

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

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



**JANUARY 18, 2017**  
**REGULAR MEETING AGENDA — 6:30 P.M.**

- 1.0 **CALL TO ORDER**
- 2.0 **ROLL CALL**
- 3.0 **PLEDGE OF ALLEGIANCE**
- 4.0 **SPECIAL RECOGNITIONS/PRESENTATIONS**
  - 4.1 RUSD Family Partners in Education – (Presenter: Diana Capra)
- 5.0 **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.
- 6.0 **COMMENTS FROM STUDENT REPRESENTATIVE**
- 7.0 **COMMENTS FROM BOARD AND SUPERINTENDENT**
- 8.0 **ACTION ITEMS - CONSENT CALENDAR** (*REQUIRES SINGULAR ROLL CALL VOTE*) – All matters listed under the Consent Calendar are to be considered routine and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Board of Trustees, audience, or staff request specific items to be removed from the Consent Calendar for separate discussion and action. Any agenda items removed will be voted upon following the motion to approve the Consent Calendar.
  - 8.1 **APPROVE BOARD MINUTES** – Request to approve Board minutes.
    - 8.1.1 December 14, 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 2016-17 SINGLE PLANS FOR STUDENT ACHIEVEMENT (SPSA) AND 2015-16 SCHOOL ACCOUNTABILITY REPORT CARDS (SARC) PUBLISHED DURING THE 2015-16 SCHOOL YEAR** – Approve 2016-17 Single Plans for Student Achievement (SPSA) and 2015-16 School Accountability Report Cards (SARC) published during the 2015-16 school year. (Kathy Pon)
- 8.8 **APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS** – Approve Quarterly Report on Williams Uniform Complaints for the quarter ending December 31, 2016. (Kathy Pon)
- 8.9 **APPROVE AGREEMENT WITH BRANDMAN UNIVERSITY** – Approve agreement with Brandman University. (Colleen Slattery)
- 8.10 **APPROVE BOARD POLICIES (BP), ADMINISTRATIVE REGULATIONS (AR) AND EXHIBITS (E)** – Request to approve the following Board Policies, Administrative Regulation and Exhibits. (Colleen Slattery)
- 8.10.1 E 4112.9 Employee Notification (Revised)
  - 8.10.2 E 4212.9 Employee Notification (Revised)
  - 8.10.3 E 4312.9 Employee Notification (Revised)
  - 8.10.4 BP 4113 Assignment (Revised)
  - 8.10.5 BP 4151 Employee Compensation (New)
  - 8.10.6 BP 4251 Employee Compensation (New)
  - 8.10.7 BP 4351 Employee Compensation (New)
  - 8.10.8 BP 4157.1 Work-Related Injuries (Deleted)
  - 8.10.9 BP 4257.1 Work-Related Injuries (Deleted)
  - 8.10.10 BP 4357.1 Work-Related Injuries (Deleted)
  - 8.10.11 AR 4157.1 Work-Related Injuries (New)
  - 8.10.12 AR 4257.1 Work-Related Injuries (New)
  - 8.10.13 AR 4357.1 Work-Related Injuries (New)
  - 8.10.14 AR 4217.11 Preretirement Part-Time Employment (Revised)
- 8.11 **APPROVE BOARD POLICIES (BP) AND ADMINISTRATIVE REGULATIONS (AR) -** Request to approve revisions to the following Board Policy and Administrative Regulation. (Kathy Pon)
- 8.11.1 BP 3260 Fees and Charges – (Revised)
  - 8.11.2 AR 3260 Fees and Charges – (Revised)
- 8.12 **APPROVE STIPULATED EXPULSION(S)** – Request to approve agreement and stipulated expulsion(s) for Student No. 011817-01 and Student No. 011817-02. (Kathy Pon)
- 9.0 **ACTION ITEMS – REGULAR AGENDA** – Protocol for action items include a staff presentation, questions from the Board, public input, closing of public input, deliberation by the Board, and voting by the Board. During public input there will be a three-minute time limit per person.
- 9.1 **APPROVE DECLARATION OF OPEN ENROLLMENT AND IMPACTED SCHOOLS FOR 2017** - Request to approve Declaration of Open Enrollment and keeping Sunset Ranch Elementary School (impacted) closed for Inter/Intradistrict enrollment for 2017. (Kathy Pon)
- 9.2 **APPROVE EXTRA ASSIGNMENT SALARY SCHEDULE** – Approve revised Extra Assignment Salary Schedule, effective January 26, 2017. (Colleen Slattery)
- 9.3 **ACCEPT 2015-16 AUDIT REPORT** - Request to accept 2015-16 Audit Report. (Barbara Patterson)

- 9.4 **APPROVE ELECTRONIC BOARD AGENDA AND PACKET OPTION** - Request to approve electronic Board agenda and packet option. (Roger Stock)
- 9.5 **APPROVE NOMINATION FOR COUNTY COMMITTEE** - Request to approve nomination for Placer County Committee on School District Organization “County Committee.” (Roger Stock)
- 10.0 **INFORMATION AND REPORTS**
  - 10.1 **GOVERNOR’S PROPOSED BUDGET UPDATE** – (Barbara Patterson)
  - 11.0 **PENDING AGENDA** – This is the time to place future items on the Pending Agenda.
  - 12.0 **CLOSED SESSION** – The Board will adjourn to closed session regarding the following matters.
    - 12.1 *Conference with Legal Counsel – 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**
- 14.0 **REPORT OF ACTION TAKEN IN CLOSED SESSION**
- 15.0 **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 Brenda Meadows, Executive Assistant, (916) 624-2428 at least 48 hours in advance of the meeting you wish to attend so that we may make every reasonable effort to accommodate you including auxiliary aids or services.

**NEXT REGULARLY SCHEDULED BOARD MEETING: FEBRUARY 15, 2017, 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:**

January 13, 2017

**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 13th day of January 2017 in Rocklin, California.

Brenda Meadows  
Executive Assistant  
Rocklin Unified School District



ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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SUBJECT: RUSD Family Partners in Education

DEPARTMENT: Office of the Chief of Communications and Community Engagement

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**Background:**

The Rocklin Unified School District recognizes that family engagement and involvement equals student success. We value each and every one of our families at RUSD and we started this special recognition program to honor one at each school during our Board of Trustee meetings.

**Status:**

**Victory High School:**

The Ransford family is a wonderful example of parental support and involvement for their Victory High School student. Jordan Ransford is a junior at Victory High School and because of his family's as well as Victory's staff support, he has had a great amount of academic success since enrolling here this fall. He has earned A's in all of his classes, as well as various academic awards, including the award for top student in the school.

In speaking to Mrs. Ransford about Jordan's success at Victory High School, she explained that coming to Victory High School was a family decision. Jordan has always been a conscientious student and tried his best, but he found that the class sizes and the enormity of the traditional high school caused him great anxiety and made education difficult for him. The Ransford family decided to enroll Jordan at Victory High school because of the smaller class sizes, the alternative form of education provided here, and the fact Jordan wishes to enroll at a trade school post graduation. These factors made Victory High School a very good choice for the Ransford family.

The Ransford family has supported Jordan in his educational career, working with Victory High School staff extensively to ensure his academic success. Jordan will graduate from Victory High School this year as a junior!

**Valley View Elementary:**

Every member of the Pelly family has made contribution to the Valley View School community!

Mom Laura has been involved with the Parent Teacher Club since arriving at Valley View in some capacity including oversight and involvement of spirit nights, obtaining donations, planning and providing regular staff lunches, the annual carnival and bingo night. If she did head the event, she was working fervently behind the scenes. In addition to her PTC volunteering, Laura has been art docent for the 3 children's classes, our costume designer and creator for the school musicals and dance performances, the class party planner for the 3 children's classes, a Girl Scout leader, and also worked in the summer at Camp Invention at Valley View. If this is all not enough, we are so fortunate that Laura is also our health aide that tends to all of our students' health needs with such love and care as if the children were all her own. Laura does all this with the most positive and professional, can-do attitude you can imagine.

Dad Al Senior is known as Laura's partner in fun and generosity. Mr. Pelly is very creative with his engineering mind. He has highlighted engineering skills at a student level at Valley View's annual STEM expos. His booths included a mini zip line, an Oreo tower and clay damn with demonstrations of each of the science concepts. Al has also assisted in multiple carnivals, even making a dunk tank! Although Al's job takes him out of town from time to time, he somehow find a way to always support his family with his presence at their many events.

Al Jr., Adela and Lauren all follow in mom and dad's footsteps of their awesomeness too, as they are equally as creative and thoughtful. They are involved in a variety of activities that further require mom and dad's support, including, scouts, dance lessons, science club, coding club, STEM academy, student council, Kindness & Compassion club, summer camps, musicals, talent shows, basketball, softball, and more. By their parents' example, Al, Adela and Lauren are model students who regularly demonstrate great character.

**Presenter(s):**

Diana Capra, Chief of Communications and Community Engagement  
Wayne Hauptman, Principal, Victory High School  
Shari Anderson, Principal, Valley View Elementary School

**Financial Impact:**

Current year: Donated gifts include a dozen cookies from Cookie Connection and a special cake from Nothing Bundt Cake.

Future years: N/A

Funding source: N/A

**Materials/Films:**

None

**Other People Who Might Be Present:**

Victory High School: Kelly Ransford (mom), Jeremy Ransford (dad), Jordan Ransford (11<sup>th</sup> grade), Briannah Ransford (sister).

Valley View Elementary: Laura Pelly (mom), Aloysius "Al" Pelly Jr. (7<sup>th</sup> grade), Adela Pelly (5<sup>th</sup> grade), Lauren Pelly (2<sup>nd</sup> grade)

**Allotment of Time:**

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

**Packet Information:**

None

**Recommendation:**

Special Recognition Item Only

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Wendy Lang, *Clerk*  
Susan Halldin, *Member*  
Eric Stevens, *Member*

**DECEMBER 14, 2016**  
**ORGANIZATIONAL MEETING AGENDA — 6:30 P.M.**

1.0 **CALL TO ORDER** - Vice President Camille Maben called the meeting of the Rocklin Unified School District Board of Trustees to order at 6:30 P.M., December 14, 2016, in the District Administration Office located at 2615 Sierra Meadows Drive, Rocklin, CA, 95677. A quorum was established.

2.0 **CLERK TO ADMINISTER THE OATH OF OFFICE TO CAMILLE MABEN AND ERIC STEVENS** – Clerk, Susan Halldin, administered the Oath of Office to Camille Maben and Eric Stevens.

Comments: Eric Stevens shared that he looks forward to serving students in this great District and thanked RUSD Cabinet members for the time they spent recently meeting with him. Stevens also thanked his wife Molly and daughter Rose, and parents Mary and Gary Stevens, for their support during the election campaign. Camille Maben shared she is honored and looks forward to her continued service as a re-elected board member and thanked everyone for their support.

3.0 **PLEDGE OF ALLEGIANCE** – Trustee Kourtney Nham and the Whitney High School AFJROTC Color Guard led the Board and audience in the Pledge of Allegiance. Whitney High School Choir member performed the National Anthem.

4.0 **ROLL CALL**

Trustees Present:                      Camille Maben, *Vice President*  
   Susan Halldin, *Clerk*  
   Todd Lowell, *Member*  
   Wendy Lang, *Member*  
   Eric Stevens, *Member*

Student Representative:              Kourtney Nham, *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 and School Leadership*; Marty Flowers, *Director Secondary Programs and School Leadership*; Tammy Forrest, *Director of Special Education and Support Programs*; Lauren McGhee, *Director Fiscal and Purchasing Services*; Mike Fury, *Chief Technology Officer*; Diana Capra, *Chief of Communications and Community Engagement*; Melody Thorson, *Principal Parker Whitney Elementary School*; Bill MacDonald, *Principal Sunset Ranch Elementary*; Brenda Meadows, *Recorder*.

5.0 **SPECIAL RECOGNITIONS/PRESENTATIONS**

5.1 RUSD Family Partners in Education – Diana Capra, Chief of Communications and Community Engagement, and Melody Thorson, Principal Parker Whitney Elementary School, introduced the Blackwell family and recognized the family’s strong support of the Parker Whitney community and the impact they have had on the school by giving of their time, energy, and passion. The Rocklin Unified School District and Board of Trustees recognizes that family

engagement and involvement equals student success and expressed gratitude for their service.

- 6.0 **AUDIENCE/VISITORS PUBLIC DISCUSSION** – Camille Maben welcomed all visitors and invited them to speak on agenda items at the conclusion of the Board’s discussion. She also invited visitors to speak at this time regarding non-agenda items, noting a three minute time limit per person.

Public Comment: Knute Blodger (Robinson Way, Rocklin, CA) shared challenges of parents and staff at Rocklin Elementary using Robinson Way located behind Rocklin Elementary School (parking, traffic, wear on road). Mr. Blodger also shared his frustration regarding a lack of communication from the District. Mr. Blodger was connected with RUSD facilities department for follow up.

Colleen Crowe, Rocklin Teacher’s Professional Association (RTPA), shared her appreciation to District office staff for their welcoming attitude and the open door policy that has been extended to her in her role as RTPA President. Crowe stated that it has been nice to see the District in an era of mutual support, improved relationships, and striving together to do what is best for students and staff.

- 7.0 **COMMENTS FROM STUDENT REPRESENTATIVE** – Student Representative Kourtney Nham provided a report on events happening at elementary and secondary schools.

- 8.0 **COMMENTS FROM BOARD AND SUPERINTENDENT** – Susan Halldin welcomed Eric Stevens and Camille Maben, recently elected Trustees. Halldin stated that she looks forward to having a functional and productive Board. Halldin also shared that she recently shadowed a RUSD bus route and thanked the transportation staff for the excellent job they do every day in safely transporting students. Wendy Lang welcomed newly elected trustees. Lang also thanked the Air Force Junior Reserve Office Training Corps (AFJROTC) for baking Christmas cookies for Trustees and for their work throughout the year. Lang shared that Trustees had a productive time at the recent California School Boards Association (CSBA) conference and it was a time that always reignites passion for what Trustees do and their role in helping RUSD grow and become the best it can be. Lang also attended the committee meeting for Computer Science at Rocklin High School. Camille Maben shared that she also attended the “Hour of Code” at Rocklin Elementary School and was fascinated by the coding work elementary students are doing. Maben announced that Rocklin Elementary School was holding their dance show on December 14. Maben also shared that CSBA was a great opportunity to connect and learn as Trustees. Superintendent Stock congratulated Maben and Stevens for their election. Stock also thanked RTPA for their positive and open negotiation dialogue with the District that will ultimately best serve students.

9.0 **ACTION ITEMS - CONSENT CALENDAR**

- 9.1 **APPROVE BOARD MINUTES** – Request to approve Board minutes.  
9.1.1 November 16, 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 BILL WARRANTS** – Request to approve Bill Warrants. (Barbara Patterson)
- 9.5 **APPROVE MONTHLY ACCOUNT SUMMARIES** – Request to approve monthly account summaries. (Barbara Patterson)
- 9.6 **ACCEPT DONATIONS** – Request to accept District donations. (Barbara Patterson)

- 9.7 **APPROVE SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH (STEM) PROFESSIONAL DEVELOPMENT MEMORANDUM OF UNDERSTANDING (MOU)** – Approve STEM Memorandum of Understanding from the Placer County Office of Education for professional development at Rocklin Elementary School. (Kathy Pon)
- 9.8 **APPROVE WILL SERVE LETTER, WHITNEY RANCH 52BC, 55AB AND 56, FOR 90 PLANNED DEVELOPMENT HOMES LOCATED AT WEST OAKS BOULEVARD AND PAINTED PONY LANE** – Approve Will Serve letter for 90 lots located at Whitney Ranch: 52BC, 55AB and 56 for planned development of West Oaks Boulevard and Painted Pony Lane. (Craig Rouse)
- 9.9 **APPROVE REVISED NON-REPRESENTED EMPLOYEE SALARY SCHEDULE** – Approve revised Non-Represented Employee salary schedule effective December 15, 2016. (Colleen Slattery)
- 9.10 **APPROVE AGREEMENT WITH UNIVERSITY OF NEVADA, RENO** – Approve agreement with University of Nevada, Reno. (Colleen Slattery)
- 9.11 **APPROVE REVISED DISTRICT LIBRARIAN JOB DESCRIPTION** – Approve revised proposed District Library job description effective December 14, 2016. (Colleen Slattery)
- 9.12 **APPROVE COMMUNICATIONS TECHNICIAN I JOB DESCRIPTION** – Approve proposed Communications Technician I job description, effective December 14, 2016. (Colleen Slattery)
- 9.13 **APPROVE BOARD POLICIES (BP), ADMINISTRATIVE REGULATIONS (AR) AND EXHIBITS (E)** – Request to approve the following Board Policies, Administrative Regulation and Exhibits. (Colleen Slattery)
- 9.13.1 BP 4112.2 Certification (Revised)
  - 9.13.2 BP 4112.24 Teacher Qualifications Under the No Child Left Behind Act (Deleted)
  - 9.13.3 AR 4112.24 Teacher Qualifications Under the No Child Left Behind Act (Deleted)
  - 9.13.4 E 4112.24 Teacher Qualifications Under the No Child Left Behind Act (Deleted)
  - 9.13.5 AR 4115 Evaluation/Supervision (Revised)
  - 9.13.6 AR 4222 Teacher Aides/Paraprofessionals (Revised)
  - 9.13.7 E 4222 Teacher Aides/Paraprofessionals (Deleted)
- 9.14 **APPROVE BOARD POLICIES (BP) AND ADMINISTRATIVE REGULATIONS (AR)** - Request to approve revisions to the following Board Policies and Administrative Regulations. (Barbara Patterson)
- 9.14.1 BP 3550 Food Service/Child Nutrition Program – (Revised)
  - 9.14.2 AR 3550 Food Service/Child Nutrition Program – (Revised)
  - 9.14.3 BP 3553 Free and Reduced Priced Meals – (Revised)
  - 9.14.4 AR 3553 Free and Reduced Priced Meals – (Revised)
  - 9.14.5 AR 3554 Other Food Sales – (Revised)
  - 9.14.6 BP 3555 Nutrition Program Compliance (Revised)
  - 9.14.7 AR 5141.27 Food Allergies/Special Dietary Needs (Revised)

Camille Maben requested Item 9.1 be removed for consideration as a separate item.

Following this a **MOTION** was made by Wendy Lang and seconded by Todd Lowell to approve the Consent Calendar. Motion passed by the following roll call vote: Student Representative– aye, Lowell – aye, Maben – aye, Lang – aye, Halldin – aye, Stevens – aye.

