Additional Policy and Administrative Regulation Modifications

- ▣ **AR 5117 Interdistrict Attendance** – *Language added that refers to the residency policy based on parent/guardian employment, and clarifies that if a school is impacted, other alternatives will be offered.*
- ▣ **BP 5116.1 Intradistrict Attendance** – *Language specifies the District’s process for identifying schools open for Intradistrict enrollment, and how applications to these schools are made available, based on space availability and other district criteria.*
- ▣ **AR 5116.1 Intradistrict Attendance** – *Language clarifies that students in their first year attending through an Intradistrict Permit will not be granted “residency” if a school is declared to be impacted.*

Next Steps to Facilitate Communication About Inter/Intradistrict Enrollment

- The District will create a separate web page for the public about open enrollment and how to apply for Inter/Intradistrict Enrollment Permits, updating it annually with due dates and information about schools that have been declared “impacted” and are closed to open enrollment.
- Interdistrict Enrollment application forms will be updated this spring to ensure better tracking of reasons for enrollment, and claims for residency based on employment in the District and within the city boundaries.
- A short manual will be created to provide principals, site secretaries and attendance clerks with clear information about steps for implementing inter/intradistrict enrollment policies. Training for administrative regulations for these policies will commence immediately.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Approve Live Video Streaming at Board of Trustee Meetings and Revisions to Board Bylaw 9324, Minutes and Recordings

DEPARTMENT: Office of the Chief of Communications and Community Engagement

Background:

Based on a presentation requested by the Board at the March 2, 2016 Board meeting, staff has brought forward additional information and revisions to a plan to implement live video streaming at Board meetings for possible action and revisions to Board Bylaw 9324, Minutes and Recordings.

Status:

Staff will follow up on information brought to Trustees on March 2, answering specific Board of Trustee questions regarding potential views of live video archiving, lowering cost of equipment, and securing closed captioning cost options. Trustees also requested a sampling of unique views of live streaming/video archives. Only regular views could be secured. Potential Board Bylaw (BB 9324) changes will also be detailed regarding minutes and recordings. If the Board consents to implement live video streaming and video archiving of Trustee meetings, staff will bring contracts to subsequent meetings.

Presenter(s):

Diana Capra, Chief of Communications and Community Engagement

Financial Impact:

Current year: - \$4500 estimated equipment start up
-\$1000 estimated personnel for remainder of year
-\$2250 estimated closed captioning service for remainder of year
Future years: -\$4,000 estimated ongoing personnel/\$9000 closed captioning
Funding source: -Unrestricted general fund

Materials/Films:

None

Other People Who Might Be Present:

Mike Fury, Chief Technology Officer
Jeremy Jeffreys, Broadcast Media Teacher (Rocklin High School)

Allotment of Time:

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

Packet Information:

Power Point Presentation
BB 9324, Board Bylaw on Minutes and Recordings (revised)

Recommendation:

Staff recommends trustees take appropriate action as determined by the Board.

LIVE VIDEO STREAM INFORMATION

**Rocklin Unified School District
Board of Trustees Meeting
March 16, 2016**

Diana Capra, Chief, Communication/Community Engagement
Mike Fury, Chief Technology Officer
Jeremy Jeffreys, Broadcasting Teacher
Rocklin High School



Live Video Stream Board of Trustees Meetings

Overview:

- Information Requested
 - ❖ Views live stream/video archive and district population
 - ❖ Updated equipment cost options/in house option
 - ❖ Closed Caption options
- Board bylaws
- Next steps

Information Requested

Views/Student Populations

Example 1- Elk Grove Unified School District *(Source: You Tube last 9 months)*

Student population: 62,888

Archive Video Views: *Range low to high:* Low 46 views (2/2/16) to high of 268 views (10/6/15)

Example 2- Laguna Beach *(Source: Dir. HR and Communications January 2016)*

Student population: 3,074

Live Streaming Views: 1/12 meeting: 60 views and 1/26 meeting: 20 views

Archive Video Views: 1/12 meeting: 171 views and 1/26 meeting: 84

Example 3- Washington Unified School District *(Source: You Tube Jan-Feb 2016)*

Student population: 7,421

Archive Video Views: 1/21 meeting: 39 views and 2/11 meeting: 22 views

Updated Equipment Cost: \$4500

- 1) WireCast brand switching/streaming software (1)
- 2) Sony EVI-D100 PTZ Camera kit (2)
B&H # VAM100PTZCKW MFR # 999-2001-1000
- 3) Laptop Computer (1)
- 4) Various power cords & cables
- 5) Various A/V needed to tie in to existing A/V system
- 6) 500' Spool of RG-6 Coax Cable (for video line runs)
- 7) SD video capture device

Examples

Vacaville Unified School District Streaming Media Archive

Archived videos are arranged by date, with the most recent at the top of the list. Click **Video** to watch the meeting with documents, or **Agenda / Minutes** to see just the documents. You can also search the archives by typing keywords into the Search box.

To enable the most effective streaming experience for all browsers and operating systems, please download and install Silverlight from Microsoft. The minimum system requirements for watching the Archived video are available here. Streaming video support

Upcoming Events

Name	Date
School Board Meeting	March 03, 2016 - 06:30 PM

Search Archives:

Enter Keywords here

Search

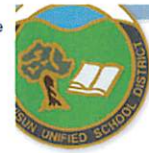
Advanced Search

Subscribe via RSS feeds

Agenda | Minutes | Podcast | Video Podcast

Archived Videos

Name	Date	Duration	Agenda	Board Meeting Minutes	Video	MP3 Audio	MP4 Video
School Board Meeting	Feb 4, 2016	03h 18m	Agenda	Board Meeting Minutes	Video	MP3 Audio	MP4 Video
School Board Meeting	Jan 14, 2016	01h 46m	Agenda	Board Meeting Minutes	Video	MP3 Audio	MP4 Video
School Board Meeting	Dec 10, 2015	02h 35m	Agenda	Board Meeting Minutes	Video	MP3 Audio	MP4 Video
School Board Meeting	Nov 19, 2015	02h 38m	Agenda	Board Meeting Minutes	Video	MP3 Audio	MP4 Video
School Board Meeting	Nov 5, 2015	01h 00m	Agenda	Board Meeting Minutes	Video	MP3 Audio	MP4 Video
School Board Meeting	Oct 15, 2015	03h 08m	Agenda	Board Meeting Minutes	Video	MP3 Audio	MP4 Video
School Board Meeting	Oct 1, 2015	02h 29m	Agenda	Board Meeting Minutes	Video	MP3 Audio	MP4 Video
School Board Meeting	Sep 17, 2015	03h 13m	Agenda	Board Meeting Minutes	Video	MP3 Audio	MP4 Video



FAIRFIELD-SUISUN
UNIFIED SCHOOL DISTRICT

A premier learning community that empowers each student to thrive in an ever-changing world.

Parents

Students

Our District | Schools | Governing Board | Departments | Students | Parents | Community | Staff

Governing Board



Archived Video Link

Live Video Embedded into a webpage

Updated In House Option

- Set up/hard wiring estimated total cost: \$4500.00
- Streaming/posting: You Tube/Vimeo: Free
- Ongoing cost of personnel: \$4000.00
- Closed Captioning: \$9000.00

Total: One time set up cost: \$4500.00

Ongoing cost: \$13,000 *

*Estimate based on 16 Board of Trustee meetings per year

Board Bylaw 9324 Changes

Broadcasts: The final section of the bylaw is revised to reflect that the Board meetings may be broadcast. As a matter of practice, the bylaw requires the Board's presiding officer to announce that a recording of the meeting is being made. For the sake of accuracy, the presiding officer's announcement should be amended to indicate that the meeting may be being *recorded or broadcast live*.

Closed Captions: This revision is meant to address the District's possible use of closed captions for recordings or broadcasts of its Board meetings. The language does not bind the District to the practice of providing closed captions, but provides notice that it may choose to do so. More importantly, the new language preserves the status of the clerk's minutes as the official record of any Board meeting, and indicates that any transcripts of closed captions shall not be used for official purposes.

Possible next steps

- Change RUSD Bylaw 9324
- Order equipment/contracts brought to April Board of Trustees meeting
- Set up equipment to execute Live Video Stream
- Identify personnel
- Communicate changes

Rocklin USD | BB 9324 Board Bylaws

Minutes And Recordings

The secretary of the Board of Trustees shall keep minutes and record all official Board actions. (Education Code 35145, 35163)

(cf. 9323.2 - Actions by the Board)

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda for the next regular meeting. The Clerk shall act as the custodian of the minutes and shall direct the Secretary to make them available to any citizen desiring to examine them during usual office hours of the district.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separate from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 1340 - Access to District Records)

(cf. 9321.1 - Closed Session Actions and Reports)

Official Board minutes and recordings shall be stored in a fire-proof location.

Maintaining the Minutes

The Board minutes shall be maintained as outlined below:

1. Content-Board of Trustees Procedures:

- a. The date, place, and type of each meeting
- b. Members present and members absent by name
- c. Call to order and Pledge of Allegiance to the flag of the United States of America
- d. Arrival of tardy member by name
- e. Departure of members by name before adjournment or if absence takes place when any Board agenda items are acted upon
- f. Date and place of next meeting
- g. Adjournment of the meeting
- h. Record of written notice of special meetings

i. Record of items of business to be considered at special meetings

2. Content-Board of Trustees Actions:

a. Approval or amended approval of the minutes of preceding meetings

b. Complete information as to each subject of the Board's deliberation

c. Complete information as to each subject including the roll call record of the vote on a motion if not unanimous

d. All Board resolutions in complete context numbered serially for each fiscal year

e. A record of all contracts entered into

f. All employment and resignations or terminations of employment

g. A record by number of all purchase orders approved by payment

h. A record of all bid procedures including calls for bids authorized, bids received, and other action taken

i. A record by number of all warrants approved for payment

j. Adoption of the annual budget

k. Financial reports, including collections received and deposited and sales of personal property

l. A record of all important correspondence

m. A record of the Superintendent's reports to the Board

n. Adoption of all policies, bylaws, and Board-adopted regulations

o. A record of all delegations appearing before the Board

p. Adoption of the annual school calendar

~~Video or Audio Recording~~ Recording or Broadcasting of Meetings

~~A video or audio tape recording may be made at any Board meeting~~ The district may tape, film, or broadcast any open Board meeting. The presiding officer shall announce that a recording is

being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

The district may provide closed captioning for recordings or broadcasts of open Board meetings. The transcripts of closed captions, if any, are not minutes or official records of Board meetings and may not be relied on for official purposes.

Recordings made during regular or special Board meetings are public records. Any district recording may be erased or destroyed. They shall be kept for at least 30 days after the meeting. U ~~and~~ upon request, recordings shall be made available for inspection by members of the public on a district ~~recorder~~ equipment without charge. (Government Code 54953.5)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent of all parties to the communication

GOVERNMENT CODE

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

Bylaw ROCKLIN UNIFIED SCHOOL DISTRICT

Adopted: October 4, 2000 Rocklin, California

Revised: March 16, 2016 Rocklin, California

ROCKLIN UNIFIED SCHOOL DISTRICT

Item 10.4
ACTION
March 16, 2016

BOARD AGENDA BRIEFING

SUBJECT: Accept 2016-17 Initial Contract Proposal from the Rocklin Teachers Professional Association and Set Date for Public Hearing

DEPARTMENT: Office of the Assistant Superintendent, Human Resources

Background:

The Rocklin Teachers Professional Association (RTPA) annually presents (sunshines) its proposal for negotiations for the next contract year for acceptance by the Board. In addition to salary and benefits, the Articles being presented by RTPA are as follows: Article VIII – Prep Time; Article X – Class Size.

Status:

The Rocklin Teachers Professional Association has presented for acceptance its proposal for the 2016-17 contract year. If the proposal is accepted, staff recommends that a public hearing be set for April 20, 2016. Negotiations will begin following the public hearing.