A **MOTION** was made by Wendy Lang and seconded by Susan Halldin to approve **Item 9.1**, Nov 16, 2016, Board Minutes. Motion passed unanimously by the following roll call vote: Lowell – aye, Lang – aye, Halldin – aye. (Maben abstained)

## 10.0 **ACTION ITEMS – REGULAR AGENDA**

- 10.1 **ANNUAL ORGANIZATION OF THE BOARD OF TRUSTEES** – The Board of Trustees elected officials and appointed representatives to serve on pertinent committees throughout 2017.
- 10.1.1 **ELECT PRESIDENT OF THE BOARD OF TRUSTEES** – A **MOTION** was made by Wendy Lang and seconded by Susan Halldin to appoint Todd Lowell as President. Motion passed unanimously.
- Comments: Lowell thanked fellow Trustees and the public for the opportunity and honor it is to serve in the role as Board of Trustee President.
- 10.1.2 **ELECT VICE PRESIDENT OF THE BOARD OF TRUSTEES** A **MOTION** was made by Wendy Lang and seconded by Eric Stevens to appoint Camille Maben as Vice President. Motion passed unanimously.
- 10.1.3 **ELECT OF THE BOARD OF TRUSTEES** – A **MOTION** was made by Susan Halldin and seconded by Camille Maben to appoint Wendy Lang as Clerk. Motion passed unanimously.
- 10.1.4 **APPOINT SUPERINTENDENT ROGER STOCK AS SECRETARY TO THE BOARD OF TRUSTEES** – A **MOTION** was made by Wendy Lang and seconded by Camille Maben to appoint Roger Stock as Secretary to the Board of Trustees. Motion passed unanimously.
- 10.1.5 **SELECT DATE, TIME, AND PLACE FOR 2017-18 BOARD OF TRUSTEES MEETINGS** – A **MOTION** was made by Wendy Lang and seconded by Susan Halldin to hold Regular Board of Trustee Meetings at 6:30 p.m., on the first and third Wednesdays of each month, at the District Office located at 2615 Sierra Meadows Drive, Rocklin, CA, 95677. *Some exceptions and some months holding meetings on both the first and third Wednesday of the month.* Motion passed unanimously.
- 10.1.6 **APPOINT REPRESENTATIVES TO THE CITY OF ROCKLIN LIAISON COMMITTEE (EDUCATION COMMITTEE)** – Request to appoint Todd Lowell and Susan Halldin as Representatives to the City of Rocklin Liaison Committee (Education Committee).
- 10.1.7 **APPOINT REPRESENTATIVES TO THE AUDIT COMMITTEE** –Request to appoint Wendy Lang and Susan Halldin as Representatives to the Audit Committee.
- 10.1.8 **APPOINT REPRESENTATIVE TO THE JOINT POWERS AUTHORITY (JPA)** – Request to appoint Eric Stevens as Representatives to the Joint Powers Authority.
- 10.1.9 **APPOINT REPRESENTATIVES TO THE FACILITIES MASTER PLAN COMMITTEE** – Request to appoint Todd Lowell and Eric Stevens to the Facilities Master Plan Committee.

- 10.1.10 **APPOINT REPRESENTATIVE TO ROCKLIN INDEPENDENT CHARTER ACADEMY (RICA)** – Request to appoint Wendy Lang as Representative to Rocklin Independent Charter Academy.

Todd Lowell requested items 10.1.6, 10.1.7, 10.1.8, 10.1.9, and 10.1.10 be combined for approval. A **MOTION** was made by Camille Maben and seconded by Wendy Lang to approve. Motion passed unanimously.

- 10.2 **DESIGNATE 2017 PLACER COUNTY COMMITTEE DISTRICT VOTING REPRESENTATIVE** – A **MOTION** was made by Wendy Lang and seconded by Susan Halldin to designate Camille Maben as voting Board member representative from Rocklin Unified School District to elect individuals to the Placer County Committee on School District Organization at the 2017 Meeting of District Voting Representatives.
- 10.3 **NOMINATE REPRESENTATIVE TO CALIFORNIA SCHOOL BOARD'S ASSOCIATION (CSBA) DELEGATE ASSEMBLY** – Superintendent Roger Stock requested considerations for Board to nominate representative to CSBA Delegate Assembly.

Comments: Todd Lowell asked if any Board members were interested in serving as a representative to the CSBA Delegate Assembly. No interest in serving was shared by Trustees and no nomination was made.

- 10.4 **APPROVE DISTRICT CERTIFICATION OF ABILITY TO MEET FINANCIAL OBLIGATIONS (FIRST INTERIM REPORT)** – Barbara Patterson, Deputy Superintendent Business and Operations, presented Trustees with a report on the District's certification/ability to meet financial obligations (First Interim Report) and requested Board approval. Patterson stated that 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. Based on the current State budget, State Department of Finance funding projections for future years and local budget assumptions detailed in the attached multi-year projection, the district will be able to meet its financial obligations for the current year and two budget years. Patterson thanked Business staff and Lauren McGhee, Director, Fiscal and Purchasing Services, for their work on the First Interim Report.

A **MOTION** was made by Susan Halldin and seconded by Wendy Lang to approve First Interim Report. Motion passed unanimously.

- 10.5 **APPROVE AB1200 BARGAINING DISCLOSURE FOR ROCKLIN TEACHER'S PROFESSIONAL ASSOCIATION (RTPA) FOR NOVEMBER 1, 2016 THROUGH JUNE 30, 2017** - Barbara Patterson, Deputy Superintendent Business and Operations, requested approval of AB1200 proposed collective bargaining disclosure agreement by RTPA for November 1, 2016 through June 30, 2017.

A **MOTION** was made by Camille Maben and seconded by Eric Stevens to approve the AB 1200 collective bargaining disclosure agreement by RTPA for November 1, 2016 through June 30, 2017. Motion passed unanimously.

- 10.6 **APPROVE ROCKLIN TEACHER'S PROFESSIONAL ASSOCIATION (RTPA) TENTATIVE AGREEMENT (TA) AND REVISED SALARY SCHEDULES** – Colleen Slattery, Assistant Superintendent, Human Resources, requested approval of the 2016-17 Tentative Agreement with RTPA and revised salary schedules and contract language. Slattery

shared with Trustees that the negotiations process between District and RTPA the past few months has been collaborative and productive.

Board Comments: Eric Stevens asked if RTPA had ratified the Tentative Agreement. Slattery responded, “Yes.” Todd Lowell thanked Crowe for the amicable partnership with RTPA and commended Crowe on her effective leadership in the role of RTPA President.

Public Comment: Mike Patton, RTPA Bargaining Chair, thanked the negotiations team members for their collegiality in helping all to come to a timely and amicable agreement. The RTPA negotiations team also thanked Administrative Assistant, Judy Brush, for her support and negotiations work at the District Office.

A **MOTION** was made by Wendy Lang and seconded by Camille Maben to approve the 2016-17 Tentative Agreement with RTPA and revised salary schedules and contract language, effective November 1<sup>st</sup>, 2016. Motion passed unanimously.

- 10.7 **APPROVE DISTRICT’S 2016-17 INITIAL CONTRACT PROPOSAL TO CALIFORNIA PUBLIC SCHOOL EMPLOYEES ASSOCIATION (CSEA)** – Colleen Slattery, Assistant Superintendent, Human Resources, request approval of District’s 2016-17 Initial Contract Proposal to CSEA employees from RUSD.

A **MOTION** was made by Wendy Lang and seconded by Susan Halldin to approve the District’s 2016-17 Initial Contract Proposal to CSEA employees from RUSD. Motion passed unanimously.

- 10.8 **HOLD PUBLIC HEARING REGARDING THE 2016-17 INITIAL CONTRACT PROPOSAL FROM CALIFORNIA PUBLIC SCHOOL EMPLOYEES ASSOCIATION (CSEA)** – Colleen Slattery, Assistant Superintendent, Human Resources, requested a Public Hearing regarding the 2016-17 initial contract proposal from CSEA.

Following this, a Public Hearing was held. Hearing no comments from the public, President Lowell closed the Public Hearing.

- 10.9 **APPROVE COLLEGE READINESS BLOCK GRANT** – Kathy Pon, Deputy Superintendent, Educational Services, requested approval of College Readiness Block Grant plans for Rocklin Unified School District and Rocklin Independent Charter Academy (RICA).

Comments: Wendy Lang asked if students would be “identified for participation” in Dual Enrollment and what classes were to be offered. Pon stated, “staff is in the process of identifying courses and teachers with proper credentials and will report more information to Trustees in the spring.” Pon also stated, “staff will be working with counselors and teachers to identify students and classes that will be available to all students, with priority to underserved students.” Superintendent Stock stated that District would be meeting this week with Sierra College to have conversations about dual enrollment and partnering together. Todd Lowell asked if there had been a modification made to the language in the presentation around the high school/parent education part of the program. Pon stated, “yes, a slight adjustment to language was made.”

A **MOTION** was made by Susan Halldin and seconded by Eric Stevens to approve the College Readiness Block Grant plans for Rocklin Unified School District and Rocklin Independent Charter Academy (RICA). Motion passed unanimously.

## 11.0 **INFORMATION AND REPORTS**



- 11.1 **UPDATE ON IMPLEMENTATION OF THE WESTED REPORT ON SPECIAL EDUCATION SUPPORTS AND SERVICES**– Tammy Forrest, Director, Special Education and Kathy Pon, Deputy Superintendent, Educational Services, shared a special education supports and services update including information on RUSD’s efforts to continue implementing recommendations from the WestEd Special Education Supports and Services Report to improve its provision of special education instruction. This presentation was the second update from the Special Education Department for the 2016-17 school year and included information about how the department is strengthening special education programs and support to build capacity and overall effectiveness, leveraging new special education positions to address student and staff needs, refining communication/meeting structures, and enhancing parent outreach. Forrest provided initial metrics generated by new staff and the projected impact on programs and students. Also provided were several significant steps to improve communication and build staff capacity of teachers and administrators as well as an update on work with parents and staff updating the Special Education Manual.

Board Comments: Wendy Lang asked if the District’s Mental Health position could support students in crisis. Forrest stated that Psychologists at sites serve students in this capacity and provide support to those who may need mental health crisis counseling. Lang asked about length of time indicated in an IEP to determine goals a student is not making and may need adjustment. Forrest stated that IEPs are held a minimum of one time a year and adjustments are made at those meetings. Forrest stated that adjustments needed to IEPs can also be addressed at periodic progress reports with teachers throughout the year. Camille Maben thanked Forrest for her work and shared that report reflected that RUSD has a ways to go on Least Restrictive Environment (LRE), asking for indicators on how the District is doing in that area. Forrest stated that the District has programs and staff positions in place (ie: Special Education TOSA) that are training and helping implement curriculum for Special Education students so that students have maximum LRE outcome. Susan Halldin also thanked staff for their efforts and stated that she recently participated, as a parent, in the Special Education Parent Manual process. Halldin shared that many may be unclear as to what Least Restrictive Environment (LRE) means and its goal to have students placed in a general education class as much as possible. Halldin stated this is one area of growth for the District, and wants to see more support put in place to help students placed in LRE and included in general education classes. Halldin stated she would like to see better measurement in the area of LRE and a future report on academic data/measurement as a result of District efforts. Eric Stevens asked about the planned District IEP goal audit, and if every goal and sample would be audited. Forrest responded “not all will be audited, it will be systematic process to measure goal setting that is ambitious and achievable.” Lowell thanked Forrest for the data comparing RUSD with other Districts and stated that one of the big takeaway from the report is the goal audit which will be the performance measurement for the District. Lowell asked how many IEP audits would be performed. Forrest stated, “approximately 10 to 15%...audits will start in January and the goal is to have them completed by end of school year.” Lowell asked if there was sufficient staff to complete the goal. Forrest stated, “yes, we believe so, with some teachers arranging for substitute teachers to be able to participate in the audit process.” Superintendent Stock stated that the District is in the beginning of this powerful collaborate process where data is generated to indicate support and additional trainings that will be needed for success. Stock stated that “the District will include the actual practitioners in the review so they can self reflect and have conversations on best ways to improve student IEP goal attainment.”

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

- 13.0 **CLOSED SESSION** – President Lowell adjourned the meeting to closed session at 8:18 P.M. regarding the following matters:

- 13.1 In the matter of “Conference With Real Property Negotiators” as authorized by Government Code 54956.8 (Property to be discussed: Whitney Ranch Phase II Lots 49 and 53)  
District Negotiating Parties: Roger Stock, RUSD Superintendent  
Craig Rouse, RUSD Senior Director Facilities & Operations
- 13.2 *Conference with Legal Counsel – Anticipated and Existing Litigation* as authorized by Government Code section 54956.9
- 13.3 *Public employee discipline/dismissal/release pursuant* to Government Code section 54957
- 13.4 *Conference with Labor Negotiators* as authorized by Government Code Section 54957.6  
District Representative(s): Roger Stock, Superintendent  
Barbara Patterson, Deputy Superintendent, Business and Operations  
Colleen Slattery, Assistant Superintendent, Human Resources
- 14.0 **RECONVENE TO OPEN SESSION** – President Lowell reconvened the meeting to open session.
- 15.0 **REPORT OF ACTION TAKEN IN CLOSED SESSION** – No action was taken in Closed Session.
- 16.0 **ADJOURNMENT**– President Lowell adjourned the meeting at 9:30 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, December 14, 2016

NAME	AFFILIATION <small>(site name/position, parent, community organization, etc.)</small>	CONTACT INFORMATION <small>(email and/or phone)</small>
Bill MacDonald	RUSD	
Terry Barber	WHS-AFJROTC	tbarber@rocklinusd.org
Eary Stevens	Resident	gstevens3022@gmail.com
Lauren Weber	RUSD	
Melody Thorsen	PW	
Barbara Smith	AC/SE/TS	
Colleen Crowe	RTPA	
Mike Patten	RTPA	
Buckwalter		
Krista Blodgett	Self	916-632-9118
Stacy	CSEA	

*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**

**NEW HIRES:**

1. Rachelle Dowd, 0.50 FTE RSP Teacher, Sunset Ranch Elementary School, 1/9/17

**CHANGE IN 2016-17 ASSIGNMENT:**

2. Jamie Sullivan, 1.0 FTE Preschool SDC Teacher, Rock Creek Elementary, 1/9/17 – 6/9/17

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**CLASSIFIED PERSONNEL REPORT**

**RESIGNATIONS/RETIREMENT:**

1. Holly Bellamy, Special Ed Instructional Aide II, Spring View Middle School, Resigned, 1/10/17
2. Rick Bauer, Instructional Aide – P.E., Rocklin Elementary, Resigned, 12/22/16
3. Karen Pihl, Special Ed Instructional Aide II, Rock Creek Elementary, Resigned, 1/6/17

**LEAVE OF ABSENCE:**

4. Selena Ueltzen, Instructional Aide – P.E., Parker Whitney, 1/9/17—5/1/17

**NEW HIRES FOR 2016-17:**

5. Ashley Ferreira, Certified Occupational Therapy Assistant, District-wide, 12/19/16
6. Jay Barrios, Discipline Technician, Rocklin High School, 12/19/16
7. Michael Carlson, Jr., Special Ed Instructional Aide II, Breen Elementary, 12/20/16
8. Carlie Ward, Nutrition Services Worker I, Rock Creek Elementary, 1/9/17
9. Marta Parker, Nutrition Services Worker I, Rocklin High Cafeteria, 1/9/17
10. Liliana Battistoni, Special Ed Instructional Aide II, Breen Elementary, 1/9/17
11. Susan Passanisi, Accountant, District Office, 1/3/17
12. Rick Hollowell, Night Custodian, Granite Oaks Middle School, 1/3/17
13. Debra Love, Instructional Aide, Sierra Elementary, 1/9/17

**RECLASSIFICATIONS/CHANGE IN HOURS:**

14. Lilia Arnest, Technician I-Communications, District Office, 12/15/16
15. Bettina Hart, Special Ed Instructional Aide II, Whitney High School, 1/9/17
16. Janelle Thomas, Special Ed Instructional Aide I, Valley View Elementary, 12/12/16
17. Jolene Campbell, Occupational Therapist, District-wide, Increase in hours, 11/26/16
18. Rose Harris Bender, Special Ed Instructional Aide I, Antelope Creek, 1/9/17
19. Joy Lynn Kennison, Special Ed Instructional Aide II, Spring View, 1/9/17

**ROCKLIN UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES**

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20. Meredith Washburn, Nutrition Services Worker I, Increase in hours, 1/9/17

21. Rana Sakkab, Nutrition Services Worker I, Increase in hours, 1/9/17

22. Cheri Richards, Accountant, District Office, 1/3/17

23. Mary Bailey, Business Technician I, District Office, 1/6/17

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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

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**Background:**

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

**Status:**

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

**Presenter:** Barbara Patterson, Deputy Superintendent, Business & Operations

**Financial Impact:**

Current year: \$17,697.73  
Future years:  
Funding source: Local sources

**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:**

List of donations

**Recommendation:**

Staff recommends accepting donations.

## DONATIONS /January 18, 2017

Date	Donor	Donation	Comment/Purpose	School Site
12/13/2016	Wells Fargo Matching Program	\$90.00	On behalf of Tracy Gorman	Antelope Creek
12/7/2016	PG&E Matching Giving Corp	\$60.00	On behalf of H. Wuelfing & Anonymous	Breen
12/7/2016	Hayden Wuelfing	\$30.00	Through PG&E Matching Giving Program	Breen
12/7/2016	Anonymous	\$30.00	Through PG&E Matching Giving Program	Breen
11/30/2016	Kristi Hoisington	\$280.00	Through PG&E Matching Giving Program	Cobblestone
11/30/2016	Rowan Dow	\$80.78	Through PG&E Matching Giving Program	Cobblestone
11/30/2016	Eva Olivares	\$20.00	Through PG&E Matching Giving Program	Cobblestone
11/30/2016	PG&E Matching Giving Corp	\$300.00	On behalf of K. Hoisington & E. Olivares	Cobblestone
12/22/2016	Alaina Glasgow/The Shirt Chick	\$250.00	Percentage of sales of spirit wear	Ruhkala
12/8/2016	Chick-Fil-A	\$1,039.89	Spirit Night Fundraiser	Ruhkala
11/30/2016	Rock Creek PTC	\$7,000.00	Purchase of technology equipment & supplies	Rock Creek
12/5/2016	The Kula Foundation	\$35.54	Supplies & materials	Sierra
11/30/2016	PG&E Matching Giving Corp	\$20.76	On behalf of Grant Kageta	Sierra
11/30/2016	Grant Kageta	\$20.76	Through PG&E Matching Giving Program	Sierra
12/2/2016	Miguel Ruiz	\$5,000.00	Support of the Inclusion Program	Sunset Ranch
12/13/2016	Parent Falcon Club	\$2,400.00	Chromebooks (15 total)	Granite Oaks
12/12/2016	August & Katrina Camber	\$1,000.00	Support the Drama Program students	Valley View
11/22/2016	AT&T Employee Giving Program	\$40.00	School/Meeting Supplies	Valley View
	<b>TOTAL</b>	<b>\$17,697.73</b>		



ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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**SUBJECT:** Approve 2016-17 Single Plans for Student Achievement (SPSA) and 2015-16 School Accountability Report Cards (SARC) Published During the 2016-17 School Year

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

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**Background:**

Academic achievement of students is the top priority of the education system in California. California Education Code sections 41507, 41572, and the federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans for programs funded through the Consolidated Application and ESEA Program Improvement into the Single Plan for Student Achievement (SPSA). California *Education Code (EC)* Section 64001 requires that an SSC develop the SPSA. The SSC's responsibilities include approving the plan, recommending it to the local governing board for approval, monitoring its implementation, and annually evaluating the effectiveness of the planned activities at least annually.

Since November 1988, state law has required all public schools receiving state funding to prepare and distribute a School Accountability Report Cards (SARC). The purpose of the report card is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals. The public may also use a SARC to evaluate and compare schools on a variety of indicators. SARCs have information that is aligned to the State's 8 Priorities.

**Status:**

Staff recommends approval of the District-wide SPSAs & SARCs which have been updated for the 2016-17 school year. On an annual basis, each school's Site Council is required to submit the Single Plan for Student Achievement (SPSA) to the Board for approval (previously referred to as "School Site Plan"). SARCs are completed annual with input from school sites and district office departments (Business, Facilities, HR & Ed Services).

**Presenter(s):**

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

**Financial Impact:**

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

**Materials/Films:**

None

**Other People Who Might Be Present:**

Jordan White, Coordinator of State and Federal Programs

**Allotment of Time:**

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

**Packet Information:**

Complete copies of the SPSAs & SARCs are available for review by contacting the District Office at (916) 630-2230. A public copy will also be available for review at the Board of Trustees meeting.