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:

Copy of RTPA Collective Bargaining Agreement available online at:
<http://www.rocklinusd.org/Departments/Human-Resources/Salary-Schedules--Contracts/index.html>.
Public copy available at board meeting.

Recommendation:

Staff recommends that the Board accept the 2016-17 Contract Proposal from RTPA and schedule a public hearing for April 20, 2016.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Approve District Certification of Ability to Meet Financial Obligations (Second Interim Report)

DEPARTMENT: Office of the Deputy Superintendent, Business & Operations

Background:

State law and prudent business practices require all California public school districts to review, monitor and update all budget and financial information on a regular basis. The Rocklin Unified School District monitors 11 budgets on an annual basis. These budgets are grouped under designated categories commonly called funds. The primary operating budget of the school district is the General Fund. This fund is segregated by law into two separate components: 1) Unrestricted General Fund, which is used for general operating purposes; and 2) Restricted General Fund, which is used to account for categorical and grant programs such as Special Education, Title I, and Transportation. Of the 11 district funds, less than one-half of them are individual building projects and/or Mello-Roos and General Obligation Bond budgets. Thus, there are actually seven perpetual funds operated by the Rocklin Unified School District:

- General Fund
- Charter
- Deferred Maintenance
- Cafeteria
- Capital Facilities (Building Fees)
- Special Reserve for Capital Outlay
- Retiree Benefit Fund (Irrevocable Trust)

BUDGET COMPONENTS

The primary components of California public school budgets and financial reports are:

1. Beginning Balance
2. Revenues (commonly called income in the private sector)
3. Expenditures
4. Ending Balance

Within each major component there are many subsections. One of the most critical components is the Ending Balance. This section contains the Reserve for Economic Uncertainty which by State Law must be, at a minimum, a stated percentage of the total general fund expenditure budget. The percentage factor varies by the student population or size of the school district. For RUSD, the statutory minimum reserve level is 3.0%. To emphasize the importance of the ending balance and reserves, it is noted that the Education Code requires that a local governing board must approve by a 2/3's vote any changes to the ending balance before these appropriations can be modified.

Status:

This Second Interim Report's multi-year projection is based on the current year's estimated revenue and expenditures and the Governor's 2016-17 Budget Proposal. Based on the recommendation of Placer County Office of Education and Fiscal Crisis and Management Assistance Team (FCMAT), staff has projected revenue in the two future budget years using the Local Control Funding Formula (LCFF) model and applying funding gap percentages of 51.97%, 49.08% and 45.34% for 2015-16, 2016-17 and 2017-18 respectively.

The major budget assumptions are detailed in the multi-year projection, which is included in the Second Interim Report. Based on those assumptions, the district will meet its financial obligations in the current and two future fiscal years.

Note that changes for the following items could significantly impact current projections:

- Enrollment & ADA
- Salary and benefit increases to be negotiated with employee bargaining units
- Mandated pension costs
- Any augmentations to the budget (additional staffing, equipment purchases, etc.)
- Expenditures resulting from the completion of the Local Control Accountability Plan (LCAP) and related strategic priorities
- Special education costs, including the bill back charges from Placer COE.

Presenter:

Barbara L. Patterson, Deputy Superintendent, Business & 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 Action Item Information Item

Packet Information:

Certification of Second Interim Report
General Fund Multi-year Projection and Assumptions
State Reports
Powerpoint Presentation

These documents are available to the public by calling the Business Services Department at 630-2234.

Recommendation:

Staff recommends approval of the Second Interim Report certifying that it will meet its financial obligations for the current and subsequent two fiscal years (Positive Certification).

2nd Interim Report

Rocklin Unified School District
March 16, 2016

Presented by Barbara Patterson
Deputy Superintendent, Business & Operations

Overview

- ▶ Certification
- ▶ Major changes from most recent budget revision adjusted for compensation settlements – all approved February 3, 2016 (Revised Budget)
- ▶ Multi-Year Projection (MYP)
 - General Fund
 - Combined and Unrestricted
 - Potential changes in MYP
- ▶ Next Steps

Positive 2nd Interim Report

- ▶ District will be able to meet its financial obligations for the current year, and for the two future years, based on the major assumptions included in the Multi-Year Projection Report attached to the SACS Report in your packet

Major Changes Since Revised Budget

- ▶ Decrease of \$72k in current year LCFF revenues due to a decrease of 9.80 ADA offset by an increase of \$38k for prior year adjustments
- ▶ Increase of \$104k in local donations and billings for services
- ▶ Increase of \$52k in special education SELPA funding

Major Changes Since Revised Budget, cont'd.

- ▶ Decrease of \$999k in unspent funds to be carried over as assigned/committed balances
- ▶ Decrease of \$206k in unspent funds to be carried over as restricted balances
- ▶ Increase of \$165k for stipends and related benefits
- ▶ Decrease of \$168k in unrestricted materials and services expenditures
- ▶ Increase of \$103k for non-public agency contract fees
- ▶ Decrease of \$47k in special education billback from PCOE

Change in Unrestricted Resources – Committed & Other Assigned Fund Balance from BR#3 Revised to 2nd Interim

Committed	\$	(14,698)
Other assigned:		
Site discretionary & other site & dept. budgets	\$	543,203
Donations		70,736
One time funding plan budgets		306,800
LCFF - contingency		(77,023)
GATE		3,555
Instructional materials (IMFRP)		111,890
Total increase in other assigned fund balance	\$	959,161

Change in Restricted Fund Balance from BR #3 Revised to 2nd Interim

Medi-cal billing option	\$ 44,508
LEP- student program	2,640
Prop 39 - CA Clean Energy Jobs Act	(302)
Restricted lottery	41,600
Routine Restricted Maintenance Account (RRMA)	27,867
RDA facilities	35,354
Special education mental health	853
CRANE grant	65,171
Local donations	24,877
Total changes in restricted fund balance	<u>\$ 242,568</u>

Multi-Year Projection – Combined

		2015-16	2016-17	2017-18	2018-19
		2nd interim	Projected Budget	Projected Budget	Projected Budget
A.	TOTAL REVENUES AND FINANCING SOURCES	\$ 106,706,185	\$ 105,073,414	\$ 107,778,278	\$ 107,779,071
B.	TOTAL EXPENDITURES & USES	(101,735,400)	(106,151,131)	(105,258,330)	(107,916,822)
C.	NET INCREASE (DECREASE) IN FUND BALANCE (Deficit Spending)	\$ 4,970,785	\$ (1,077,717)	\$ 2,519,948	\$ (137,751)
D.	FUND BALANCE, RESERVES				
1.	Beginning Fund Balance	12,261,188	17,231,973	16,154,256	18,674,204
2.	Ending Fund Balance	\$ 17,231,973	\$ 16,154,256	\$ 18,674,204	\$ 18,536,453

Components of Fund Balance – Combined

		2015-16	2016-17	2017-18	2018-19
		2nd interim	Projected Budget	Projected Budget	Projected Budget
E.	COMPONENTS OF FUND BALANCE				
1.	Nonspendable	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
2.	Restricted	\$ 4,153,281	\$ 4,117,905	\$ 5,246,258	\$ 6,744,463
3.	Committed	\$ 635,054	\$ 685,467	\$ 735,880	\$ 786,293
4.	Assigned:				
a.	Other assigned	\$ 6,041,639	\$ 2,875,221	\$ 2,884,691	\$ 2,894,161
b.	LCFF contingency	3,339,437	2,844,300	363,293	2,794,083
c.	Negotiation Settlement				
	Total Assigned	\$ 9,381,076	\$ 5,719,521	\$ 3,247,984	\$ 5,688,244
5.	Unassigned - Reserve for Economic Uncertainty (REU)	\$ 3,052,062	\$ 5,620,864	\$ 9,433,583	\$ 5,306,953
	REU as a % of total expenditures	3.00%	5.30%	8.96%	4.92%
	REU and LCFF contingency as a % of total expenditures	6.28%	7.97%	9.31%	7.51%
	3% Reserve	3,052,062	3,184,534	3,157,750	3,237,505

2nd Interim MYP – Unrestricted Only

		2015-16	2016-17	2017-18	2018-19
		2nd interim	Projected Budget	Projected Budget	Projected Budget
A.	Total revenues and financing sources - ongoing	\$ 80,625,059	\$ 79,459,312	\$ 82,085,735	\$ 81,906,773
B.	Total expenditures and financing uses - ongoing	(76,406,483)	(80,501,652)	(80,694,140)	(83,542,730)
C.	NET INCREASE (DECREASE) IN FUND BALANCE (Deficit Spending)	\$ 4,218,576	\$ (1,042,340)	\$ 1,391,595	\$ (1,635,957)
	One time revenue	\$ 5,659,169	\$ -	\$ -	\$ -
	One time expenditures	2,063,245	2,160,130	1,522,130	-
	Increase (decrease) in fund balance due to one time funding	\$ 3,595,924	\$ (2,160,130)	\$ (1,522,130)	-
	Net increase (decrease) in fund balance (excluding one time funding)	\$ 622,652	\$ 1,117,790	\$ 2,913,725	\$ (1,635,957)
D.	FUND BALANCE, RESERVES				
1.	Beginning Fund Balance	8,860,116	13,078,692	12,036,352	13,427,947
2.	Ending Fund Balance (D1 + C)	\$ 13,078,692	\$ 12,036,352	\$ 13,427,947	\$ 11,791,990

Potential Changes for MYP

- | | | |
|---|--|--|
| 1 | ADA Increase / Decrease | ADA at P-2 may be higher or lower than budgeted |
| 2 | Enrollment | Increases or decreases in enrollment by grade span and effect on LCFF funding model |
| 3 | PCOE Special Education Services Bill Back | Final bill may be higher or lower than the PCOE anticipated |
| 4 | Special Education Expenditures | Special education expenditures could continue to increase |
| 5 | 2015-16 Budget Savings | Department and site expenditures may be lower than budgeted and estimated at 2 nd Interim |
| 6 | Local Control Accountability Plan | Priorities developed as a result of the District's LCAP |

Next Steps

- ▶ Updating the Local Control Accountability Plan (LCAP)
- ▶ Building the budget
- ▶ P-2 ADA
- ▶ May Revise
- ▶ Estimate actuals for 2015-16
- ▶ Final adjustments to 2016-17 budget
- ▶ Public hearings on LCAP and 2016-17 budget
- ▶ Adoption of 2016-17 LCAP and budget in June
- ▶ State adoption of budget - expected in June

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Adopt Resolution No. 15-16-15 – Kindergarten through Community College
Public Education Facilities Bond Act of 2016

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

Background:

Rocklin Unified School District has previously benefited through the various facility improvement programs funded by Statewide School Facilities Bonds.

In response to the lack of state funding for school facilities, the Coalition for Adequate School Housing (C.A.S.H.) has qualified a State School Bond for the November 2016 ballot. The initiative provides \$9 billion for New Construction (\$3 billion) and Modernization (\$3 billion) projects, as well as Career Technical Education (\$500 million), Charter Schools (\$500 million), and Community Colleges (\$2 billion). The initiative also preserves the School Facility Program (SFP) under Chapter 12.5 of the Education Code. C.A.S.H. has taken this significant action because they believe the California Constitution requires the state to be a partner in school construction and renovation to ensure that schools are, "...safe, secure and peaceful" (Article IX Section 5 and Article 1 Section 28).

The Rocklin Unified School District has facility needs which may be partially funded by future State Bonds.

Status:

Resolution 15-16-15 has been prepared for Board approval to support the placement of a State School Bond on the November 2016 ballot.

Presenter:

Craig Rouse, Senior Director, Facilities, Maintenance & 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:

Resolution No. 15-16-15

Recommendation:

Staff recommends the Board adopt Resolution No. 15-16-15 to support kindergarten through community college public education facilities bond act of 2016.