**Recommendation:**

Staff recommends approval of the Single Plans (SPSA) & School Accountability Report Cards (SARC) for the 2016-17 school year.

## ROCKLIN UNIFIED SCHOOL DISTRICT

## BOARD AGENDA BRIEFING

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**SUBJECT:** Approve Quarterly Report on Williams Uniform Complaints

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

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**Background:**

*Williams v. State of California* was a statewide class action lawsuit about California's duty to provide every public school student with instructional materials, safe and decent school facilities, and qualified teachers. After four years of litigation, the parties in the case reached a Settlement Agreement on August 13, 2004. The Settlement Agreement provided for a package of legislative proposals designed to ensure that all students will have books in specified subjects and that their schools will be clean and in safe condition.

**Status:**

One component of the Williams Settlement Legislation requires each district's designee to submit a quarterly report to the County Superintendent and the Governing Board on the nature and resolution of complaints addressing insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues. Contents of the report must be reported publicly at a governing board meeting.

**Presenter(s):**

Kathleen 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:**

None

**Allotment of Time:**

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

**Packet Information:**

Quarterly Report on Williams Uniform Complaints

**Recommendation:**

Staff recommends approval of the Quarterly Report on Williams Uniform Complaints, for the quarter ending December 31, 2016

Quarterly Report on Williams Uniform Complaints  
 [Education Code § 35186(d)(e)]

District: Rocklin Unified School District

Person completing this form: Donna Holmes

Title: Administrative Assistant

- Quarterly Report Submission Date: (Check one)
- April Due: April 30<sup>th</sup>
  - July Due: July 31<sup>st</sup>
  - October Due: October 31<sup>st</sup>
  - January Due: January 31<sup>st</sup>

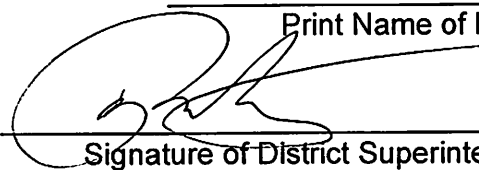
Date quarterly report was or will be reported publicly at a regularly scheduled board meeting: 1/18/17

- No complaints were filed with any school in the district or with a district official during the quarter indicated above.
- Complaints were filed with a school(s) in the district or with a district official during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
CAHSEE Intensive Instruction & Services	N/A		
<b>TOTALS</b>	0		

**Roger Stock**

Print Name of District Superintendent

  
 Signature of District Superintendent

**January 4, 2017**

Date

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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SUBJECT: Approve Agreement with Brandman University  
DEPARTMENT: Office of the Assistant Superintendent, Human Resources

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**Background:**

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

**Status:**

The agreement between Brandman University and the District is specifically designed to provide internship opportunities for Brandman University students. The term of this agreement is March 12, 2017 up to and through March 11, 2019. This agreement may be terminated and the provisions of this agreement may be altered, changed, or amended by mutual consent of both parties upon sixty (60) days written notice.

**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:**

Agreement with Brandman University and Certificate of Liability Insurance.

**Recommendation:**

Staff recommends approval of the Agreement with Brandman University.



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**INTERNSHIP CONTRACT AGREEMENT**

by and between

**BRANDMAN UNIVERSITY**

and

**ROCKLIN UNIFIED SCHOOL DISTRICT**

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

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

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

**I. General Provisions**

**a. The UNIVERSITY agrees and verifies that:**

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

**b. The DISTRICT agrees and verifies that:**

- i. The intern assumes full teaching and legal responsibility for their classroom from the first day of the teaching assignment as a paid employee of the

District for at least one academic year, subject to the District's personnel policies and State law(s).

- ii. The intern will attend department and faculty meetings and parent-teacher conferences when appropriate. No intern may coach extracurricular activities nor be required to attend meetings that present a conflict with his/her internship responsibilities at Brandman University.
- iii. The intern is expected to attend all school and district in-service training sessions whenever possible. The intern will also attend assigned District and School orientations that occur prior to the start of the school. If there is a conflict between University and District training, University meetings shall take priority during the Internship period.

## **II. Support and Supervision Requirements**

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

### **a. General Support and Supervision Provided to All Interns**

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

- i. The UNIVERSITY shall select supervisors that have current knowledge in their subject matter area; understand the context of public schooling; ability to model best professional practices in teaching and learning, scholarship and service; knowledge about diverse abilities, cultural, language, ethnic and gender diversity; and understanding of academic standards, frameworks, and accountability systems that drive the curriculum of public schools.
- ii. The UNIVERSITY shall provide supervision and ongoing support for a minimum of 72 hours per school year. University supervisors will conduct classroom observations a minimum of four times each term that include pre

and post observation discussions. Supervisors will maintain weekly contact with the intern to provide support related to planning, curriculum, and instruction in addition to problem solving regarding students.

iii. The DISTRICT shall select mentor teachers who meet the following qualifications:

- (1) valid corresponding Clear or Life credential,
- (2) three years successful teaching experience, and
- (3) the English Learner (EL) Authorization (if responsible for providing specified EL support).

If the mentor does not hold an EL Authorization, the district must identify an individual who does have a valid EL authorization and who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed.

iv. The DISTRICT shall provide supervision and ongoing support for a minimum of 72 hours per school year with a minimum of two hours of support/mentoring and supervision per week. The mentor(s) role is to provide support specifically addressing issues in the intern's classroom (See Appendix B for examples of support/supervision activities). Interns without an English Language Authorization must also receive focused English Language instruction support.

v. The UNIVERSITY shall provide orientation and training for the district mentors and university supervisors.

vi. The University Supervisor and District Mentor shall meet together regularly with the intern to ensure the intern is following the California Teaching Performance Expectations.

vii. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 144 hours of mentoring via forms submitted by the interns in LiveText.

viii. The District Mentor and site administrator shall participate in surveys that provide feedback to the university regarding the internship experience.

**b. Support and Supervision Specific to Teaching English Learners**

The following additional support/mentoring and supervision shall be provided to an intern teacher who enters the program without a valid English learner authorization listed on a previously issued multiple subject, single subject, or

education specialist instruction teaching credential; a valid English learner or Cross-cultural, Language and Academic Development (CLAD) authorization:

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

### **III. THE PARTIES MUTUALLY AGREE**

- A. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Agreement. Each Certificate of Insurance shall specify that should any above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
- B. The UNIVERSITY agrees to indemnify, hold harmless, and defend the DISTRICT, its agents and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the DISTRICT because of bodily injury



to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents or employees.

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

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

<b>FIELDWORK INFORMATION:</b>	<b>SITE</b>	<b>CONTACT</b>	<b>UNIVERSITY INFORMATION:</b>	<b>CONTACT</b>
Rocklin Unified School District 2615 Sierra Meadows Drive Rocklin, CA 95677 Attn. Human Resources Tel: 916-624-2428			Brandman University 16355 Laguna Canyon Road Irvine, CA 92618 Attn: School of Education, Dean Tel: (949) 341-9811	

- F. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- G. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.

- H. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- I. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

#### **IV. TERM AND TERMINATION OF AGREEMENT**

Brandman University and the Rocklin Unified School District, agree to all the conditions of this Internship Contract Agreement as outlined above, to be effective on March 12, 2017, and continuing until March 11, 2019. This agreement may be terminated and the provisions of this agreement may be altered, changed or amended by mutual consent of both parties upon sixty (60) days written notice.

**SIGNATURES:**


**DISTRICT  
REPRESENTATIVES:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: **Superintendent**  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: **Human Resources**  
Date: \_\_\_\_\_

**UNIVERSITY:**

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

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

## APPENDIX A

### Preconditions Established for Internship Programs

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

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

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

- (d) **Meet the requirements for teacher fitness.**

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

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

**APPENDIX B**  
**Support and Supervision Activities**

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

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/3/2015

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

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

<b>PRODUCER</b> Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc. LIC #0726293 505 N. Brand Boulevard, Suite 600 Glendale CA 91203	<b>CONTACT NAME:</b> Jeff Russell <b>PHONE (A/C, No, Ext):</b> 818-539-1223 <b>E-MAIL ADDRESS:</b> Jeffery_russell@ajg.com	<b>FAX (A/C, No):</b> 818-539-1523
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> CHAPUNI-02 Brandman University Attn: Allan Brooks c/o Chapman University One University Drive Orange, CA 92866	<b>INSURER A :</b> United Educators Ins <b>NAIC #</b> 10020	
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

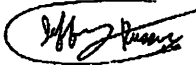
**COVERAGES** **CERTIFICATE NUMBER:** 1413039231 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			CGL201500052400	9/1/2015	9/1/2016	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$Included
							GENERAL AGGREGATE	\$3,000,000
							PRODUCTS - COMP/OP AGG	\$Included
								\$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Subject to all policy terms, conditions and exclusions.  
RE: Student Teaching Agreement for students entering student teaching.  
Certificate holder is an additional insured for general liability coverage as required by virtue of a written contract or agreement and to the extent insurable as respects their interest in the operations of the named insured.

<b>CERTIFICATE HOLDER</b>  Rocklin Unified School District 2615 Sierra Meadows Drive Rocklin CA 95677 USA	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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SUBJECT: Approve Board Policies (BP), Administrative Regulations (AR) and Exhibits:  
E 4112.9 Employee Notification (Revised)  
E 4212.9 Employee Notification (Revised)  
E 4312.9 Employee Notification (Revised)  
BP 4113 Assignment (Revised)  
BP 4151 Employee Compensation (New)  
BP 4251 Employee Compensation (New)  
BP 4351 Employee Compensation (New)  
BP 4157.1 Work-Related Injuries (Deleted)  
BP 4257.1 Work-Related Injuries (Deleted)  
BP 4357.1 Work-Related Injuries (Deleted)  
AR 4157.1 Work-Related Injuries (New)  
AR 4257.1 Work-Related Injuries (New)  
AR 4357.1 Work-Related Injuries (New)  
AR 4217.11 Preretirement Part-Time Employment (Revised)

DEPARTMENT: Office of the Assistant Superintendent, Human Resources

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**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:**

**Exhibits 4112.9, 4212.9, 4312.9 – Employee Notifications (Revised)**

Minor revision made in exhibit to delete notification (last item of section II) regarding the opportunity to comment and participate when a school is identified for restructuring under Title I program improvement, repealed by the Every Student Succeeds Act (P.L. 114-95).

**BP 4113 – Assignment (Revised)**

Policy updated to delete material re: assignment of teachers who meet the qualifications of "highly qualified" teachers, as those requirements were repealed by the Every Student Succeeds Act (ESSA) (P.L. 114-95). Policy also revised to reflect the continuing requirement to describe in the Title I local educational agency plan how the district will address any disparities that result in low-income or minority students being taught at higher rates by ineffective, inexperienced, or out-of-field teachers. Details reflecting the state's Compliance Monitoring, Intervention and Sanctions program deleted as the CDE's ESSA transition plan indicates that districts will not be required to participate in that program in the 2016-17 school year.

**BP 4151/4251/4351 – Employee Compensation (NEW)**

Policy added to reflect "Overtime Compensation" and new Federal Regulations (81 Fed. Reg. 32391) which adjust the salary level at which employees become eligible to receive overtime pay. Policy also reflects the requirement to classify non-administrative, non-supervisory certificated employees on the salary schedule based on years of training and experience, the prohibition against paying certificated employees different salaries solely on the basis of the grade levels they teach, the board's authority to determine the frequency and schedule of salary payments for employees who work less than 12 months per year, and the requirement to post a notice of federal minimum wage provisions.

**BP 4157.1/4257.1/4357.1 – Work-Related Injuries (Deleted)**

**AR 4157.1/4257.1/4357.1 – Work-Related Injuries (New)**

Policy moved to administrative regulation and updated to clarify notification requirements, including requirements related to (1) the method and timeline for notifications; (2) availability of notifications in both English and Spanish; (3) notice to an employee who is a victim of crime at the workplace that he/she may be potentially eligible for workers' compensation benefits; (4) the filing of a report of work-related injury or illness with the district's insurer or, if the

district is self-insured, with the Department of Industrial Relations (DIR); (5) notice to the DIR's Division of Occupational Safety and Health of any work-related death or serious injury/illness; and (6) the posting of workers' compensation information in a conspicuous location frequented by employees.

**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:**

- E 4112.9 Employee Notification (Revised)
- E 4212.9 Employee Notification (Revised)
- E 4312.9 Employee Notification (Revised)
- BP 4113 Assignment (Revised)
- BP 4151 Employee Compensation (New)
- BP 4251 Employee Compensation (New)
- BP 4351 Employee Compensation (New)
- BP 4157.1 Work-Related Injuries (Deleted)
- BP 4257.1 Work-Related Injuries (Deleted)
- BP 4357.1 Work-Related Injuries (Deleted)
- AR 4157.1 Work-Related Injuries (Revised)
- AR 4257.1 Work-Related Injuries (Revised)
- AR 4357.1 Work-Related Injuries (Revised)
- AR 4217.11 Preretirement Part-Time Employment (Revised)

**Recommendation:**

Staff recommends Board approval of Board Policies, Administrative Regulations and Exhibits listed here.

# Rocklin USD

## Exhibit

### Employee Notifications

E 4112.9

#### Personnel

##### I. To All Employees

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

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

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

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

When/Whom to Notify: Annually to all employees and 72 hours before pesticide application

Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: AR 3514.2

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

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

~~Legal Code: Education Code 37616~~

~~Board Policy/Administrative Regulation #: BP 6117~~

~~Subject: Public hearing on year-round implementing year-round program schedule~~

~~When/Whom to Notify: To all employees, prior to implementing alternative schedule~~

~~Legal Code: Education Code 46162~~

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

~~Subject: Public hearing on alternative schedule~~

When/Whom to Notify: To all employees

Legal Code: Education Code 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: AR 1312.3; ~~BP 0460~~; BP 3260

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

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

~~Legal Code: Education Code 49414~~

~~Board Policy/Administrative Regulation #: AR 5141.21~~

~~Subject: Request for volunteers to be trained to administer epinephrine auto-injectors~~

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

~~Legal Code: Education Code 49414.7~~

~~Board Policy/Administrative Regulation #: AR 5141.21~~

~~Subject: Request for volunteers to administer emergency antiseizure medication; training to be provided~~

When/Whom to Notify: To all employees

Legal Code: Government Code 1126

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

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

When/Whom to Notify: Prior to beginning employment

Legal Code: Government Code 3102

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

Subject: Oath or affirmation of allegiance required of disaster service workers

When/Whom to Notify: To all employees

Legal Code: Government Code 8355; 41 USC 8102

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

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

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

Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

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

Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

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

When/Whom to Notify: Annually to all employees, or more frequently if there is new information

Legal Code: Health and Safety Code 120875, 120880

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

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To all employees, with each paycheck

Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

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



Legal Code: Labor Cod e2800.2

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

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

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period

Legal Code: Labor Code 3551

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

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

When/Whom to Notify: Prior to beginning employment

Legal Code: Penal Code 11165.7, 11166.5

Board Policy/Administrative Regulation #: AR 5141.4

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

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

Legal Code: Unemployment Insurance Code 2613

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

Subject: Disability insurance rights and benefits

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

Legal Code: 29 CFR 825.300; 2 CCR 11096

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

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

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

Legal Code: 34 CFR 104.8, 106.

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

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

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

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

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

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

## II. To Certificated Employees

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

Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121  
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual  
Legal Code: Education Code 22461  
Board Policy/Administrative Regulation #: AR 4117.14/4317.14  
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees  
Legal Code: Education Code 35171  
Board Policy/Administrative Regulation #: AR 4115, BP 4315  
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated  
Legal Code: Education Code 44663  
Board Policy/Administrative Regulation #: AR 4115  
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee  
Legal Code: Education Code 44664  
Board Policy/Administrative Regulation #: AR 4115  
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees  
Legal Code: Education Code 44842  
Board Policy/Administrative Regulation #: AR 4112.1  
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To certificated employees upon employment and to nonpermanent employees in July of each school year  
Legal Code: Education Code 44916  
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121  
Subject: Employment status and salary

When/Whom to Notify: To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment  
Legal Code: Education Code 44929.21  
Board Policy/Administrative Regulation #: AR 4117.6  
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year

Legal Code: Education Code 44934, 44934.1, 44936  
Board Policy/Administrative Regulation #: BP 4118; AR 4118  
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice  
Legal Code: Education Code 44938  
Board Policy/Administrative Regulation #: BP 4118  
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year  
Legal Code: Education Code 44938  
Board Policy/Administrative Regulation #: BP 4118  
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings  
Legal Code: Education Code 44940.5  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second- year probationary employees  
Legal Code: Education Code 44948.3  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15  
Legal Code: Education Code 44949, 44955  
Board Policy/Administrative Regulation #: BP 4117.3  
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: On or before June 30, to temporary employee who served 75 percent of school year but will be released  
Legal Code: Education Code 44954  
Board Policy/Administrative Regulation #: BP 4121  
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts  
Legal Code: Education Code 49079  
Board Policy/Administrative Regulation #: AR 4158/4258/4358

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

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

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

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

~~Legal Code: 20 USC 6316~~

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

~~Subject: School identified for restructuring; opportunity to comment and participate~~

### III. To Classified Employees

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

Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of intent to dismiss in 30 days

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

Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, procedures, and employee rights

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

Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff and reemployment rights

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

Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

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

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

Legal Code: Education Code 45192, 45195

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

Subject: Exhaustion of leave, opportunity to request additional leave



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

Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

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

~~Legal Code: 13 CCR 2480~~

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

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

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

Legal Code: 49 CFR 382.601

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

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

#### IV. To Administrative/Supervisory Personnel

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

Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 4312.1

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

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

Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the release or reassignment

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

Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

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

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

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

Legal Code: Education Code 44031

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

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

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector  
Legal Code: Education Code 49414  
Board Policy/Administrative Regulation #: AR 5141.21  
Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee  
Legal Code: Government Code 54957  
Board Policy/Administrative Regulation #: ~~BB-BP~~ 9321  
Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information  
Legal Code: Government Code 54963  
Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23  
Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime  
Legal Code: Labor Code 3553, 5401  
Board Policy/Administrative Regulation #: BP 4157.1/4257.1/4357.1  
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification  
Legal Code: Penal Code 11105, 11105.2  
Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5  
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter  
Legal Code: 8 CCR 3204, 5193  
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42  
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area where hazardous chemical are present, upon initial assignment and upon new exposure situation  
Legal Code: 8 CCR 5191  
Board Policy/Administrative Regulation #: AR 3514.1  
Subject: Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area  
Legal Code: 8 CCR 5194  
Board Policy/Administrative Regulation #: AR 3514.1

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

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

Legal Code: 38 USC 4334

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

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

When/Whom to Notify: Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave

Legal Code: 29 CFR 825.300; 2 CCR 11049

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

Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

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

Legal Code: 29 CFR 825.300

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

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

Exhibit ROCKLIN UNIFIED SCHOOL DISTRICT

approved: November 5, 2014      Rocklin, California

revised: January 18, 2017



# Rocklin USD

## Exhibit

### Employee Notifications

E 4212.9

#### Personnel

#### I. To All Employees

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

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

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

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

When/Whom to Notify: Annually to all employees and 72 hours before pesticide application

Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: AR 3514.2

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

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

~~Legal Code: Education Code 37616~~

~~Board Policy/Administrative Regulation #: BP 6117~~

~~Subject: Public hearing on year-round implementing year-round program schedule~~

~~When/Whom to Notify: To all employees, prior to implementing alternative schedule~~

~~Legal Code: Education Code 46162~~

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

~~Subject: Public hearing on alternative schedule~~

When/Whom to Notify: To all employees

Legal Code: Education Code 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: AR 1312.3; ~~BP 0460~~; BP 3260

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

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

~~Legal Code: Education Code 49414~~

~~Board Policy/Administrative Regulation #: AR 5141.21~~

~~Subject: Request for volunteers to be trained to administer epinephrine auto-injectors~~

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

~~Legal Code: Education Code 49414.7~~

~~Board Policy/Administrative Regulation #: AR 5141.21~~

~~Subject: Request for volunteers to administer emergency antiseizure medication; training to be provided~~

When/Whom to Notify: To all employees

Legal Code: Government Code 1126

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

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

When/Whom to Notify: Prior to beginning employment

Legal Code: Government Code 3102

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

Subject: Oath or affirmation of allegiance required of disaster service workers

When/Whom to Notify: To all employees

Legal Code: Government Code 8355; 41 USC 8102

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

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

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

Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

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

Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

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

When/Whom to Notify: Annually to all employees, or more frequently if there is new information

Legal Code: Health and Safety Code 120875, 120880

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

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To all employees, with each paycheck

Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

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



Legal Code: Labor Cod e2800.2

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

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

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period

Legal Code: Labor Code 3551

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

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

When/Whom to Notify: Prior to beginning employment

Legal Code: Penal Code 11165.7, 11166.5

Board Policy/Administrative Regulation #: AR 5141.4

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

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

Legal Code: Unemployment Insurance Code 2613

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

Subject: Disability insurance rights and benefits

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

Legal Code: 29 CFR 825.300; 2 CCR 11096

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

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

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

Legal Code: 34 CFR 104.8, 106.