RESOLUTION NO. 15-16-15

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

In the Matter of: RESOLUTION KINDERGARTEN
THROUGH COMMUNITY COLLEGE PUBLIC
EDUCATION FACILITIES BOND ACT OF 2016

The following RESOLUTION was duly adopted by the Board of Trustees of the Rocklin Unified School District at a regular meeting held on the 16th day of March 2016, by the following vote on roll call:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage.

President, Board of Trustees

ATTEST:

Clerk, Board of Trustees

WHEREAS, the California Constitution finds public education is a State responsibility in Article IX Section 5; and

WHEREAS, Article 1 Section 28 states that public schools shall be safe, secure and peaceful; and

WHEREAS, the State has met its constitutional responsibilities since 1982 by providing consistent State bond resources through programs contained in Division 1, Part 10, Article 12 and Article 12.5 of the Education Code; and

WHEREAS, the State is out of school facility funds and cannot provide the State match for almost \$2 billion in projects filed under current law; and

WHEREAS, the Rocklin Unified School District has facility needs which may be partially funded by State bonds; and

WHEREAS, the Kindergarten through Community College Public Education Facilities Bond Act of 2016 provides for renovation and upgrade of existing classrooms, construction of new classrooms to accommodate growth, and for career technical education facilities to provide job training to meet the trained workforce needs of California's employers; and

WHEREAS, the California unemployment rate is greater than the national unemployment rate; and

WHEREAS, 13,000 middle class jobs are created for each \$1 billion in school facility infrastructure investment; and

WHEREAS, these jobs will be created throughout California and will include almost all building trades; and

WHEREAS, the new Local Control Funding Formula and Local Control Accountability Plan are intended to improve educational achievement for all students but do not provide dedicated facilities funding; and

WHEREAS, quality 21st Century school facilities designed for student needs of today and tomorrow enhance academic achievement and further the State's academic goals; and

WHEREAS, the Kindergarten through Community College Public Education Facilities Bond Act of 2016 will not raise State taxes; and

WHEREAS, the Kindergarten through Community College Public Education Facilities Bond Act of 2016 State matching funds will reduce the need for additional local property taxes for school facilities.

NOW, THEREFORE, BE IT RESOLVED that the Rocklin Unified School District supports the Kindergarten through Community College Public Education Facilities Bond Act of 2016.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

SUBJECT: Local Control Accountability Plan Update

DEPARTMENT: Office of the Deputy Superintendent, Educational Services

Background:

The Local Control Funding Formula has given districts broad discretion over how to use base and supplemental funds. The use of the supplemental funds must expand or improve services for high-needs students in proportion to the additional supplemental funding that these students bring to the district. The supplemental funds are intended to bridge the achievement gaps for Socioeconomically Disadvantaged Students, Foster Youth, and English Learners. The Rocklin Unified School District (RUSD) Local Control Accountability Plan (LCAP) has been aligned with the District-wide Strategic Plan. The RUSD LCAP stakeholder engagement process during the 2015-2016 school year involved the engagement and consultation of parents, students, staff, and advisory groups. Input was gathered through the use of surveys, focus groups and formal meetings. This data was summarized and used in conjunction with a review of progress at the Cabinet level on February 29, 2016.

Status:

The Board will provided a detailed overview of the analysis of stakeholder input and the resulting impact on the development of the 2016-2019 RUSD LCAP. The recommended 2016-2017 RUSD LCAP actions will be presented.

Presenters:

Kathleen Pon, Ed. D., Deputy Superintendent, Educational Services
Melanie Patterson, Program Specialist, Local Control Accountability Plan

Financial Impact:

Current year: NA
Future years: NA
Funding source: NA

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:

LCAP Update Presentation

Recommendation:

Information Item Only

Local Control Accountability Plan (LCAP) Update

Rocklin Unified School District
Board of Trustees Meeting
March 16, 2016



Presented by:

Kathleen Pon, Ed. D.

Deputy Superintendent, Educational Services

Melanie Patterson

Program Specialist, LCAP



Overview of Presentation

- ❖ Purpose of Presentation in Relationship to Timeline
- ❖ LCAP Alignment to Strategic Plan and State Priorities
- ❖ LCAP Stakeholder Engagement and Input
- ❖ 2016-2017 Recommended LCAP Actions/Services
- ❖ Next Steps

LCAP Purpose and Funding

To address state and local priorities for all students and for specific students groups defined in Education Code and includes goals, associated measures of progress, action steps and associated budget amounts for those actions.

Funding is comprised of 3 parts:

- Base
- Supplemental Grant allocation (\$3,109,000) based on unduplicated count of:
 - **English language learners**
 - **Low income**
 - **Foster youth**
- Concentration Funding (RUSD not eligible)

2015-2016 LCAP Timeline

MONTH	ACTIONS
September 2015	<ul style="list-style-type: none"> ✓ Establish Timeline ✓ Review Goals, Actions, and Data
October 2015	<ul style="list-style-type: none"> ✓ Engage Stakeholders Reviewing 2015-2016 LCAP Goals and Progress ✓ Advisory Committee Development ✓ Participate in LCAP Trainings
November 2015	<ul style="list-style-type: none"> ✓ Engage Stakeholders Reviewing 2015-2016 LCAP Goals and Progress & Develop Formative (Lead) Metrics ✓ Create 2015-2016 Executive Summary and Rocklin Assessment System for Sustainable Improvement (RASSI) ✓ Board of Trustees LCAP Update
December 2015	<ul style="list-style-type: none"> ✓ Engage Stakeholders Reviewing 2015-2016 LCAP Goals and Progress ✓ Site-Council Input Process presented to District Leadership Team ✓ Develop and Implement Parent, Student, Staff LCAP Survey

2015-2016 LCAP Timeline

MONTH	ACTIONS
January 2016	<ul style="list-style-type: none"> ✓ Engage Stakeholders in Development of 2016-2019 LCAP ✓ Site-Council Input Reviewed
February 2016	<ul style="list-style-type: none"> ✓ Conduct Student and Staff Input Forums/Surveys ✓ Cabinet Workshop reviewing progress, current and future status of actions/services
March 2016	<ul style="list-style-type: none"> ✓ Present LCAP Stakeholder Input and Progress to Board of Trustees for Review and Recommendations
April 2016	<ul style="list-style-type: none"> ✓ Review Draft 2016-2019 LCAP with Stakeholders ✓ Post Draft LCAP on RUSD website for feedback
May 2016	<ul style="list-style-type: none"> ✓ Review Final 2016-2019 LCAP with Stakeholders
June 2016	<ul style="list-style-type: none"> ✓ Public Hearing for LCAP ✓ Review and Respond to Public Comments ✓ Presentation to Board for Adoption of 2016-2019 LCAP ✓ Post LCAP to RUSD Website ✓ Submit Final LCAP to PCOE

Purpose of Presentation

MONTH	ACTIONS
March 2016	✓ Present LCAP Stakeholder Input and Progress to Board of Trustees for Review and Recommendations

2015-2016 LCAP Goals

1. Rocklin Unified School District (RUSD) will ensure that all students will achieve to their highest potential and make continuous progress toward increasingly challenging **academic goals** consistent with college and career readiness standards and expectations.
2. RUSD will ensure that **staff continually build capacity** through professional learning and growth opportunities to support student achievement and success.
3. RUSD will provide **support systems for learning** (during both the school day and after school) and provide **safe schools** with healthy climates where all students have the opportunity to achieve at high levels.

2015-2016 LCAP Alignment

LCAP Goal	RUSD Strategic Plan Strategies: We will...	State Priorities
Goal 1: Academic Advancement	<p>(1) create student academic growth through dynamic, relevant and increasingly challenging learning experiences.</p> <p>(4) enhance student growth through local partnerships that provide learning opportunities and community service experiences</p>	<p>(1)Basic Services-Materials</p> <p>(4)Pupil Achievement</p> <p>(7)Course Access</p> <p>(8)Other Pupil Outcomes</p>
Goal 2: Building Capacity	<p>(3)continuously build individual and organizational capacity, and seek additional resources and partnerships to fulfill our mission</p>	<p>(1)Basic Services-Credentials</p> <p>(2)Implementation of State Standards</p>
Goal 3: Support Systems & Safe Schools	<p>(2)provide a variety of opportunities for all students to become healthy, self aware, resilient and high functioning adults</p> <p>(5)have regular, consistent, proactive systems of clear communication that improve organizational efficiency, engage the community and promote our district</p>	<p>(1)Basic Services-Facilities</p> <p>(3)Parent Involvement</p> <p>(5)Pupil Engagement</p> <p>(6) School Climate</p>

LCAP Stakeholder Engagement

Targeted input regarding academics, capacity building, support for students, and school environment from:

- ❖ **2982** parents through the 2016 LCAP Parent/Guardian Survey
- ❖ **104** elementary, middle, and high school students through student forums
- ❖ **199** staff members at Breen, Rocklin Elementary, Twin Oaks, Granite Oaks, Victory High, Rocklin Independent Charter Academy, and Whitney High: 42 staff members across the district completed the survey individually
- ❖ **167** advisory group members (parents, students, staff): District Leadership Team, Site Councils, LCAP Parent Advisory Committee

Parent/Guardian Input Summary

Goal 1

- ❖ increased technology devices and WIFI; efficiency and relevancy of technology use to teaching and learning; more opportunities and courses supporting STEM/CTE/Enrichment; expansion and diversification of GATE programs at the elementary level

Goal 2

- ❖ monitoring the effectiveness of training opportunities

Goal 3

- ❖ increased tutoring/interventions for students at all grade levels; increased respect toward all students regardless of academic ability; more frequent communication; increased opportunities to learn how to help struggling students at home; increase access to crisis hotlines

Student Input Summary

Goal 1

- ❖ increased access to Chromebooks; project-based and real-life learning opportunities

Goal 2

- ❖ facilitation versus lecture; flipped and blended learning; collaborative discussions

Goal 3

- ❖ increased tutoring/access to teachers for one to one assistance; increased campus supervision; more efficient/effective safety drills; increased anti-bullying training and awareness

Staff Input Summary

Goal 1

- ❖ alignment of district and grade level assessments

Goal 2

- ❖ input on specific professional development opportunities, district-wide focus on one or two concepts per year minimizing frequency of change

Goal 3

- ❖ cyberbullying and bully prevention; alignment of district and grade level assessments and intervention

Advisory Groups Input Summary

Goal 1

- ❖ common assessments across grades and sites; increased career/vocational course offerings, parent education, and counseling/guidance

Goal 2

- ❖ more collaboration (PLC, lesson study, planning time); concern regarding frequency of teacher release time; continue opportunities provided by Teachers on Special Assignment; MTSS/Interventions

Goal 3

- ❖ Multi-Tiered System of Supports (MTSS); Universal Design for Learning; social emotional support; intervention and enrichment opportunities; increased parent education and counseling/guidance; increased partnering with parents and community

2016-2017 LCAP Goal #1

Recommended Actions/Services

Reference	LCAP Actions/Service	2016-2017 Status
1.1	Support college/career readiness by providing AVID tutoring	Continue
1.2	Engage in a District and Site Strategic Planning process to meet both Strategic Plan and LCAP goals.	Continue
1.3	Refine and implement program offerings to TK-12 English Learners	Continue
1.4	Support implementation of LCAP goals through provision of administrative services and community engagement	Continue
1.5	Support Sites with Renaissance Learning hosting (AR)	Continue
1.6	Provide college and career counseling to increase successful transitioning for targeted students and other specific college/career related outcomes	Enhance
1.7	Support college readiness by providing PSAT testing opportunities for all 10th grade students	Expand

2016-2017 LCAP Goal #1 Recommended Actions/Services (Continued)

Reference	LCAP Actions/Service	2016-2017 Status
1.8	Support early learning by expanding implementation of Full-day Kindergarten program to all sites and continuing Transitional Kindergarten	Expand
1.9	Identify and support CTE pathways connected to industry sectors	Expand
1.10	Provide access for targeted students in co-enrollment courses with community college	Add
1.11	Refine support of targeted students at SVMS with 8th grade support and learning center model	Add
1.12	Provide technology and MIFI for Foster Youth, Homeless, and Economically Disadvantaged, English Learner, and Special Education students in need of device	Add
1.13	Provide timely and effective communication pathways between teachers, parents, and students	Add