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

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

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

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

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

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

## II. To Certificated Employees

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

Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121  
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual  
Legal Code: Education Code 22461  
Board Policy/Administrative Regulation #: AR 4117.14/4317.14  
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees  
Legal Code: Education Code 35171  
Board Policy/Administrative Regulation #: AR 4115, BP 4315  
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated  
Legal Code: Education Code 44663  
Board Policy/Administrative Regulation #: AR 4115  
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee  
Legal Code: Education Code 44664  
Board Policy/Administrative Regulation #: AR 4115  
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees  
Legal Code: Education Code 44842  
Board Policy/Administrative Regulation #: AR 4112.1  
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To certificated employees upon employment and to nonpermanent employees in July of each school year  
Legal Code: Education Code 44916  
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121  
Subject: Employment status and salary

When/Whom to Notify: To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment  
Legal Code: Education Code 44929.21  
Board Policy/Administrative Regulation #: AR 4117.6  
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year

Legal Code: Education Code 44934, 44934.1, 44936  
Board Policy/Administrative Regulation #: BP 4118; AR 4118  
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice

Legal Code: Education Code 44938  
Board Policy/Administrative Regulation #: BP 4118  
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year

Legal Code: Education Code 44938  
Board Policy/Administrative Regulation #: BP 4118  
Subject: Notice of deficiency and opportunity to correct

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

Legal Code: Education Code 44940.5  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

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

Legal Code: Education Code 44948.3  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Reasons for dismissal and opportunity to appeal

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

Legal Code: Education Code 44949, 44955  
Board Policy/Administrative Regulation #: BP 4117.3  
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

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

Legal Code: Education Code 44954  
Board Policy/Administrative Regulation #: BP 4121  
Subject: District's decision not to reelect employee for following school year

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

Legal Code: Education Code 49079  
Board Policy/Administrative Regulation #: AR 4158/4258/4358



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

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

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

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

~~Legal Code: 20 USC 6316~~

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

~~Subject: School identified for restructuring; opportunity to comment and participate~~

### III. To Classified Employees

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

Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of intent to dismiss in 30 days

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

Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, procedures, and employee rights

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

Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff and reemployment rights

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

Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

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

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

Legal Code: Education Code 45192, 45195

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

Subject: Exhaustion of leave, opportunity to request additional leave

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

Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

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

~~Legal Code: 13 CCR 2480~~

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

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

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

Legal Code: 49 CFR 382.601

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

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

#### IV. To Administrative/Supervisory Personnel

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

Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 4312.1

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

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

Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the release or reassignment

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

Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

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

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

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

Legal Code: Education Code 44031

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

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



When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector  
Legal Code: Education Code 49414  
Board Policy/Administrative Regulation #: AR 5141.21  
Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee  
Legal Code: Government Code 54957  
Board Policy/Administrative Regulation #: ~~BB-BP~~ 9321  
Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information  
Legal Code: Government Code 54963  
Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23  
Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime  
Legal Code: Labor Code 3553, 5401  
Board Policy/Administrative Regulation #: BP 4157.1/4257.1/4357.1  
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification  
Legal Code: Penal Code 11105, 11105.2  
Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5  
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter  
Legal Code: 8 CCR 3204, 5193  
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42  
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area where hazardous chemical are present, upon initial assignment and upon new exposure situation  
Legal Code: 8 CCR 5191  
Board Policy/Administrative Regulation #: AR 3514.1  
Subject: Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area  
Legal Code: 8 CCR 5194  
Board Policy/Administrative Regulation #: AR 3514.1

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

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

Legal Code: 38 USC 4334

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

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

When/Whom to Notify: Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave

Legal Code: 29 CFR 825.300; 2 CCR 11049

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

Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

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

Legal Code: 29 CFR 825.300

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

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

ExhibitROCKLIN UNIFIED SCHOOL DISTRICT

approved: November 5, 2014      Rocklin, California

revised: January 18, 2017

# Rocklin USD

## Exhibit

### Employee Notifications

E 4312.9

#### Personnel

#### I. To All Employees

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

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

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

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

When/Whom to Notify: Annually to all employees and 72 hours before pesticide application

Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: AR 3514.2

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

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

~~Legal Code: Education Code 37616~~

~~Board Policy/Administrative Regulation #: BP 6117~~

~~Subject: Public hearing on year-round implementing year-round program schedule~~

~~When/Whom to Notify: To all employees, prior to implementing alternative schedule~~

~~Legal Code: Education Code 46162~~

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

~~Subject: Public hearing on alternative schedule~~

When/Whom to Notify: To all employees

Legal Code: Education Code 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: AR 1312.3; ~~BP 0460~~; BP 3260

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

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

~~Legal Code: Education Code 49414~~

~~Board Policy/Administrative Regulation #: AR 5141.21~~

~~Subject: Request for volunteers to be trained to administer epinephrine auto-injectors~~

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

~~Legal Code: Education Code 49414.7~~

~~Board Policy/Administrative Regulation #: AR 5141.21~~



~~Subject: Request for volunteers to administer emergency antiseizure medication; training to be provided~~

When/Whom to Notify: To all employees

Legal Code: Government Code 1126

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

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

When/Whom to Notify: Prior to beginning employment

Legal Code: Government Code 3102

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

Subject: Oath or affirmation of allegiance required of disaster service workers

When/Whom to Notify: To all employees

Legal Code: Government Code 8355; 41 USC 8102

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

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

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

Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

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

Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

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

When/Whom to Notify: Annually to all employees, or more frequently if there is new information

Legal Code: Health and Safety Code 120875, 120880

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

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To all employees, with each paycheck

Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

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

Legal Code: Labor Cod e2800.2

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

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period

Legal Code: Labor Code 3551

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

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

When/Whom to Notify: Prior to beginning employment

Legal Code: Penal Code 11165.7, 11166.5

Board Policy/Administrative Regulation #: AR 5141.4

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

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

Legal Code: Unemployment Insurance Code 2613

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

Subject: Disability insurance rights and benefits

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

Legal Code: 29 CFR 825.300; 2 CCR 11096

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

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

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

Legal Code: 34 CFR 104.8, 106.

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

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

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

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

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

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

## II. To Certificated Employees

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

Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121  
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual  
Legal Code: Education Code 22461  
Board Policy/Administrative Regulation #: AR 4117.14/4317.14  
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees  
Legal Code: Education Code 35171  
Board Policy/Administrative Regulation #: AR 4115, BP 4315  
Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated  
Legal Code: Education Code 44663  
Board Policy/Administrative Regulation #: AR 4115  
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee  
Legal Code: Education Code 44664  
Board Policy/Administrative Regulation #: AR 4115  
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees  
Legal Code: Education Code 44842  
Board Policy/Administrative Regulation #: AR 4112.1  
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To certificated employees upon employment and to nonpermanent employees in July of each school year  
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Board Policy/Administrative Regulation #: AR 4112.1, AR 4121  
Subject: Employment status and salary

When/Whom to Notify: To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment  
Legal Code: Education Code 44929.21  
Board Policy/Administrative Regulation #: AR 4117.6  
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year



Legal Code: Education Code 44934, 44934.1, 44936  
Board Policy/Administrative Regulation #: BP 4118; AR 4118  
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice  
Legal Code: Education Code 44938  
Board Policy/Administrative Regulation #: BP 4118  
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year  
Legal Code: Education Code 44938  
Board Policy/Administrative Regulation #: BP 4118  
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings  
Legal Code: Education Code 44940.5  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second- year probationary employees  
Legal Code: Education Code 44948.3  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15  
Legal Code: Education Code 44949, 44955  
Board Policy/Administrative Regulation #: BP 4117.3  
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: On or before June 30, to temporary employee who served 75 percent of school year but will be released  
Legal Code: Education Code 44954  
Board Policy/Administrative Regulation #: BP 4121  
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts  
Legal Code: Education Code 49079  
Board Policy/Administrative Regulation #: AR 4158/4258/4358

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

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

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

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

~~Legal Code: 20 USC 6316~~

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

~~Subject: School identified for restructuring; opportunity to comment and participate~~

### III. To Classified Employees

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

Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of intent to dismiss in 30 days

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

Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, procedures, and employee rights

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

Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff and reemployment rights

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

Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

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

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

Legal Code: Education Code 45192, 45195

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

Subject: Exhaustion of leave, opportunity to request additional leave

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

Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

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

~~Legal Code: 13 CCR 2480~~

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

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

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

Legal Code: 49 CFR 382.601

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

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

#### IV. To Administrative/Supervisory Personnel

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

Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 4312.1

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

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

Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the release or reassignment

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

Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

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

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

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

Legal Code: Education Code 44031

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

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



When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector  
Legal Code: Education Code 49414  
Board Policy/Administrative Regulation #: AR 5141.21  
Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee  
Legal Code: Government Code 54957  
Board Policy/Administrative Regulation #: ~~BB-BP~~ 9321  
Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information  
Legal Code: Government Code 54963  
Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23  
Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime  
Legal Code: Labor Code 3553, 5401  
Board Policy/Administrative Regulation #: BP 4157.1/4257.1/4357.1  
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification  
Legal Code: Penal Code 11105, 11105.2  
Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5  
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter  
Legal Code: 8 CCR 3204, 5193  
Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42  
Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area where hazardous chemical are present, upon initial assignment and upon new exposure situation  
Legal Code: 8 CCR 5191  
Board Policy/Administrative Regulation #: AR 3514.1  
Subject: Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area  
Legal Code: 8 CCR 5194  
Board Policy/Administrative Regulation #: AR 3514.1

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

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

Legal Code: 38 USC 4334

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

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

When/Whom to Notify: Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave

Legal Code: 29 CFR 825.300; 2 CCR 11049

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

Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

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

Legal Code: 29 CFR 825.300

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

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

ExhibitROCKLIN UNIFIED SCHOOL DISTRICT

approved: November 5, 2014      Rocklin, California

revised: January 18, 2017

# Rocklin USD

## Board Policy

### Assignment

BP 4113

#### Personnel

In order to serve the best interests of students and the educational program, the Board of Trustees authorizes the Superintendent or designee to assign certificated personnel to positions for which their preparation, certification, professional experience and aptitude qualify them.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

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

(cf. 4112.23 - Special Education Staff)

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

(cf. 4141/4241- Collective Bargaining Agreement)

#### Assignment to Courses/Classes

The Superintendent or designee shall assign teachers to courses based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare him/her to provide instruction in that subject.

When specifically authorized by law or regulation, the Superintendent or designee may assign a teacher, with his/her consent, to a position outside his/her credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Assignments made pursuant to Education Code 44256, 44258.2, and 44263 shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

(cf. 3580 - District Records)

~~Teachers who are assigned to teach core academic subjects shall meet the requirements of the No Child Left Behind Act (NCLB) pertaining to qualifications of highly qualified teachers. (20 USC~~



6319, 7801; 5 CCR 6100-6126)

(cf. 4112.24 – Teacher Qualifications Under the No Child Left Behind Act)

When specifically authorized by law or regulation, ~~The~~ Superintendent or designee may assign a teacher, with his/her consent, to a position outside his/her credential authorization ~~when specifically authorized by law or regulation, and~~ in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Assignments made pursuant to Education Code 44256, 44258.2, and 44263 shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

(cf. 3580 - District Records)

The Superintendent or designee shall periodically report to the Board on teacher assignments and vacancies, including the number and type of assignments made outside a teacher's credential authorization through a local teaching assignment option. Whenever district misassignments and vacancies are reviewed by the County Superintendent of Schools or ~~Commission on Teacher Credentialing~~ CTC, as applicable, the Superintendent or designee shall report the results to the Board and shall provide recommendations for remedying any identified issues.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

#### Equitable Distribution of Qualified Teachers

The Superintendent or designee shall ensure that highly qualified and experienced teachers are equitably distributed among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. He/she shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver.

(cf. 0520.2 - Title I Program Improvement Schools)

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 4111 - Recruitment and Selection)

~~(cf. 4114 - Transfers)  
(cf. 4131 - Staff Development)  
(cf. 4131.1 - Teacher Support and Guidance)  
(cf. 6171 - Title I Programs)~~

~~In order to ensure that highly qualified and experienced teachers are equitably distributed among district schools, including those with higher than average levels of low income, minority, and/or academically underperforming students, the Superintendent or designee shall:~~

~~1. — Verify that all teachers of core academic subjects possess the qualifications of highly qualified teachers as required by NCLB or develop immediate and long term solutions for ensuring that all core academic classes will be taught by highly qualified teachers~~

~~2. — Not assign teachers with provisional internship permits, short term staffing permits, or credential waivers to schools that have 40 percent or higher poverty or are ranked in deciles 1-3 on the statewide Academic Performance Index~~

~~3. — Not place interns in high poverty, low performing schools in greater numbers than in schools with low poverty or higher academic achievement~~

~~4. — Compare teacher retention rates across district schools and develop strategies to recruit and retain experienced and effective teachers in hard to staff schools~~

~~(cf. 4111—Recruitment and Selection)~~

Legal Reference:

EDUCATION CODE

33126 School accountability report card

35035 Additional powers and duties of superintendent

35186 Complaint process

37616 Assignment of teachers to year-round schools

44225.6 Commission report to the legislature re: teachers

44250-44277 Credentials and assignments of teachers

44314 Subject matter programs, approved subjects

~~44395-44398—Incentives for assigning NBPTS-certified teachers to high-priority schools~~

44824 Assignment of teachers to weekend classes

44955 Reduction in number of employees

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

~~6100-6126—Teacher qualifications, No Child Left Behind Act~~

80003-80005 Credential authorizations

80020-80020.5 Additional assignment authorizations



80335 Performance of unauthorized professional services  
80339-80339.6 Unauthorized certificated employee assignment  
UNITED STATES CODE, TITLE 20

6311 State plan

[6312 Local educational agency plans](#)

~~6319 Highly qualified teachers~~

6601-6651 Teacher and Principal Training and Recruiting Fund

~~7801 Definitions, highly qualified teacher~~

~~CODE OF FEDERAL REGULATIONS, TITLE 34~~

~~200.55-200.57 Highly qualified teachers~~

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~Revised State Plan for the No Child Left Behind Act, rev. September 2008~~

[California State Plan to Ensure Equitable Access to Excellent Educators](#)

[Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016](#)

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

[Administrator's Assignment Manual - Updates and Revisions, May 2014](#)

The Administrator's Assignment Manual, rev. September 2007

U.S. DEPARTMENT OF EDUCATION GUIDANCE

[Transitioning to the Every Student Succeeds Act \(ESSA\): Frequently Asked Questions, rev. May 4, 2016](#)

Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006

WEB SITES

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

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

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

Santa Clara County Office of Education, Personnel Management Assistance Team:

<http://www.sccoe.org/depts/pmat>

U.S. Department of Education: <http://www.ed.gov>

Policy ROCKLIN UNIFIED SCHOOL DISTRICT

adopted: July 15, 2009 Rocklin, California

[revised: January 18, 2017](#)

# **Rocklin USD**

## **Board Policy**

### **Employee Compensation**

BP 4151

#### **Personnel**

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

(cf. 3100 - Budget)

(cf. 3400 - Management of Districts Assets/Accounts)

(cf. 4000 - Concepts and Roles)

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

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for years of training and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

(cf. 4030 - Nondiscrimination in Employment)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4312.1 - Contracts)

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

### Overtime Compensation

A district employee shall be paid an overtime rate of not less than one and one-half times his/her regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week. However, employees shall be exempt from overtime rules if they are employed as teachers or school administrators or if they qualify as being employed in an executive, administrative, or professional capacity and are paid a fixed salary at or above the salary level established by federal regulations. (Labor Code 510; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided he/she has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt district operations. (29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

(cf. 3580 - District Records)

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

### Legal Reference:

#### EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service in merit system districts

#### GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

#### LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

510 Overtime compensation; length of work day and week; alternative schedules

#### UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

Management Resources:

WEB SITES

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

Internal Revenue Service: <http://www.irs.gov>

School Services of California, Inc.: <http://www.sscal.com>

U.S. Department of Labor, Wage and Hour Division: <https://www.dol.gov/whd>

Policy: ROCKLIN UNIFIED SCHOOL DISTRICT  
adopted: January 18, 2017 Rocklin, California

# **Rocklin USD**

## **Board Policy**

### **Employee Compensation**

BP 4251

#### **Personnel**

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

(cf. 3100 - Budget)

(cf. 3400 - Management of Districts Assets/Accounts)

(cf. 4000 - Concepts and Roles)

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

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for years of training and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

(cf. 4030 - Nondiscrimination in Employment)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4312.1 - Contracts)

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)



The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

### Overtime Compensation

A district employee shall be paid an overtime rate of not less than one and one-half times his/her regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week. However, employees shall be exempt from overtime rules if they are employed as teachers or school administrators or if they qualify as being employed in an executive, administrative, or professional capacity and are paid a fixed salary at or above the salary level established by federal regulations. (Labor Code 510; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided he/she has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt district operations. (29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

(cf. 3580 - District Records)

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

### Legal Reference:

#### EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service in merit system districts

#### GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

#### LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

510 Overtime compensation; length of work day and week; alternative schedules

#### UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

Management Resources:

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

Internal Revenue Service: <http://www.irs.gov>

School Services of California, Inc.: <http://www.sscal.com>

U.S. Department of Labor, Wage and Hour Division: <https://www.dol.gov/whd>

Policy:           ROCKLIN UNIFIED SCHOOL DISTRICT  
Adopted:        January 18, 2017            Rocklin, California

# **Rocklin USD**

## **Board Policy**

### **Employee Compensation**

BP 4351

#### **Personnel**

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

(cf. 3100 - Budget)

(cf. 3400 - Management of Districts Assets/Accounts)

(cf. 4000 - Concepts and Roles)

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

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for years of training and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

(cf. 4030 - Nondiscrimination in Employment)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4312.1 - Contracts)

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

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When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided he/she has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt district operations. (29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

(cf. 3580 - District Records)

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

### Legal Reference:

#### EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

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45160-45169 Salaries for classified employees

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3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

#### LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

510 Overtime compensation; length of work day and week; alternative schedules

#### UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

Management Resources:

WEB SITES

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

Internal Revenue Service: <http://www.irs.gov>

School Services of California, Inc.: <http://www.sscal.com>

U.S. Department of Labor, Wage and Hour Division: <https://www.dol.gov/whd>

Policy: ROCKLIN UNIFIED SCHOOL DISTRICT

Adopted: January 18, 2017 Rocklin, California



# **Rocklin USD**

## **Board Policy**

### **Work-Related Injuries**

~~BP 4157.1-~~

#### **Personnel**

~~The Board of Trustees desires to provide its employees with insurance and workers' compensation benefits in accordance with law. — The Superintendent or designee shall develop an efficient claims handling process in order to reduce costs and facilitate employee recovery.~~

~~(cf. 3320 — Claims and Actions Against the District)~~

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

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

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

~~(cf. 4157/4257/4357 — Employee Safety)~~

~~(cf. 4157.2/4257.2/4357.2 — Ergonomics)~~

~~(cf. 4161.11/4361.11 — Industrial Accident/Illness Leave)~~

~~(cf. 4261.11 — Industrial Accident/Illness Leave)~~

~~An employee shall report any work-related injury or illness to his/her supervisor as soon as practicable. Upon learning of an injury, a supervisor shall promptly report the incident to the Superintendent or designee and the insurance carrier as appropriate.~~

~~The Superintendent or designee shall ensure that every new employee is notified of his/her right to receive workers' compensation if injured at work and that injured employees are given notice of rights in accordance with law. —~~

~~The Superintendent or designee shall ensure that notifications regarding workers' compensation are posted in accordance with law.~~

#### **Legal Reference:**

##### **EDUCATION CODE**

~~44984 — Industrial accident and illness leaves, certificated employees~~

~~45192 — Industrial accident and illness leaves, classified employees~~

##### **LABOR CODE**

~~3200-4855 — Workers' compensation, especially:~~

~~3550-3553 — Employee notice~~

~~3600-3605 — Conditions of liability~~

~~3760 — Report of injury to insurer~~

~~4600 — Provision of medical and hospital treatment by employer~~

~~4906 — Disclosures and statements~~

~~5400-5413 — Notice of injury or death~~

**DELETE**

~~6409.1—Reports  
CODE OF REGULATIONS, TITLE 8  
15596 Notice of employee rights~~

~~Management Resources:~~

~~WEB SITES~~

~~California Department of Industrial Relations: <http://www.dir.ca.gov>~~

~~Policy ROCKLIN UNIFIED SCHOOL DISTRICT  
adopted: ~~October 16, 2002~~ Rocklin, California~~

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# ~~Rocklin USD~~

## ~~Board Policy~~

### ~~Work-Related Injuries~~

~~BP 4257.1~~

#### ~~Personnel~~

~~The Board of Trustees desires to provide its employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process in order to reduce costs and facilitate employee recovery.~~

~~(cf. 3320—Claims and Actions Against the District)~~

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

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

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

~~(cf. 4157/4257/4357—Employee Safety)~~

~~(cf. 4157.2/4257.2/4357.2—Ergonomics)~~

~~(cf. 4161.11/4361.11—Industrial Accident/Illness Leave)~~

~~(cf. 4261.11—Industrial Accident/Illness Leave)~~

~~An employee shall report any work-related injury or illness to his/her supervisor as soon as practicable. Upon learning of an injury, a supervisor shall promptly report the incident to the Superintendent or designee and the insurance carrier as appropriate.~~

~~The Superintendent or designee shall ensure that every new employee is notified of his/her right to receive workers' compensation if injured at work and that injured employees are given notice of rights in accordance with law.~~

~~The Superintendent or designee shall ensure that notifications regarding workers' compensation are posted in accordance with law.~~

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##### ~~EDUCATION CODE~~

~~44984—Industrial accident and illness leaves, certificated employees~~

~~45192—Industrial accident and illness leaves, classified employees~~

##### ~~LABOR CODE~~

~~3200-4855—Workers' compensation, especially:~~

~~3550-3553—Employee notice~~

~~3600-3605—Conditions of liability~~

~~3760—Report of injury to insurer~~

~~4600—Provision of medical and hospital treatment by employer~~

~~4906—Disclosures and statements~~

~~5400-5413—Notice of injury or death~~

~~6409.1—Reports~~

~~CODE OF REGULATIONS, TITLE 8~~

~~15596 Notice of employee rights~~

~~Management Resources:~~

~~WEB SITES~~

~~California Department of Industrial Relations: <http://www.dir.ca.gov>~~

~~Policy ROCKLIN UNIFIED SCHOOL DISTRICT~~

~~adopted:            October 16, 2002            Rocklin, California~~

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# ~~Rocklin USD~~

## ~~Board Policy~~

### ~~Work-Related Injuries~~

~~BP 4357.1~~

#### ~~Personnel~~

~~The Board of Trustees desires to provide its employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process in order to reduce costs and facilitate employee recovery.~~

~~(cf. 3320—Claims and Actions Against the District)~~

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

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

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

~~(cf. 4157/4257/4357—Employee Safety)~~

~~(cf. 4157.2/4257.2/4357.2—Ergonomics)~~

~~(cf. 4161.11/4361.11—Industrial Accident/Illness Leave)~~

~~(cf. 4261.11—Industrial Accident/Illness Leave)~~

~~An employee shall report any work-related injury or illness to his/her supervisor as soon as practicable. Upon learning of an injury, a supervisor shall promptly report the incident to the Superintendent or designee and the insurance carrier as appropriate.~~

~~The Superintendent or designee shall ensure that every new employee is notified of his/her right to receive workers' compensation if injured at work and that injured employees are given notice of rights in accordance with law.~~

~~The Superintendent or designee shall ensure that notifications regarding workers' compensation are posted in accordance with law.~~

#### ~~Legal Reference:~~

##### ~~EDUCATION CODE~~

~~44984—Industrial accident and illness leaves, certificated employees~~

~~45192—Industrial accident and illness leaves, classified employees~~

##### ~~LABOR CODE~~

~~3200-4855—Workers' compensation, especially:~~

~~3550-3553—Employee notice~~

~~3600-3605—Conditions of liability~~

~~3760—Report of injury to insurer~~

~~4600—Provision of medical and hospital treatment by employer~~

~~4906—Disclosures and statements~~

~~5400-5413—Notice of injury or death~~



**DELETE**

~~6409.1—Reports  
CODE OF REGULATIONS, TITLE 8  
15596 Notice of employee rights~~

~~Management Resources:~~

~~WEB SITES~~

~~California Department of Industrial Relations: <http://www.dir.ca.gov>~~

~~Policy ROCKLIN UNIFIED SCHOOL DISTRICT  
adopted: ~~October 16, 2002~~ Rocklin, California~~

# **Rocklin USD**

## **Administrative Regulation**

### **Work-Related Injuries**

AR 4157.1

#### **Personnel**

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

(cf. 3320 - Claims and Actions Against the District)

(cf. 4032 - Reasonable Accommodation)

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

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

(cf. 4157/4257/4357 - Employee Safety)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

The Superintendent or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of his/her right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

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

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of employment, he/she shall report the work-related injury or illness to the Superintendent or designee as soon as practicable.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to his/her dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

The Superintendent or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the district's insurance carrier within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death must be filed with the insurance carrier within five days after being notified of or learning about the death. (Labor Code 6409.1)

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report by telephone or email to the Division of Occupational Safety and Health. (Labor Code 6409.1)

**Legal Reference:**

**EDUCATION CODE**

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

**LABOR CODE**

3200-4855 Workers' compensation, especially:

3550-3553 Employee notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5413 Notice of injury or death

6409.1 Reports

**CODE OF REGULATIONS, TITLE 8**

15596 Notice of employee rights

**Management Resources:**

**DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS**

A Guidebook for Injured Workers, 2016

Notice to Employees -- Injuries Caused by Work

Time of Hire Pamphlet

Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

**WEB SITES**

California Department of Industrial Relations, Division of Occupational Safety and Health:

<http://www.dir.ca.gov/dosh>

California Department of Industrial Relations, Division of Workers Compensation:

<http://www.dir.ca.gov/dwc>

Regulation: ROCKLIN UNIFIED SCHOOL DISTRICT

adopted: January 18, 2017 Rocklin, California

# **Rocklin USD**

## **Administrative Regulation**

### **Work-Related Injuries**

AR 4257.1

#### **Personnel**

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

(cf. 3320 - Claims and Actions Against the District)

(cf. 4032 - Reasonable Accommodation)

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

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

(cf. 4157/4257/4357 - Employee Safety)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

The Superintendent or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of his/her right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

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

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of employment, he/she shall report the work-related injury or illness to the Superintendent or designee as soon as practicable.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to his/her dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

The Superintendent or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the district's insurance carrier within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death must be filed with the insurance carrier within five days after being notified of or learning about the death. (Labor Code 6409.1)

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report by telephone or email to the Division of Occupational Safety and Health. (Labor Code 6409.1)

Legal Reference:

EDUCATION CODE

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

LABOR CODE

3200-4855 Workers' compensation, especially:

3550-3553 Employee notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5413 Notice of injury or death

6409.1 Reports

CODE OF REGULATIONS, TITLE 8

15596 Notice of employee rights

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

A Guidebook for Injured Workers, 2016

Notice to Employees -- Injuries Caused by Work

Time of Hire Pamphlet

Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

WEB SITES

California Department of Industrial Relations, Division of Occupational Safety and Health:

<http://www.dir.ca.gov/dosh>

California Department of Industrial Relations, Division of Workers Compensation:

<http://www.dir.ca.gov/dwc>

Regulation: ROCKLIN UNIFIED SCHOOL DISTRICT  
adopted: January 18, 2017 Rocklin, California

# **Rocklin USD**

## **Administrative Regulation**

### **Work-Related Injuries**

AR 4357.1

#### **Personnel**

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

(cf. 3320 - Claims and Actions Against the District)

(cf. 4032 - Reasonable Accommodation)

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

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

(cf. 4157/4257/4357 - Employee Safety)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

The Superintendent or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of his/her right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

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

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of employment, he/she shall report the work-related injury or illness to the Superintendent or designee as soon as practicable.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to his/her dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)



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Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the district's insurance carrier within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death must be filed with the insurance carrier within five days after being notified of or learning about the death. (Labor Code 6409.1)

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report by telephone or email to the Division of Occupational Safety and Health. (Labor Code 6409.1)

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EDUCATION CODE

44984 Industrial accident and illness leaves, certificated employees

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LABOR CODE

3200-4855 Workers' compensation, especially:

3550-3553 Employee notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

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5400-5413 Notice of injury or death

6409.1 Reports

CODE OF REGULATIONS, TITLE 8

15596 Notice of employee rights

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

A Guidebook for Injured Workers, 2016

Notice to Employees -- Injuries Caused by Work

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WEB SITES

California Department of Industrial Relations, Division of Occupational Safety and Health:

<http://www.dir.ca.gov/dosh>

California Department of Industrial Relations, Division of Workers Compensation:

<http://www.dir.ca.gov/dwc>

Regulation: ROCKLIN UNIFIED SCHOOL DISTRICT

adopted: January 18, 2017 Rocklin, California

# Rocklin USD

## Administrative Regulation

### Preretirement Part-Time Employment

AR 4217.11  
Personnel

When the Governing Board has adopted the reduced workload program, any classified employee may reduce his/her workload from full time to part time in accordance with applicable law, district regulations, and collective bargaining agreement.

When so authorized, any classified employee who is a member of the Public Employees' Retirement System may reduce his/her workload from full time to part time without losing retirement benefits, if all of the following conditions are met: (Education Code 45139) District employees may reduce their workload from full time to part time for a period not to exceed five years.

Regulations allowing employees to reduce their workload include but are not limited to the following (Education Code 45139):

1. The Employees must be shall have reached the age of 55 years of age before they may reduce their prior to the workload reduction.
2. The employee shall have been employed full time in a classified position for at least 10 years, of which the immediately preceding five years were full-time employment. Employees must have completed at least 10 years of full-time service to the district.
3. During the period immediately preceding a request for reduction in workload, the employee shall have been employed full time in a classified position for a total of at least five years without a break in service. Employees must have completed five years of full-time service immediately prior to requesting a reduction in workload.
4. The five years required in #3 must have passed without a break in service.
54. The option of part-time employment shall be exercised at the request of the employee and can be revoked only with the mutual consent of the employee and the district. part-time employment option is available at the employee's request and may be revoked only with the mutual consent of the employee and the Board of Trustees.
65. The Employees will shall be paid a salary that is the a-pro rata share of the their full-time salary he/she would be earning had the employee not elected to exercise the option of part-time employment.
76. The employee shall retain all other rights and benefits for which he/she makes the payments that would be required if he/she remained in full-time employment. The employee shall receive health benefits in the same manner as a full-time classified employee. Minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the



~~employee's contract during the final year of full-time service.~~

~~87. The minimum part-time employment shall be the equivalent of one-half of the number of hours of service required by the employee's contract during his/her final year of service in a full-time classified position.~~

~~employee shall receive the same health benefits as those received by full-time employees.~~

~~98. The period of the part-time employment shall not exceed five years.~~

~~employee shall retain all other rights and benefits as long as he/she makes the payments for them that would be required if he/she still worked full time.~~

~~109. The period of part-time employment shall not extend beyond the end of the school year during which the employee reaches his/her 70th birthday.~~

~~period of part-time employment shall not extend beyond the end of the school year during which the employee reaches his/her 70th birthday.~~

Prior to the reduction of an employee's workload, the Superintendent or designee shall verify the employee's eligibility for the reduced workload program. (Government Code 20905)

The Superintendent or designee shall maintain the necessary records to separately identify each employee who participates in the reduced workload program. (Government Code 20905)

(cf. 3580 - District Records)

The district may allow any classified employee who is not eligible for the reduction of workload pursuant to Education Code 45139 to reduce his/her workload from full time to part time after determining that it is in the best interest of the district. In any such case, the Board shall specify the terms and conditions under which the reduction in workload shall take place.

Legal Reference:

EDUCATION CODE

45139 Reduced workload for classified employees

GOVERNMENT CODE

20000-21703 Public Employees' Retirement System, especially:

20905 Reduced workload program, classified employees

53201 Health and welfare benefits

COURT DECISIONS

Praiser v. Biggs Unified School District (2001) 87 Cal.App.4th 398

Management Resources:

WEB SITES

California Public Employees' Retirement System: <http://www.calpers.ca.gov>

Regulation ROCKLIN UNIFIED SCHOOL DISTRICT

approved: October 18, 2000 Rocklin, California

revised: January 18, 2017

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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**SUBJECT:** Approve RUSD Board Policy (BP) and Administrative Regulation (AR):  
BP 3260 – Fees and Charges (revised)  
AR 3260 – Fees and Charges (revised)

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

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**Background:**

The Board Policy and Administrative Regulation for “fees and charges” provides guidance on conditions by which fees and charges are permissible in districts and school sites, according to the most recent legal statutes.

**Status:**

The Administrative Regulation reflects changes that have been made since 2000. Updated language reflects minor changes in areas including student insurance, transportation fees for field trips, student uses of technology, and charges for food sold at school. Additionally, the updates reference the use of the Uniform Complaint Procedure, should there be complaints about student fees.

**Presenter(s):**

Kathy Pon, Ed. D., 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 & Operations  
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 [ ] Action Item [ ] Information Item

**Packet Information:**

BP 3260 Fees and Charges (revised)  
AR 3260 Fees and Charges (revised)

**Recommendation:**

Staff recommends Board approval of revised Board Policy and Administrative Regulation 3260 on Fees and Charges.

# Rocklin USD

## Board Policy

### Fees and Charges

BP 3260

#### Business and Noninstructional Operations

The Board of Trustees desires to furnish books, materials and instructional equipment as needed for the educational program. Because district needs must be met with limited available funds, the Board may charge fees when specifically authorized by law.

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socio-economic conditions of district students' families and their ability to pay.

~~The district shall consider the student and parent/guardian's ability to pay when establishing fee schedules and granting exceptions.~~

~~(cf. 1321—Solicitation of Funds from and by Students)~~

(cf. 3250 - Transportation Fees)

~~(cf. 3290—Gifts, Grants and Bequests)~~

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

~~(cf. 6145—Extracurricular and Coextracurricular Activities)~~

(cf. 9323.2 - Actions by the Board)

The prohibition against student fees shall not restrict the district from soliciting for voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such activities and events. However, the district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student and shall not remove, or threaten to remove, from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3290 - Gifts, Grants and Bequests)

Whenever district employees, volunteers, students, parents/guardians, or educational or civic organizations participate in such events or activities, the Superintendent or designee shall emphasize that participation in the event or activity is voluntary.



A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

(cf. 1312.3 - Uniform Complaint Procedures)

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification required to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

Legal Reference:

EDUCATION CODE

8760-8773 Outdoor science and conservation programs  
17551 Property fabricated by students  
19910 Malicious cutting, tearing, defacing, breaking or injuring  
19911 Willful detention of property  
32221 Insurance for athletic team member  
35330 Excursions and field trips  
35335 School camp programs  
38080-38085 Cafeteria establishment and use  
38119 Lease of personal property; caps and gowns  
38120 Use of school band equipment on excursions to foreign countries  
39807.5 Payment of transportation cost  
39837 Transportation of students to places of summer employment  
41902 Allowances by Superintendent of Public Instruction (re driver training)  
48904 Liability of parent or guardian  
48932 Authorization for activities by student organizations; fund-raising  
49063 Notification of rights  
49490-49493 School Breakfast and Lunch Program  
49500-49505 Meals  
49530-49536 Child Nutrition Act of 1974  
49550-49560 Meals for needy students  
51810-51815 Community service classes  
52500 Adult classes; admission of minors  
52500.1 Eligibility of high school students for enrollment  
52523 Adult education as supplement for high school curriculum



GOVERNMENT CODE

6253 Request for copy; fee

21113 Public grounds (parking)

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

[4600-4687 Uniform complaint procedures](#)

[UNITED STATES CODE, TITLE 8](#)

[1184 Foreign students](#)

15500 Food sales in elementary schools

15501 Food sales in high schools and junior high schools

15510 Mandatory meals for needy students

15550-15565 School lunch and breakfast programs

COURT DECISIONS

Driving School Assn of California v. San Mateo Union High School District (1993) 11 Cal. App. 4th 1513

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251

CTA v. Glendale SD Board of Education (1980) 109 Cal. App. 3d 738, 746-748

Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739

Hartzell v. Connell (1984) 35 Cal. 3d 899

[Management Resources:](#)

[CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS](#)

[Pupil Fees, Deposits, and Other Charges: Cap and Gown for High School Graduation Ceremony,](#)

[Addendum to Fiscal Management Advisory 12-02, October 4, 2013](#)

[Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013](#)

[WEB SITES](#)

[CSBA: http://www.csba.org](http://www.csba.org)

[California Department of Education: http://www.cde.ca.gov](http://www.cde.ca.gov)

Policy ROCKLIN UNIFIED SCHOOL DISTRICT

adopted: October 18, 2000 Rocklin, California

[Revised:](#) January 18, 2017

# Rocklin USD

## Administrative Regulation

### Fees and Charges

AR 3260

#### Business and Noninstructional Operations

~~The district shall not charge fees which are not specifically authorized by law. (5 CCR 350)~~

~~When approved by the Board of Trustees, the following fees and charges are permissible; if approved by the Board of Trustees: (5 CCR 350)~~

1. ~~Accident and medical insurance premiums (Education Code 32221)~~ Insurance for athletic members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay. (Education Code 32221)

(cf. 5143 - Insurance)

2. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

3. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided School outdoor science camp programs operated pursuant to Education Code 8760-8773 no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

(cf. 6142.5 - Environmental Education)

4. ~~Personal property of the district fabricated by students, at cost~~ Reimbursement for the direct cost of materials provided by the district to a student for the fabrication of nonperishable personal property the student will take home for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student (Education Code 17551)

5. Home-to-school transportation (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

6. Transportation to and from summer employment programs- (Education Code 39837)

7. ~~Rental or lease of personal property such as caps and gowns used by seniors in~~



~~graduation ceremonies (Education Code 38119) Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and exemptions are made for indigent and disabled students (Education Code 39807.5)~~

~~8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)~~

~~(cf. 5127 – Graduation Ceremonies and Activities)~~

~~8-9. Deposit for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries (Education Code 38120)~~

~~10. Sale or lease of Internet appliances or personal computers for the purpose of providing access to the district's educational computer network, at no more than cost, as long as the district provides network access for families who cannot afford it (Education Code 17453.1)~~

~~(cf. 0440 – District Technology Plan)~~

~~(cf. 6163.4 – Student Use of Technology)~~

~~911. Fees for community service classes in civic, vocational, illiteracy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810, 51815)~~

~~(cf. 6142.4 – Service Learning/Community Service Classes)~~

~~12. Eye Safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs. (Education Code 32033)~~

~~10-13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)~~

~~(cf. 5125 - Student Records)~~

~~14. Actual costs of duplication for copies of public records, student records or other materials reproduction of the prospectus of school curriculum or for copies of public records (Education~~

~~Code 49091.14; (Government Code 6253); Education Code 49063)~~

(cf. 1340 - Access to District Records)  
~~(cf. 5020 - Parent Rights and Responsibilities)~~

~~11. Parking on school grounds (Vehicle Code 21113)~~

~~1215. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)~~

~~Food sold at school subject to restrictions specified in law (Education Code 38080-38085, 49490-49493, 49500-49505, 49530-49536, 49550-49560; Code of Regulations, Title 5, Section 15500-15501, 15510, 15550-15565)~~

~~(cf. 3550 - Food Service/Child Nutrition Program)~~  
(cf. 3551 - Food Service Operations/Cafeteria Funds)  
~~(cf. 3552 - Summer Meal Program)~~  
(cf. 3553 - Free and Reduced Price Meals)  
(cf. 3554 - Other Food Sales)

~~13-16. As allowed in law, replacement cost or reimbursement for lost or damaged district books, supplies, or property, or for district property loaned to a student that he/she fails to return. Fines or reimbursements for lost or damaged district property (Education Code 19910-19911, 48904)~~

(cf. 3515.4 - Recovery for Property Loss or Damage)

~~17. Advanced Placement examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course~~

~~(cf. 6141.5 - Advanced Placement)~~

Regulation ROCKLIN UNIFIED SCHOOL DISTRICT

Approved: October 18, 2000 Rocklin, California

Revised: January 18, 2017

## ROCKLIN UNIFIED SCHOOL DISTRICT

## BOARD AGENDA BRIEFING

---

**SUBJECT:** Agreement and Stipulation for Expulsions

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

---

**Background:**

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

**Status:**

Site administration recommended and the District has concurred that sufficient evidence exists to expel Student 011817-01 and Student 011817-02 from the Rocklin Unified School District. All parties have signed the *Agreement and Stipulation for Expulsion* certifying that they have been made fully aware of their rights afforded by law and have freely executed the Agreement.

**Presenter(s):**

Martin Flowers, Director of Secondary Programs and School Leadership

**Financial Impact:**

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

**Materials/Films:**

None

**Other People Who Might Be Present:**

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

**Allotment of Time:**

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

**Packet Information:**

Confidential student expulsion packets for the Board of Trustees.

**Recommendation:**

Staff recommends approval of the Agreement and Stipulation for Expulsion for Student 011817-01 and Student 011817-02.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

SUBJECT: Approve Declaration of Open Enrollment and Impacted Schools for 2017-2018  
DEPARTMENT: Office of the Deputy Superintendent, Educational Services

---

**Background:**

Board Policy 5116.1, Intradistrict Open Enrollment, states that "by March 15<sup>th</sup> of each year, the District shall establish a list of schools that are open for Intradistrict enrollment. Following this declaration, Intradistrict Agreement application will be made available to parents at all K-12 school sites, based on space availability, and other district criteria."

**Status:**

The Offices of Business and Educational Services have reviewed the projected enrollment data for all school sites, current facility needs, and housing forecasts that may impact elementary attendance areas. This presentation will describe the data necessary to declare a school impacted and therefore closed it to Intra/Interdistrict enrollment.

**Presenter(s):**

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

**Financial Impact:**

Current year: None  
Future years: None  
Funding source: N/A

**Materials/Films:**

Attachment A: RUSD Schools Impacted for the 2017-2018 School Year

**Other People Who Might Be Present:**

Barbara Patterson, Deputy Superintendent, Business and Operations  
Craig Rouse, Senior Director, Facilities and Operations  
Karen Huffines, Director, Elementary Programs and School Leadership

**Allotment of Time:**

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

**Recommendation:**

Staff recommends Board approval of Open Enrollment for all schools except Sunset Ranch Elementary, as it continues to be impacted and should remain closed for Inter/Intradistrict enrollment in 2016-17.



**Attachment A: RUSD Schools Potentially Impacted  
for the 2017-2018 School Year**

<b>Potentially Impacted District Sites</b>	<b>2016-17 CBEDS</b>	<b>2016-17 CBEDS after Redirects/TKs Sent back to School of Residence</b>	<b>2017 Permits Pulled for Attendance Area</b>	<b>2017-18 Projection</b>
Sunset Ranch	826	822	9	824
Twin Oaks	488	494	77	516
Rocklin Elementary	520	510	67	529

Based on projected enrollment and current student housing availability, it is recommended that the Board declare of Open Enrollment for all schools but Sunset Ranch Elementary. Sunset Ranch Elementary continues to be impacted, and should remain closed for Inter/Intradistrict enrollment in 2016-17.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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SUBJECT: Approve Extra-Assignment Salary Schedule

DEPARTMENT: Office of the Assistant Superintendent, Human Resources

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**Background:**

On April 26, 2016, the District began negotiations on salary and health benefits and contract language with RTPA. A total of nine Negotiation meetings were held. As a result, the District and RTPA reached a Tentative Agreement (TA) on salary and health benefits and contract language.

**Status:**

As part of the RUSD/RTPA collective bargaining agreement approved in December 2016, language revisions and the hourly rates and Summer School stipends on the Extra-Assignment Salary Schedule were increased by 2%.

**Presenter:**

Barbara Patterson, Deputy Superintendent, Business and Operations

**Financial Impact:**

Current year: See Public Disclosure Document AB 1200, December 14, 2016  
Future years: See Public Disclosure Document AB 1200, December 14, 2016  
Funding source: Unrestricted General Fund; Charter Fund

**Materials/Films:**

None

**Other People Who Might Present:**

None

**Allotment of Time:**

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

**Packet Information:**

Extra-Assignment Salary Schedule.

**Recommendation:**

Staff recommends approval of the revised Extra-Assignment Salary Schedule effective January 26, 2017.

**Rocklin Unified School District  
Extra Assignment Pay Schedule**

**DRAFT**

1.	<b><u>Substitute Daily Pay</u></b>		
	Substitute Level I - 1/2 Day	(1-20 days*)	\$57.50
	Substitute Level I	(1-20 days*)	\$115.00 Daily
	Dedicated Subs Level II - 1/2 Day		\$62.50
	Dedicated Subs Level II	(1-20 days*)	\$125.00 Daily
	Substitute Level I / Level II (21 or more days*)		\$188.00 Daily
	* Consecutive days in the same assignment constitutes a long term substitute		
2.	<b><u>Substitute Psychologists</u></b>		
	Substitute Psychologists		\$272.00 Daily
	<del>* Consecutive days in the same assignment constitutes a long term substitute</del>		
3.	<b><u>Bilingual Translator/Interpreter</u></b>		
	a) Certificated Employee		\$34.50 Hourly
	b) Non-Certificated Employee		\$29.45 Hourly
4.	<b><u>Teaching Assignments Hourly Rate:</u></b>		
	<del>a) Independent Study and Adult Ed Teacher</del>		<del>\$35.51 Hourly</del>
	b) a) Summer School Teacher		\$34.50 Hourly
	c) b) Intervention Teacher		\$34.50 Hourly
	d) c) Home/Hospital and Home School		\$34.50 Hourly
	e) d) Grant Writing		\$34.50 Hourly
	f) e) Teacher Prep Coverage		\$34.50 Hourly
	g) f) Curriculum and Staff Development*		\$34.50 Hourly
	h) g) Inservice Training*		\$34.50 Hourly
	* Hourly rate unless parties mutually agreed upon a stipend (12 months at 88 total days)		
5.	<b><u>RICA Independent Study / Teacher Hourly Rate</u></b>		\$36.22 Hourly
6.	<b><u>BTSA Support Provider Teacher Induction Program/Consulting Teacher Stipends:</u></b>		
	<i>(The second month of each school year, the stipend will be divided into nine equal monthly payments to be disbursed monthly)</i>		
	1. - One <del>BTSA Teacher Induction Program</del> /Participating Teacher		\$1,800.00 Per Year
	2. - Two <del>BTSA Teacher Induction Program</del> /Participating Teachers		\$3,600.00 Per Year
	3. - Three <del>BTSA Teacher Induction Program</del> /Participating Teachers		\$5,400.00 Per Year
	4. - Four <del>BTSA Teacher Induction Program</del> /Participating Teachers		\$7,200.00 Per Year
7.	<b><u>Summer School Administration:</u></b>		
	Summer School High School Principal Stipend		\$8,113.00 Per Session
	Summer School Elementary School Principal Stipend		\$6,636.00 Per Session
	Summer School Administrator Stipend		\$5,311.00 Per Session

Revised: March 20, 2014 reflects a 4% increase effective April 28, 2014

Revised: April 23, 2014

Revised: May 20, 2015 reflects 5% increase on 4A only retro to 7-1-14

Revised: October 21, 2015: Increase in Substitute pay

Revised: January 18, 2017 reflects language revisions and 2% increase on hourly rates and Summer School Stipends effective January 26, 2017

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

SUBJECT: Accept 2015-16 Audit Report  
DEPARTMENT: Office of the Deputy Superintendent, Business & Operations

---

**Background:**

Gilbert Associates, Inc. performed the annual independent financial audit for the school district as required by education code. Their staff performed interim auditing procedures at the district during May and returned to perform final auditing procedures in October. A draft of the financial statements was received and reviewed by staff. The Audit Committee met on December 12<sup>th</sup> and reviewed the financials and management comments with the auditors. Again this year, there were no audit findings or adjustments.

**Status:**

The final audit report is presented tonight and has been forwarded to the State Controller's Office as required.

**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:**

Peggy VandeVooren, Gilberts Associates, Inc.

**Allotment of Time:** Approximately 10 minutes.

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

**Packet Information:**

A copy of the final audit report is included in the board's packet under separate cover. This report is available to the public by calling Business Services at (916) 630-2234.

**Recommendation:**

Staff recommends the Board accept final Audit Report.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

---

SUBJECT: Approve Electronic Board Agenda and Packet Option

DEPARTMENT: Office of the Superintendent

---

**Background:**

Rocklin Unified School District, in efforts to increase efficiency, increase transparency, lower costs, streamline processes, and reduce staff time required to prepare Board agendas and packets, has researched online "cloud based" services for creating Board packets to improve internal workflow and then share with the public.

**Status:**

Staff conducted research on available products and those already in use by many surrounding districts. Demonstrations and meetings were held with the two most widely used vendors in the industry and staff recommends BoardDocs as the best paperless option to move the District to electronic Board packets. BoardDocs provides an advanced, comprehensive suite of tools available for online Board packets and a paperless option. Using BoardDocs will provide a wide range of benefits to Trustees, staff, and the public including the following:

- Easy to use interface designed for easy access of information
- Instant Board Packet access to Trustees and public
- Cost saving by reducing staff time in going paperless
- Comments/personal notes feature for Trustees to assist in their meeting preparation
- Easy "search" mode for past agenda items (word search) for Trustees and public
- Training would be provided to Trustees and staff during transition to online packets, along with access to paper packets as needed.

**Presenter:**

Roger Stock, Superintendent  
Mike Fury, Chief Technology Officer

**Financial Impact:**

Current year: \$18,000 (initial start up, software, equipment)  
Future years: \$12,000 annually  
Funding source: Unrestricted General Fund

**Materials/Films:**

None

**Other People Who Might Be Present:**

**Allotment of Time:**

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

**Packet Information:**

Power Point Presentation  
BoardDocs End User Agreement

**Recommendation:**

Staff recommends approval of services with BoardDocs for Electronic Board Agendas and Packets.

# Electronic Board Agenda and Packet Option

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Rocklin Unified School District  
Board of Trustees Meeting  
January 18, 2017

---

*Presented by:*

*Roger Stock, Superintendent*

*Mike Fury, Chief Technology Officer*





# Electronic Board Agenda & Packet



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## Why the Shift to Electronic Board Agenda and Packet?

- Rocklin Unified School District, in efforts to increase efficiency, increase transparency, lower costs, streamline processes, and reduce staff time required to prepare Board agendas and packets, recommends online “cloud based” services for creating Board packets to improve internal workflow and then share with the public.

# Electronic Board Agenda & Packet

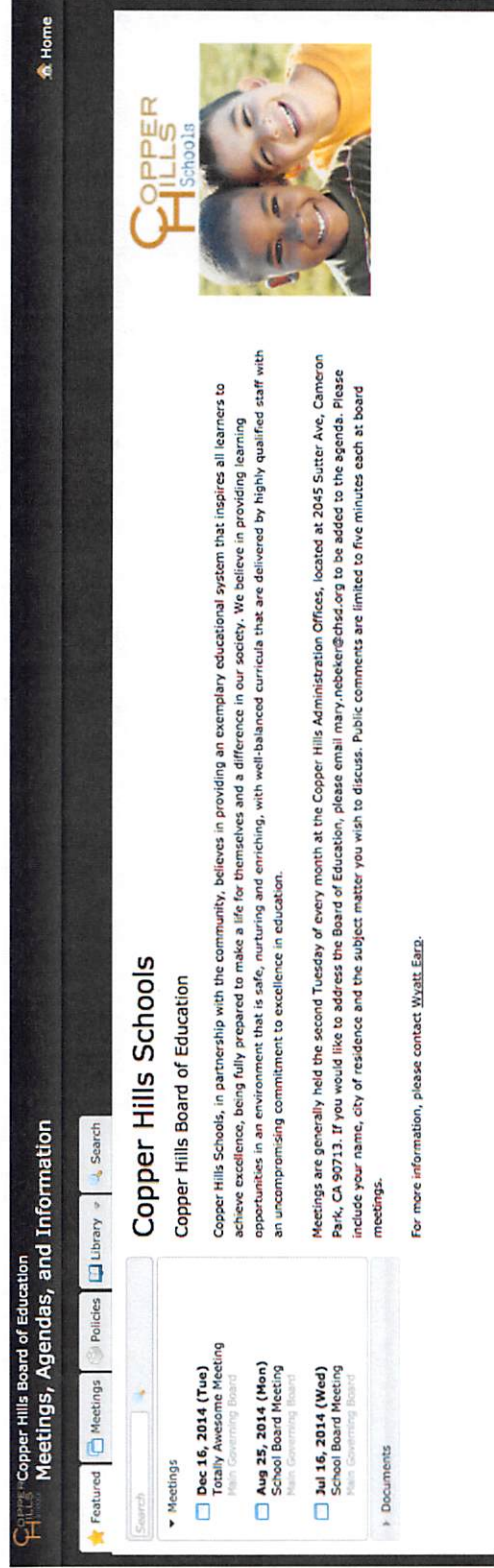


- BoardDocs is one of the most widely used vendors in the industry:
  - Instant Board Packet access to Trustees and the public
  - Comments/personal notes feature for Trustees to assist in their meeting preparation
  - Easy “search” mode for past agenda items (word search) for Trustees and public

# Electronic Board Agenda & Packet



 Quick look



The screenshot shows the Copper Hills Schools website. At the top, there is a navigation bar with "Home" and a search icon. Below the navigation bar, the page title is "Copper Hills Board of Education Meetings, Agendas, and Information". The main content area is titled "Copper Hills Schools Board of Education".

**Meetings**

- Dec 16, 2014 (Tue)**  
Totally Awesome Meeting  
Main Governing Board
- Aug 25, 2014 (Mon)**  
School Board Meeting  
Main Governing Board
- Jul 16, 2014 (Wed)**  
School Board Meeting  
Main Governing Board


**Copper Hills Board of Education**

Copper Hills Schools, in partnership with the community, believes in providing an exemplary educational system that inspires all learners to achieve excellence, being fully prepared to make a life for themselves and a difference in our society. We believe in providing learning opportunities in an environment that is safe, nurturing and enriching, with well-balanced curricula that are delivered by highly qualified staff with an uncompromising commitment to excellence in education.

Meetings are generally held the second Tuesday of every month at the Copper Hills Administration Offices, located at 2045 Sutter Ave, Cameron Park, CA 95713. If you would like to address the Board of Education, please email [mary.nebecker@chsd.org](mailto:mary.nebecker@chsd.org) to be added to the agenda. Please include your name, city of residence and the subject matter you wish to discuss. Public comments are limited to five minutes each at board meetings.

For more information, please contact [Wyatt.Earp](mailto:Wyatt.Earp@chsd.org).

**Copper Hills Schools**



# Electronic Board Agenda & Packet

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➤ Online demo:

<http://www.boarddocs.com/demo/Board.nsf/Public>



# Electronic Board Agenda & Packet



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## Transition Process if Approved

- Training in late March/April for Trustees and District staff during transition to online packets
- Electronic devices to be provided to Trustees
- Set up training for Trustees and District staff
- Prepare communication to public and website about transition and revisions to website
- Begin implementation
- First Board meeting with electronic packet would be April 5 or May 3



# Electronic Board Agenda & Packet



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## Cost

- Acquisition
  - One-time set up: \$1,000
  - Annual subscription: \$12,000
  - Six devices, and accessories for Board: \$ 5,000
  - Total: \$18,000
  
- Ongoing
  - Annual subscription: \$12,000
  - Equipment replacement: \$5,000 (every 3-5 years), or \$1,000 annualized

**BoardDocs**  
**End User Agreement**  
**Part I: Order Form**

Emerald Data Solutions, Inc. ("Emerald"), 519 Johnson Ferry RD NE, Suite A100, Marietta, GA 30068, provides a proprietary, web-based service known as BoardDocs (the "Service"), that enables organizations to enhance aspects of the governance process and communications between the administration, the public and the board, all on and subject to the terms of this End User Agreement (the "Agreement"). By executing this Agreement, effective as of the "Effective Date" indicated below, the below named customer ("Customer") agrees to use, and Emerald agrees to make available to Customer, the Service, all in accordance with and subject to the terms and conditions described in this Agreement.