2016-2017 LCAP Goal #2

Recommended Actions/Services

Reference	LCAP Actions/Service	2016-2017 Status
2.1	Continue to maintain and/or develop highly qualified staff and place in correct assignments	Continue
2.2	Provide TK and K targeted learning	Continue
2.3	Identify appropriate training on diversity and tolerance	Continue
2.4	Support learning in MTSS for all staff	Continue
2.5	Continue to support GLAD/SOAR training for language/discourse	Continue
2.6	Support staff training for those working with targeted students, including but not limited to Instructional Aides	Enhance
2.7	Provide professional learning supported by Teachers on Special Assignment (TOSA) in alignment with the RUSD PD Plan, including: ELA/ELD framework, Math practices, Digital Citizenship, Bully Prevention, Positive Behavior Intervention and Supports (PBIS), Universal Design for Learning (UDL)	Expand
2.8	Support CTE teacher training to remain relevant and current in best practice	Expand

2016-2017 LCAP Goal #2 Recommended Actions/Services (Continued)

Reference	LCAP Actions/Service	2016-2017 Status
2.9	Provide initial training in Next Generation Science Standards (NGSS), Science Technology Engineering Math (STEM), and Project Based Learning	Add
2.10	Incorporate learning walks or Instructional Rounds with administration and teachers to support inquiry around best practices and data collection to inform ongoing adult learning and program development	Add
2.11	Begin to address how to effectively use Professional Learning Community (PLC) time by aligning school calendars for early release Mondays to allow for cross site collaboration	Add
2.12	Explore flipped/blended learning to support instruction	Add
2.13	Evaluation and train staff on Universal/Discipline Practices using pro-social strategies and alternatives to suspension	Add

2016-2017 LCAP Goal #3

Recommended Actions/Services

Reference	LCAP Actions/Service	2016-2017 Status
3.1	Continue expansion of Positive Behavior Intervention and Supports (PBIS) to schools throughout the district based upon need	Continue
3.2	Provide free, safe and efficient transportation for Economically Disadvantaged, Foster and Homeless Youth	Continue
3.3	Continue providing safe and well maintained facilities	Continue
3.4	Continue partnerships with Rocklin Police and Fire Departments to review and revise emergency evacuation procedures for all staff at sites and work locations	Continue
3.5	Provide instructional support and intervention materials for targeted students	Continue
3.6	Provide parent/adult education through the Latino Literacy Project at Rocklin Elementary School	Continue
3.7	Provide MyOm Literacy program for EL students grades K-6	Continue

2016-2017 LCAP Goal #3 Recommended Actions/Services (Continued)

Reference	LCAP Actions/Service	2016-2017 Status
3.8	Engage and communicate with families at English Language Advisory Committees/District English Language Advisory Committee meetings	Continue
3.9	Increase student achievement through instructional support, including Instructional Aides	Continue
3.10	Continue high school Mid-Year Intervention Program (Night School)	Continue
3.11	Implement Phase 1 of Multi-Tiered System of Supports (MTSS)	Continue
3.12	Support English Learners at the elementary and secondary level through the Family Tutoring Center at Rocklin Elementary and Cobblestone	Continue
3.13	Provide intervention/tutoring opportunities for all students by refining and refocusing district-wide Intervention programs K-8	Enhance
3.14	Implement Digital Citizenship curricula across all grade levels	Expand

2016-2017 LCAP Goal #3 Recommended Actions/Services (Continued)

Reference	LCAP Actions/Service	2016-2017 Status
3.15	Provide parent engagement/education in math, digital citizenship, college and career, bully prevention (including cyber-bully prevention), and Love & Logic	Expand
3.16	Support student achievement through elementary and secondary summer school, including enrichment opportunities and transportation provided to EL, SED, FY	Expand
3.17	Work with site principals to provide universal Anti-Bullying policies, procedures, curricula	Add
3.18	Provide additional tutoring opportunities for students on school sites giving priority to targeted students	Add
3.19	Implement Foster Youth Success Plan, including assessment and support as needed, by Foster Youth District Liaison	Add
3.20	Provide counseling support for struggling high school students and social skill interventions at elementary sites	Add

Next Steps

- Complete draft 2016-2019 LCAP with Budget
- Share draft with Parent Advisory Committee, District Leadership Team, and Cabinet
- Present draft 2016-2019 LCAP to Board with Budget on April 20, 2016
- Post draft 2016-2019 LCAP on website for feedback
- Hold Public Hearing for 2016-2019 LCAP on June 8, 2016
- Present 2016-2019 LCAP for Board approval on June 22, 2016
- Submit 2016-2019 LCAP to Placer County Office of Education by June 30, 2016

PENDING BOARD AGENDA ITEMS

February 2016

Agenda Item	Administrator	Board Meeting
Williams Uniform Complaints, Quarterly Report <i>(Consent)</i>	Ed Services	July
Resolution Delegating Barbara Patterson as Representative and Roger Stock as Alternate Representative to Joint Powers Board for SIG <i>(Consent)</i>	Business & Operations	July
Non-Public School and Agency Master Contracts for the Upcoming School Year	Ed Services	July
Resolution Adopting Declaration of Need for Fully Qualified Educators <i>(Action)</i>	Human Resources	July
Tax Report for CFD No. 1 and No. 2, Yearly Adoption	Business & Operations	July/August
Summer School Program Report	Ed Services/Staff	July/August
Information and Related Actuarial Reports on Workers' Compensation Claims & Health/Welfare Benefits for Retired Employees After 65	Business & Operations	August
Resolution Approving Listed Teachers to Teach Specified Courses Outside their Credential Authorizations in Departmentalized Setting (per Ed Code Sections 44258.3, 44263 and 44256(b))	Human Resources	August
BP 9270 - Conflict of Interest, Biannual Review -- (Every Other Year, Action)	Business & Operations	August 2016
School Opening/Readiness Report <i>(Information)</i>	Ed Services/Staff	August
Unaudited Actuals, Approve District Certification	Business & Operations	August/September
Resolution Establishing Appropriation Limitation (GANN) <i>(Action)</i>	Business & Operations	August/September
Summer Civic Program Update -- (Information)	Chief of Communications	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> <i>(Action)</i>	Ed Services	September/October
RUSD Employee Years of Service Recognition	Human Resources	September/October
Williams Uniform Complaints, Approve Quarterly Report <i>(Consent)</i>	Ed Services	October
RUSD Strategic Plan Quarter 1 Update <i>(Information)</i>	Strategic Planning	October/November
Set Date for Annual School Board Organizational Meeting <i>(Action)</i>	Superintendent	November
First Interim Report <i>(Action)</i>	Business & Operations	December
Organizational Board Meeting/Special Presentation to Board President <i>(Action)</i>	Superintendent	December