**1. General Information.**

PROJECT INFORMATION		SALES INFORMATION	
Billing Agent: NONE/EDS		Sales Rep Phone: 800-407-0141 ext 3530	
Sales Rep Name: Dawn Adams		Sales Rep E-Mail: dladams@boarddocs.com	
CUSTOMER INFORMATION			
Organization Name: Rocklin Unified School District			
Address: 2615 Sierra Meadows Drive			
City: Rocklin		State: CA	Zip: 95677
Telephone: (916) 630-2230			
PROJECT ROLES			
	Name	Phone	Email
Primary:	Mike Fury	916-630-3197	mfury@rocklin.k12.ca.us
Administrative:	Brenda Meadows	916 630-2230	bmeadows@rocklin.k12.ca.us
IS/Technical:	Mike Fury	916-630-3197	mfury@rocklin.k12.ca.us
Billing:	Mike Fury	916-630-3197	mfury@rocklin.k12.ca.us

**2. Charges.** For each "BoardDocs site" (as defined by Emerald) ordered under this Agreement, Customer will pay the applicable Annual Recurring Charge ("ARC") and the Non-Recurring Charge ("NRC") set forth below. Once paid, the ARC and NRC are not refundable, except as described in Section 3 below. The initial NRC and ARC will be invoiced immediately after implementation of the Service.

Initial Service	Type of Service	Amount
<input checked="" type="checkbox"/>	NRC (Non-Recurring Charge)	\$1,000.00
<input type="checkbox"/>	BoardDocs Pro Plus ARC (Annual Recurring Charge)	\$20,000.00
<input checked="" type="checkbox"/>	BoardDocs Pro ARC (Annual Recurring Charge)	\$12,000.00
<input type="checkbox"/>	BoardDocs LT Plus ARC (Annual Recurring Charge)	\$6,000.00
<input type="checkbox"/>	BoardDocs LT ARC (Annual Recurring Charge)	\$3,000.00

**3. Term.** The "Initial Term" of this Agreement will commence on the first day of the month in which the implementation of the Service takes place and continue for an Initial Agreement Term of 1 year. On the expiration of the Initial Agreement Term, the Term of this Agreement will automatically renew and remain in effect for consecutive 1 year periods (each a "Renewal Term"). After the Initial Agreement Term, Customer may terminate this Agreement at any time upon at least 30 days prior written notice to Emerald (an "Early Termination"). Within 60 days of an Early Termination, Emerald (or the designated billing agent) will refund to Customer any unused prorated portion of the ARC already paid for the term that represents the remaining portion of the ARC after the effective date of such Early Termination.

BY SIGNING BELOW, THE PERSON SIGNING FOR CUSTOMER PERSONALLY REPRESENTS AND WARRANTS TO EMERALD THAT HE OR SHE HAS THE AUTHORITY TO SIGN FOR CUSTOMER AND BIND CUSTOMER TO THIS AGREEMENT. CUSTOMER UNDERSTANDS AND AGREES TO BE BOUND BY THE ATTACHED TERMS AND CONDITIONS.

**CUSTOMER**

**EMERALD DATA SOLUTIONS, INC.**

SIGNATURE

Date

SIGNATURE

Effective Date

Name and Title of Authorized Representative

Name and Title of Authorized Representative

## Part II: Additional Terms and Conditions

**4. Provision of Service.** Subject to the terms and conditions of this Agreement, Emerald will make the Service available to Customer in accordance with this Agreement, the Service Level Agreement ("SLA") and the Emerald Acceptable Use Policy ("AUP"), which SLA and AUP, are posted on Emerald's web site at <http://www.BoardDocs.com/Home.nsf/legal> and both of which are incorporated into and made a part of this Agreement. Emerald will use commercially reasonable efforts to make the initial version of the Service available to Customer by an implementation date agreed to by the parties, including establishing the hosting of the Service and storage of data uploaded via the Service. Such initial Service will be co-branded with both parties' "Marks" (as defined in Section 10). Emerald may modify certain components of the Service as required by changes in laws, regulations or technology, requests of customers or to make improvements or correct problems or issues. Customer may request in writing to switch to any other version of the Service provided by Emerald, and Emerald will make every reasonable effort to accomplish such change request to the extent possible and will automatically make the corresponding changes to appropriate ARC for such version.

**5. Payment.** Customer agrees to pay Emerald (or its designated billing agent) all charges or fees described in this Agreement within 45 days of Customer's receipt of the applicable invoice. Any amount not paid within such 45-day period will bear interest, until paid, at the lesser of: (a) one and one-half percent (1½%) per month, or (b) the highest rate permitted by applicable law. ARCs will be invoiced annually in advance. NRCs, if any, will be invoiced promptly following the implementation date. In addition to such rates and charges, Customer will be responsible for all taxes and fees assessed or due with regard to its use of the Service. The continued provision of the Service is conditioned on Customer's creditworthiness and may be subject to a mutually agreeable reasonable assurance of payment or deposit.

**6. Termination.** This Agreement is effective for the Term described in Section 3. Customer has the Early Termination right after the first year of the Initial Agreement Term (as described in Section 3), and both parties have the right to not renew the Agreement for a Renewal Term. In addition, Emerald may terminate this Agreement and/or cease or suspend the provision of all or any part of the Service upon: (a) Customer's failure to pay any amount when due under this Agreement (after 10 days prior written notice of such failure to pay); (b) the filing of a petition in bankruptcy by or against Customer; (c) any illegal, slanderous, infringing or inappropriate "Content" (as defined in Section 8) being loaded on any website or otherwise transmitted or used in connection with the Service which is not immediately ceased and removed after request by Emerald; or (d) any material breach of this Agreement including but not limited to any violation of the AUP (all of the foregoing being defined as a "Customer Caused Termination or Suspension"). In the case of any such Customer Caused Termination or Suspension, Customer will pay for all accrued and unpaid charges for the Service provided through the effective date of such Customer Caused Termination or Suspension. Upon any termination of this Agreement, Customer agrees its right to use the Service or Emerald "Intellectual Property" and "Marks" (as defined in Section 10 hereof) immediately ceases and it shall cause all of its affiliates to cease using the Service and all of Emerald's Intellectual Property. Customer agrees to completely destroy all copies in any form of any Emerald Service or Intellectual Property in its or its affiliates' possession upon termination of this Agreement for any reason. Upon written request, Emerald will work with Customer to provide reasonable access to Customer's data for up to one year after termination of this Agreement (other than following Customer's breach hereof), provided that Customer immediately deletes all copies of the Service and Emerald Intellectual Property in Customer's possession.

**7. Use of the Service.** Subject to the terms and conditions of this Agreement, Emerald hereby grants to Customer, and Customer hereby accepts, a non-exclusive, non-sublicenseable, non-transferable, annual license to access the Service for Customer's purposes solely during the Term. Customer will be responsible for all hardware, software (including browser software) and Internet communication links and connectivity necessary to access the Service from their respective facilities, including, without limitation, maintaining sufficient bandwidth to meet its utilization demands. Customer will be solely responsible for ensuring that each of the persons or entities that accesses the Service through Customer or its systems or with their consent (collectively, "Users") complies with all of the terms and conditions of this Agreement, including the AUP and all applicable laws, rules, regulations and ordinances. Customer will not modify, adapt, translate, hypothecate, lease, disclose, loan, sublicense, resell, distribute or create derivative works based on all or any part of the Service or Emerald Intellectual Property or Marks, unless permitted by Emerald. Customer will not attempt to decompile, reverse engineer or disassemble the Service and Customer will be liable to Emerald for any unauthorized copying, reverse engineering or use of the Service by Users. If Emerald supplies any source code to Customer, Customer is solely liable and responsible for the consequences of any modifications to such source code made by or for Customer, and all support obligations or warranties with regard to such modified source code will be void and of no force or effect as a result of Customer's revisions thereto. Unless otherwise agreed in writing by Emerald, Customer will not, and will cause each of the Users to not, remove or modify, or attempt to remove or modify, any proprietary notices contained in or associated with the Service. Customer agrees that it is solely responsible for maintaining, and ensuring that its users maintain, the confidentiality of any user passwords or access codes entrusted to Customer or its Users, and for all activities resulting from their authorized or unauthorized use.

**8. Customer Content and Data.** Subject to the terms of this Agreement, Customer is exclusively responsible and liable for all content it posts or transmits using the Service (the "Content"), and Emerald has no responsibility or liability therefore, nor will Emerald be responsible for reviewing or determining the accuracy or appropriateness of any such Content. "Content" does not include data or information regarding other customers of Emerald or any information provided by Emerald. Customer will not use any information accessible from the Service in conjunction with any enterprise unrelated to its governmental duties or not authorized or contemplated by this Agreement. Customer reserves exclusive rights to all of its information stored in fields and as attachments in the Service database. At Customer's request, Emerald will export the data from the database in its native format at no charge to Customer. If Customer requests that Emerald convert the data into another format, Customer agrees to pay \$200 per hour for any conversion fees. Customer hereby grants to Emerald, and Emerald hereby accepts, a non-exclusive, royalty-free, irrevocable, perpetual license to use such Content, information and data for purposes of providing the Service to Customer and performing any other obligations under this Agreement, for their business purposes relating to the Service, and for the maintenance or use of business records and information associated with any of the foregoing. Customer is solely responsible for such Content, information and data (including, without limitation the accuracy of such Content, information and data) and for ensuring that Customer has the necessary rights to use such Content, information and data, and Customer will defend, and satisfy any claims, judgments or

expenses of or against Emerald, arising out of any third party claims relating to such Content, information or data. Customer has only the limited rights granted by this Agreement.

**9. Acceptable Use.** All use of the Service will comply with the Emerald's AUP. Customer will not: (a) post or transmit on or through any website or network through which the Service is provided any libelous, slanderous, obscene or otherwise unlawful information or materials of any kind or any information that invades the privacy or rights of a third party; (b) interfere with or disable the Service or Emerald's systems or operations in any way; (c) engage in any conduct involving the Service that would constitute a criminal offense or give rise to civil liability under any local, state, federal or other law or regulation; or (d) post, transmit, upload, reproduce or distribute to or through the Service any material or Content protected by copyright, patent, confidentiality, trade secret, trademark, privacy or other intellectual property or proprietary rights without first obtaining sufficient legal consent or written permission from the owner thereof. Unless the law that governs Customer's existence or operation prohibits this, Customer agrees to defend, indemnify and hold harmless Emerald from any and all liabilities, costs and expenses, including reasonable attorneys' fees, arising from or related to a failure of Customer or its Users to comply with all applicable laws, this Agreement or the AUP or Customer's actions or omissions with respect thereto.

**10. Ownership and Intellectual Property.** "Intellectual Property" means (a) copyrights, trademarks (and all goodwill associated therewith), service marks (and all goodwill associated therewith) and any other rights to any form or medium of expression and all applications for registration of any of the foregoing; (b) trade secrets and confidential information (as defined by applicable law), privacy rights and any other protection for confidential or proprietary information or ideas; (c) patents and patent applications; (d) inventions and any other items, information or theories which are protectable or registrable under any of the copyright, patent, trade secret, confidentiality or other intellectual property laws; and (e) any other similar proprietary rights or interests recognized by applicable law. Customer acknowledges and agrees that Emerald owns (as between Emerald and Customer) and will retain all ownership in the Intellectual Property and all other property rights and interests associated with the Service, the Marks and all derivative works and components of any of the foregoing. Customer specifically disclaims, and acknowledges it will never acquire, claim or seek to register, any Intellectual Property or other property rights or interests in the Service or Emerald Intellectual Property, or any derivative work of any of the foregoing, by operation of law or otherwise. Customer will execute and deliver confirmations or other written instruments as reasonably requested by Emerald to confirm Emerald's exclusive ownership of Emerald's Intellectual Property and the Service. As between Customer and Emerald, Customer will own all Intellectual Property or other property rights or interests in and to their own data and content. Subject to the terms this Agreement, each party hereby grants to the other during the Term of this Agreement a royalty-free, non-exclusive, non-transferable license to use such party's trademarks and service marks (and the good will associated therewith) provided to the other by such party (the "Marks") solely in connection with the other's performance of this Agreement and in connection with their use of the Service. Each party agrees that any use of the other party's Marks will be in strict accordance with the other party's trademark and service mark guidelines as provided and revised by the other party from time to time. Emerald reserves all rights not expressly granted to Customer in this Agreement.

**11. Disclaimer.** CUSTOMER ASSUMES TOTAL RESPONSIBILITY FOR USE OF THE SERVICE, CONTENT AND THE INTERNET AND ACCESSES THE SAME AT ITS OWN RISK. EMERALD EXERCISES NO CONTROL OVER AND HAS NO RESPONSIBILITY WHATSOEVER FOR THE CONTENT ACCESSIBLE OR ACTIONS TAKEN ON THE INTERNET OR PROVIDED BY CUSTOMER OR ITS AFFILIATES, AND EMERALD EXPRESSLY DISCLAIMS ANY RESPONSIBILITY FOR SUCH CONTENT OR ACTIONS. EXCEPT AS SPECIFICALLY SET FORTH IN THIS AGREEMENT. THE SERVICE AND ANY RELATED SOFTWARE PROVIDED BY EMERALD ARE PROVIDED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING NO WARRANTY OF TITLE, NONINFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO ADVICE, STATEMENT OR INFORMATION GIVEN BY EMERALD, ITS AFFILIATES OR CONTRACTORS WILL CREATE A WARRANTY.

**12. Limitations of Liability.** NO PARTY OR SUCH PARTY'S AFFILIATES OR CONTRACTORS WILL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR FOR ANY LOST OR IMPUTED PROFITS OR REVENUES OR LOST DATA OR COSTS OF COVER ARISING FROM OR RELATED TO THE SERVICE OR THIS AGREEMENT, REGARDLESS OF THE LEGAL THEORY UNDER WHICH SUCH LIABILITY IS ASSERTED AND REGARDLESS OF WHETHER A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF ANY SUCH LIABILITY, LOSS OR DAMAGE, EXCEPT WITH RESPECT TO ANY INDEMNITY PROVIDED BY CUSTOMER UNDER THIS AGREEMENT. CUSTOMER'S REMEDIES FOR ANY AND ALL CLAIMS RELATED TO THIS AGREEMENT AND EMERALD'S AGGREGATE LIABILITY UNDER THIS AGREEMENT ARE LIMITED TO THE REMEDIES SET FORTH IN THE SLA. NOTWITHSTANDING THE FOREGOING, EMERALD WILL NAME CUSTOMER AS AN ADDITIONAL INSURED UNDER EMERALD'S GENERAL LIABILITY POLICY AND PROVIDE CUSTOMER WITH EVIDENCE OF SUCH COVERAGE AS OF THE EFFECTIVE DATE AND IN THE FUTURE AT CUSTOMER'S REQUEST.

**13. Confidentiality.** A party's "Confidential Information" means information or data (in oral, written, electronic or other form), excluding any "Trade Secrets" (as defined under applicable law), related to or owned or controlled by such party, valuable to such party and not generally known or readily available through legal means (other than its disclosure in reliance on this Agreement) to the receiving party. Customer acknowledges that the Service contains Confidential Information and Trade Secrets of Emerald. Subject to applicable law, a receiving party may use the disclosing party's Confidential Information or Trade Secrets to perform its obligations and exercise its rights under this Agreement, and may not communicate, disclose, transfer or use the disclosing party's Confidential Information or Trade Secrets for any other purpose without the prior written consent of the disclosing party. The foregoing restrictions shall not apply to any Confidential Information or Trade Secrets of the disclosing party that: (a) are in the public domain, other than due to the actions or omissions of the receiving party; (b) can be proven to have been already known by the receiving party before their disclosure by the disclosing party; (c) were independently developed by the receiving party without access to or use of any Confidential Information or Trade Secrets of the disclosing party. In addition, the receiving party may disclose the disclosing party's Confidential Information or Trade Secrets only to its officers, directors and employees on a need-to-know basis after informing any such disclosees that it is confidential and subject to the terms of this Agreement, and provided that such disclosing party remains liable to ensure that such individuals comply with the requirements of this Agreement.

Notwithstanding the foregoing, after giving reasonable notice to the disclosing party (which notice affords the disclosing party an opportunity to seek a protective order or other remedy), the receiving party may disclose the disclosing party's Confidential Information or Trade Secrets to the extent required by law or a court of competent jurisdiction. On request, each receiving party will return or destroy all copies or records that contain or reflect the disclosing party's Confidential Information or Trade Secrets. A party may seek injunctive relief to redress or prevent violations of this Section 13, in addition to, and not in lieu of, any other rights and remedies available to such party. Confidential Information will cease to be protected as set forth in this Agreement on the third anniversary of the termination of this Agreement. Trade Secrets will be protected as required by this Agreement and applicable law for so long as they remain a Trade Secret under applicable law.

#### 14. Miscellaneous

- (a) Unless the law that governs Customer's existence or operation prohibits this, any claim or dispute relating to this Agreement will be submitted for binding arbitration in accordance with the Federal Arbitration Act, 9 U.S.C. 1-16 and this Agreement will be governed by Georgia law. The parties agree that the arbitrator must adhere to the terms and conditions in this Agreement.
- (b) If any portion of this Agreement is held to be unenforceable, the unenforceable portion will be construed as nearly as possible to reflect the original intent of the parties and the remainder of the provisions will remain in full force and effect. Except with regard to the SLA, neither party's failure to insist upon strict performance of any provision of this Agreement will be construed as a waiver of any of its rights under this Agreement. The terms and conditions of this Agreement will not be more strictly construed against either party since both parties negotiated this mutually acceptable Agreement.
- (c) Notices under this Agreement will be sent to the addresses set forth above or to such other address as a party shall notify the other party in writing.
- (d) All terms and provisions of this Agreement which should by their nature survive the termination of this Agreement will so survive, including, but not limited to, the relevant provisions of Sections 3, 4, 5, 6, 7 (except any licenses, which are restricted to the Term), 9, 10, 11, 12, 13, and 14.
- (e) Customer understands that the Service is accessed through the Internet and data may travel over the unsecured networks of several third party Internet service providers and thus may not be secure or confidential. Emerald is not responsible for Internet connectivity to Customer's location or anything that happens by or through internet or other transmission or access. Emerald will not be liable to Customer, or any User, for any delay or failure to perform any provision of this Agreement to the extent such delay or failure to perform is caused by an event beyond the reasonable control of Emerald, including, without limitation, an act of God; flood; riot; fire; explosion; judicial or governmental act; terrorism; military act; strike or lockout; third party act or omission; failure of utility or telecommunications facilities; virus, worm, trojan horse or other code, command, file or program designed to interrupt, destroy or limit the functionality of any content, information, software, hardware or equipment; Internet slow-down or failure; lightning or other weather condition or event; or any other act, omission or event outside the control of Emerald (all of which are "Events of Force Majeure").
- (f) This Agreement, the SLA and AUP and other documents or items referenced herein or therein, constitute one and the same legally binding instrument and the entire agreement between Customer and Emerald with respect to the subject matter hereof and expressly supersede any contrary prior written or oral agreements or understandings between the parties. Customer may not assign this Agreement or any of its rights or obligations without the prior written consent of Emerald, which consent will not be unreasonably withheld or delayed. The remaining terms and conditions of this Agreement may not be amended except in a writing signed by both parties.



ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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SUBJECT: Approval of Nomination for County Committee

DEPARTMENT: Office of the Superintendent

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**Background:**

The Placer County Committee on School District Organization (County Committee) is involved in school and community college district organization matters including the organization of new districts, territory transfers, district mergers and the creation, revision or abolition of trustee areas. The County Committee service term is for 4 years.

**Status:**

Due to a resignation on the committee, this year the Placer County Committee on School District Organization ("County Committee") has a vacancy in Supervisorial District 3.

To be eligible for County Committee, candidates must not only reside in the corresponding supervisorial district, but also must be a registered voter. Additionally, candidates may not be employed by a county superintendent of schools, school district or community college district. Nominations may be submitted by any school or community college district governing board, board member or board representative, regardless of the supervisorial district(s) the "nominating" district is located in. Deadline for nominations is February 1, 2017.