Single Plan for Student Achievement (<i>previously known as School Improvement Plan</i>) (<i>Consent</i>)	Ed Services	December
Audit Report (<i>Action</i>)	Business & Operations	January
Schedule Goal Setting Workshop	Superintendent/Staff	January
Williams Uniform Complaints, Approve Quarterly Report (<i>Consent</i>)	Ed Services	January
Budget Assumptions & Priorities	Business & Operations	February
Identify Teachers for Non-Reelection; Prepare Letters of Notification (<i>March 1st Mtg – Closed Session</i>)	Human Resources	February
Resolution Authorizing the Release of Temporary Certificated Employees Pursuant to Ed Code 44954 (<i>Consent</i>)	Human Resources	March (<i>1st Mtg</i>)
Present Draft School Year Calendar (<i>two years out - Consent</i>)	Human Resources	March (<i>1st Mtg</i>)
Annual Board Action Regarding Distribution of Non-Reelection Letters	Human Resources	March (<i>1st Mtg</i>)
Finalize District's Proposal and Prepare for Sunshining Process	Human Resources	March (<i>1st Mtg</i>)
Notify the Board in writing by April 1; complete Performance Evaluation for the Superintendent, per contract schedule	Superintendent/Board	March
Annual Resolution Authorizing the Release of Free/Reduced Lunch Information for CAASPP Testing (<i>consent</i>)	Ed Services	March
Certification of Temporary Athletic Team Coaches (<i>consent</i>)	Human Resources	March
Special Education Update	Ed Services	March
Strategic Plan Quarter 2 Update (<i>Information</i>)	Strategic Planning	March
Vote for CSBA Delegate Assembly Representative(s) for Region 4D (<i>Action</i>)	Superintendent	March
School Year Calendar (<i>two years out - Consent</i>)	Human Resources	March (<i>2nd Mtg</i>)
Budget Update/Information	Business & Operations	March/April
Sierra College Report (Rocklin Graduates)	Ed Services	March/April
School Safety Plans (<i>Consent</i>)	Ed Services/Coord St & Fed Programs	March/April
Annual Personnel Update – Renewal of Contracts for Site Administrators (<i>Closed Session</i>)	Ed Services	April
Williams Uniform Complaints Quarterly Report (<i>Consent</i>)	Ed Services	April
Spelling Bee Winner(s) (<i>Recognition</i>)	Ed Services	April

Annual Review of Master Plan/Nexus Study <i>(Bi-annual—even numbered years)</i>	Facilities	April/May
Developer Fee Update <i>(Bi-annual-even numbered years)</i>	Facilities	April/May
Summer School Principals Approval Contingent on State Funding <i>(include on Certificated Personnel Report)</i> <i>(Consent)</i>	Ed Services	April/May
Second Interim Report/Approval <i>(Action)</i>	Business & Operations	May
RUSD Strategic Plan Quarter 3 Update <i>(Information)</i>	Strategic Planning	May
*Facilities-Use Policy/Practice and Schedule of Fees	Facilities	May
Waivers for Special Education Students who Passed Math Portion of the CAHSEE with Modifications <i>(Consent)</i>	Ed Services	May
Provide Retiree Benefit Update <i>(Bi-annual, every other yr)</i>	Business & Operations	May
Present Tentative Budget and Budget Priorities	Business & Operations	May
Classified Layoff <i>(if necessary)</i>	Human Resources	May
Final Board Action Regarding Administrative Reassignments or First Year Prob/Temp Teachers	Human Resources	May
Approve Resolution for Interfund Transfers of Special or Restricted Fund Monies	Business & Operations	May
AFJROTC Color Guard Special Recognition (Student Representative Unit & Cadet Commander)	Superintendent/Staff	May <i>(2nd Mtg)</i>
Student Board Member Recognition	Superintendent	May <i>(2nd Mtg)</i>
BP/AR 5116.1 – Intradistrict Open Enrollment review as required by Ed Code 35160.5 <i>(must be completed by July 1)</i>	Ed Services	May/June
Complete Superintendent's Performance Evaluation and Update Contract	Superintendent/Board	May/June
CIF Representatives for Upcoming School Year <i>(Consent)</i>	Ed Services	May/June
LCAP Approval/Hold Public Hearing <i>(Action)</i>	Ed Services	May/June
Board Meeting Dates for Upcoming School Year <i>(Consent)</i>	Superintendent	June <i>(1st Mtg)</i>
Resolution Authorizing End-of-Year Budget Transfers <i>(Consent)</i>	Business & Operations	June
Resolution Delegating Certain Contracting Powers to the Superintendent or Designee <i>(Consent)</i>	Facilities	June
Consolidated Applications (Part 1/Part 2)	Ed Services	June
Final Budget Approval/Hold Public Hearing <i>(Action)</i>	Business & Operations	June

Authorization to Dispose of Surplus Property	Facilities	June
EPA Spending Plan	Business & Operations	June
Community Advisory Committee (CAC), Appoint Parent Representative for 2 year Term <i>(every other year, due 2015, Consent)</i>	Ed Services	June
Expulsion Hearing Panel for Upcoming School Year <i>(Consent)</i>	Ed Services	June/July

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