**Presenter:**

Roger Stock, Superintendent

**Financial Impact:**

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

**Materials/Films:**

None

**Other People Who Might Be Present:**

None

**Allotment of Time:**

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

**Packet Information:**

- Placer County Board of Supervisors Supervisorial District Map
- 2016 Placer County Committee on School District Organization, Member Roster
- County Committee Nomination Form 2016

**Recommendation:**

Staff recommends that the Board of Trustees discuss and take action as appropriate regarding nomination for County Committee.



- Legend**
- Supervisorial District 1
  - Supervisorial District 2
  - Supervisorial District 3
  - Supervisorial District 4
  - Supervisorial District 5
  - City Limits



**2016 PLACER COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION MEMBER ROSTER**

<u>Supervisory District</u>	<u>Title</u>	<u>First Name</u>	<u>Last Name</u>	<u>Term Expires</u>	<u>School District</u>	<u>Address</u>	<u>City, ST Zip</u>	<u>Phone-1</u>	<u>Phone - 2</u>	<u>Email</u>
1	Member	Stephanie	Dement	2018	n/a	1716 Jessica Lane	Roseville, CA 95747	916-518-5155	916-751-9783	<a href="mailto:Stephanie.Dement@Phoenix.edu">Stephanie.Dement@Phoenix.edu</a> <a href="mailto:Stephanie.dement@yahoo.com">Stephanie.dement@yahoo.com</a>
1	Member	Tracy	Pittman	2020	DCJESD	117 Ambridge Court	Roseville, CA 95747	916-212-1387 (c)	916-773-8643 (h)	<a href="mailto:pittman5@surewest.net">pittman5@surewest.net</a>
2	Chair	Glenn	Vineyard	2020	n/a	4040 McCourtney Road	Lincoln, CA 95648	916-747-1961 (c)	916-434-1215	<a href="mailto:gvineyard@c21selectgroup.com">gvineyard@c21selectgroup.com</a>
2	Member	Damian	Armitage	2019	WPUSD	501 York Court	Lincoln, CA 95648	916-743-5881 (h)		<a href="mailto:dтарmitage@gmail.com">dтарmitage@gmail.com</a>
3	Member	Lorenc	Euerle	2017	n/a	5960 Oak Street	Loomis, CA 95650	916-319-0728 (w)	916-652-5835	<a href="mailto:leuerle@cde.ca.gov">leuerle@cde.ca.gov</a>
3	Member	VACANT		2019	RUSD					
4	Member	Reve'	Taylor	2017	n/a	7910 Brook Court	Granite Bay, CA 95746	916-791-0419 (h)	916-947-7527	<a href="mailto:revetaylor@hotmail.com">revetaylor@hotmail.com</a>
4	Member	Paige	Stauss	2019	RJUHS	9724 Wedgewood Place	Granite Bay, CA 95746	916-580-9030 (c)	916-791-0368 (h)	<a href="mailto:paige@stauss.com">paige@stauss.com</a>
5	Member	Maureen	Ward	2020	PUHSD	380 Ferguson Road	Auburn, CA 95603	530-885-7427	530-305-2916 (c)	<a href="mailto:mowardmail@yahoo.com">mowardmail@yahoo.com</a>
5	Member	David	Rosenquist	2017	Alta Dutch	P.O. Box 37	Gold Run, CA 95717	530-389-2563		<a href="mailto:drosenquist@gmail.com">drosenquist@gmail.com</a>
At-Large	Vice Chair	James	Chambers III	2019	n/a	1520 E. Colonial Parkway	Roseville, CA 95611	916-786-4841 (h)	916-761-5097 (c)	<a href="mailto:chambers34@comcast.net">chambers34@comcast.net</a>
	Secretary	Gayle	Garbolino-Mojica		PCOE	360 Nevada Street	Auburn, CA 95603	530-889-5941 (w)		<a href="mailto:ggarbolino@placercoc.k12.ca.us">ggarbolino@placercoc.k12.ca.us</a>



Placer County Office of Education
360 Nevada Street, Auburn, CA 95603
(530) 889-8020 • Fax (530) 886-5841 • www.placercoe.k12.ca.us

Gayle Garbolino-Mojica, County Superintendent of Schools

COUNTY COMMITTEE NOMINATION FORM 2016

Please use this form to list any nominee for the open seat indicated. Nominations may be submitted by any school or community college district governing board, board member or board representative, regardless of the supervisorial district(s) the "nominating" district is located in. Nominees must be registered voters and must reside in the supervisorial district where the seat is vacant. Nominees may not be employees of the county superintendent of schools, a school district or a community college district.

SUPERVISORIAL DISTRICT 3

I wish to nominate
Home Address
Mailing Address (if different)
Email Address
Contact Phone Number
Employer (if known)

Please return this form to the Placer County Superintendent of Schools, attention Jessica Garlock, on or before Wednesday, February 1, 2017. Please fax your nomination form to Jessica at (888) 292-4936 or email to jgarlock@placercoe.k12.ca.us. Nominations received after February 1, 2017 will not be accepted.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD AGENDA BRIEFING

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SUBJECT: Governor's Proposed Budget Update  
DEPARTMENT: Office of the Deputy Superintendent, Business & Operations

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**Background:**

The Governor presented his budget proposal for 2017-18 last week. Staff attended the School Services of California Inc. workshop on the proposed budget on Tuesday, January 17, 2017.

**Status:**

Staff will present a review of the Governor's budget proposal.

**Presenter:**

Barbara Patterson, Deputy Superintendent, Business & Operations

**Financial Impact:**

Current year: -0-  
Future years: Pending action by the legislature and the Governor.  
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:**

Information will be presented at the Board Meeting.

**Recommendation:**

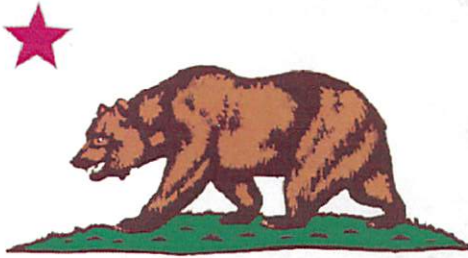
This is an information item only.



# 2017-18 Governor's Budget Proposals for K-12 Education

Rocklin Unified School District  
Board of Trustees  
January 18, 2017

Presented by:  
Barbara Patterson  
Deputy Superintendent, Business & Operations



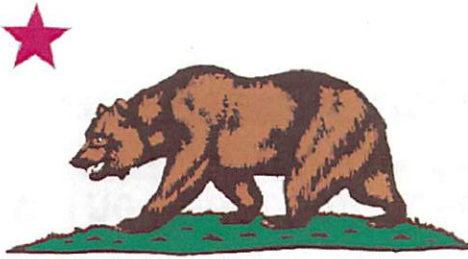
## Economic Growth, Now and Later

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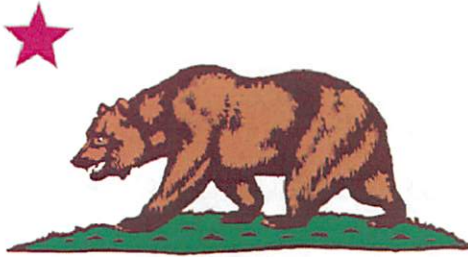
- **All year long, the Administration has been warning of slower economic growth**
  - **Lower than expected state revenues**
  - **Continued forecasts for low growth in Proposition 98**
  - **The Governor over-contributed to the state's Rainy Day Fund**
- **We have been concerned that the top 1%, who pay half of the personal income tax and all of the Proposition 30 taxes, may not be doing as well as expected**
- **The November elections appear to have provided new stimuli to the economy**
  - **The stock market has soared**
  - **State and local school facility bonds were approved and will create new jobs**
  - **Passage of Proposition 55 will continue the high-bracket income tax supporting education funding**





## Proposition 98 and the Major K-12 Proposals

- **The Governor's Budget proposal includes:**
  - **\$744 million for LCFF COLA**
  - **\$422.9 million for the K-12 portion of Proposition 39 (2012) – Clean Energy Jobs Act**
  - **\$287 million for discretionary one-time uses (~\$48 per 2016-17 ADA)**
  - **\$200 million for the Career Technical Education Incentive Grant (CTEIG) Program**
  - **\$93 million to support projected charter school ADA growth**
  - **\$58.1 million for categorical programs' cost-of-living adjustment ([COLA] – 1.48%)**
  - **\$8.5 million for the Mandate Block Grant (MBG) to reflect the addition of the Training for School Employee Mandated Reporters program**



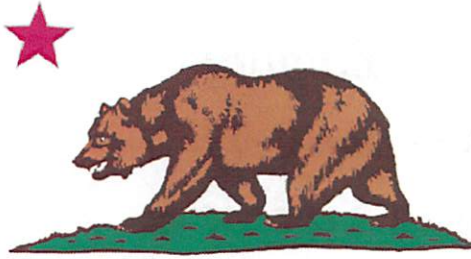
## Proposition 98 Growth, Now and Later

4

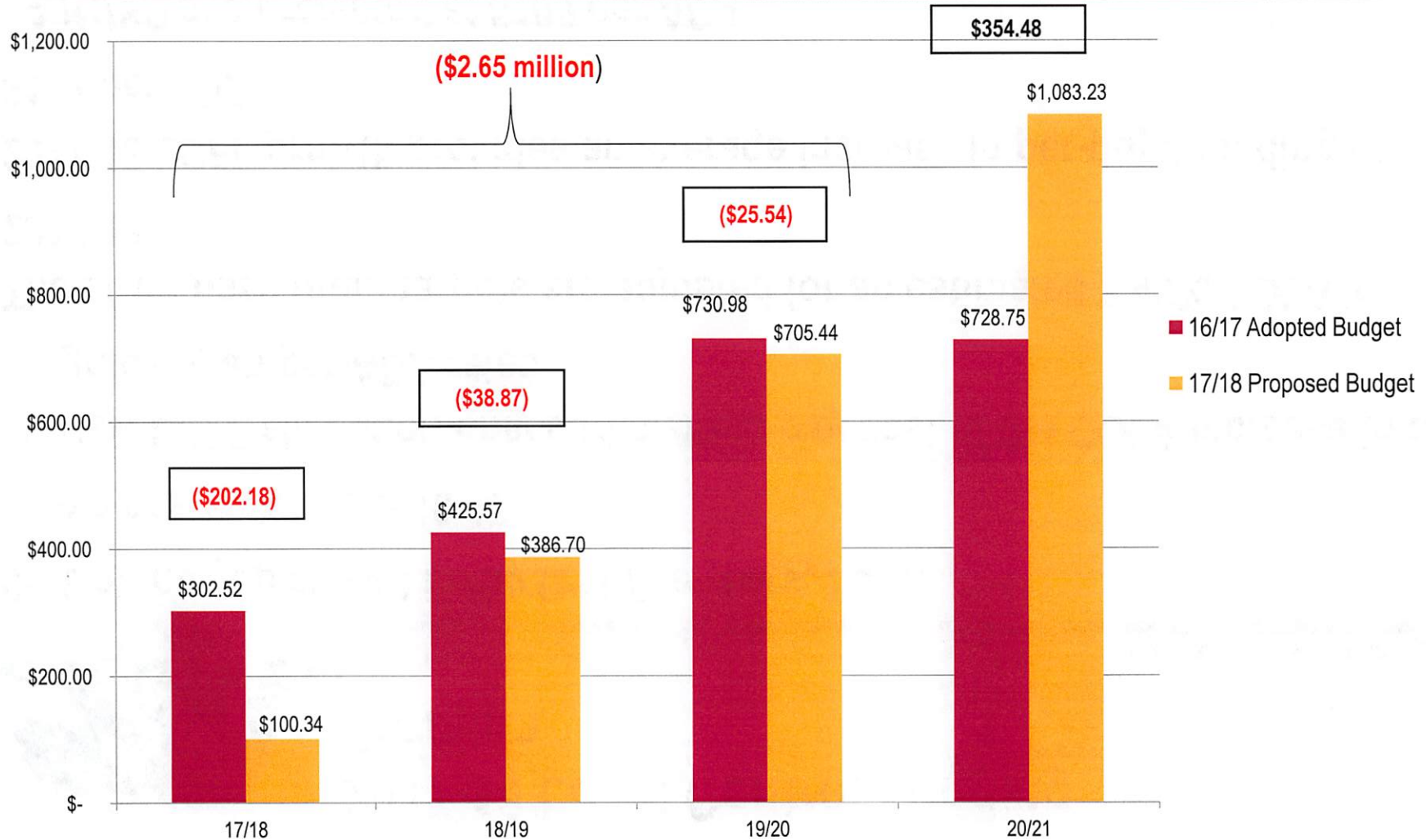
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- Passage of Proposition 55 maintains, but does not increase, education funding above the Proposition 30 level
  - **Proposition 55 is a replacement for Proposition 30, not an addition to it**
  - However, variability in education funding from lowered economic forecast and tax revenues more than offset the benefit of Proposition 55
- The state continues to meet the minimum Proposition 98 guarantee – and nothing more
- The Governor's Budget proposes a **revised current-year Proposition 98 guarantee** of \$71.4 billion
  - **A decrease of \$506 million from the enacted Budget** due to lower-than-expected General Fund tax revenues, which declined by \$5.8 billion over the three-year budget period
- The Budget proposes Proposition 98 funding of \$73.5 billion in **2017-18, down \$953 million from the forecast level accompanying the enacted Budget**

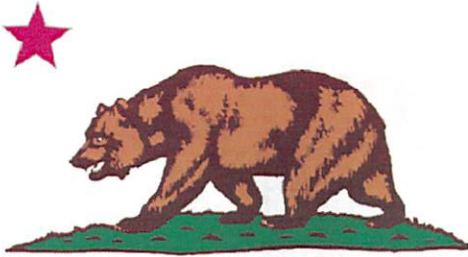




# Cumulative Change in LCFF Funding per ADA from 2016-17 Adopted Budget to Governor's 2017-18 Proposed Budget







## 2017-18 Local Control Funding Formula

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- 96% of the gap closed in the first five years, but...
  - No change from 2016-17
  - New LCFF allocation only sufficient to pay cost of the COLA increase to the grade span per-ADA rates
- The LCFF base grant targets are adjusted for an estimated 1.48% COLA in 2017-18
- 2017-18 LCFF growth provides an average increase in per-pupil funding of \$132 per ADA
  - *RUSD's is projected at \$100 per ADA*
    - *RUSD's three year average unduplicated pupil count is 19.65%. The statewide average is 63%. RUSD does not receive any concentration funding.*



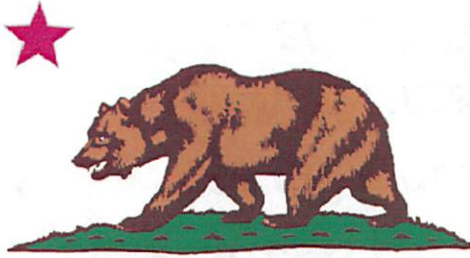
## Apportionment Deferrals

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- **The Governor's State Budget proposes to re-establish apportionment deferrals, shifting \$859.1 million (or 28% of the June apportionment, approximately \$980k for RUSD) in LCFF costs from June 2017 to July 2017**
  - **DOF officials indicate that this deferral will be paid along with the July 2017 apportionment**
  - **Results from reductions to the Proposition 98 guarantee in 2015-16 and 2016-17**
  - **Rather than reduce each month's apportionment, the entire amount is taken in June**
- **Recall that, in 2015-16, the Governor eliminated the final piece of outstanding deferrals by shifting an \$897.2 million deferred payment from July 2016 back to June 2016 as part of his plan to pay down the wall of debt**
- **How bad did it get?**
  - **In 2011-12, inter-year deferrals reached a peak of \$9.5 billion, or about 20% of the annual payment to schools**

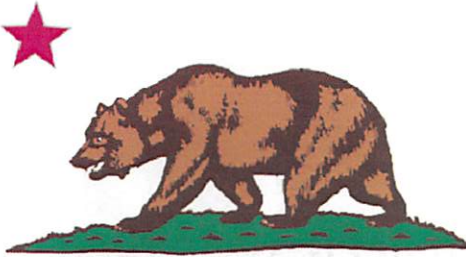




# What Does the LCFF Mean for Rocklin USD?

<b>Rocklin USD – 2017-18</b>		
<b>2017-18 LCFF Per ADA Funding (rounded)</b>	<b>Preliminary Projected 2017-18 ADA (rounded)</b>	<b>Projected 2017-18 LCFF Total Revenue</b>
<b>\$8,063</b>	<b>11,288</b>	<b>\$91,021,096</b>

<b>Discretionary Funds – ONE TIME</b>	<b>Total</b>
<b>\$48 (one-time) X 2016-17 P2 ADA =</b>	<b>\$537k</b>



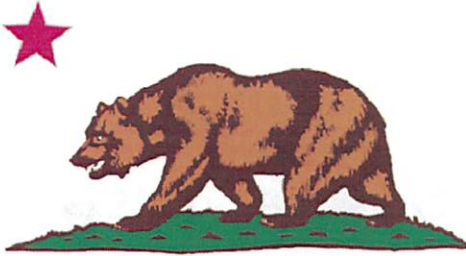
## Revenue vs. Cost

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- On the natural, costs continue to rise
  - Step and column
  - CalPERS/CalSTRS contributions
- Ongoing revenues rise by only 1.48% for 2017-18
- Ongoing costs for most districts are likely to exceed 4%
- New revenues will not cover new costs
  - And it gets worse in the out years
- There is no new “targeted money” for gap closure in 2017-18
- Bottom line, sustaining commitments made in prior years in the face of lower state revenue projections will be increasingly challenging





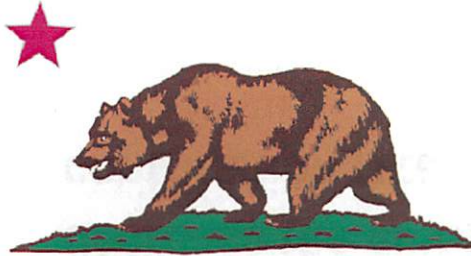
## CalPERS Rate Increases

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- **The employer contribution to CalPERS is proposed to increase to 15.8% in 2017-18, up from 13.888% in 2016-17**
- **“Classic” members continue to pay 7.0%**
  - **New members pay 6.0%, which may fluctuate from year-to-year based on the PEPRA requirement to pay half the normal cost rate**
- **In December 2016, the Cal PERS Board voted to lower the discount rate from 7.5% to 7.0% over the next three years. This will increase the normal costs and unfunded actuarial liabilities, as well as the employer rates**
- **Estimates of the resulting future contribution rate increases for school employers have been updated...**





# CalPERS Rate Increases

## ■ Previous projected rates:

Actual	Projected				
2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
13.888%	15.5%*	17.7%*	19.7%*	21.1%*	21.5%*

\*CalPERS provided these estimates in early 2016

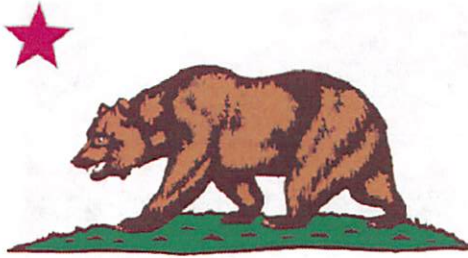
## ■ Latest projected rates:

Actual	Projected						
2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
13.888%	15.8%^	18.7%^	21.6%^	24.9%^	26.4%^	27.4%^	28.2%^

^CalPERS provided these estimates in January 2017

Increase in cost	\$39,633	\$173,694	\$190,321	\$288,777	\$211,707	\$146,263	\$120,817
Cumulative increase in cost	\$39,633	\$213,327	\$403,648	\$692,425	\$904,132	\$1,050,395	\$1,171,212





## CalSTRS Rate Increases

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- Employer rates are increasing to 14.43% in 2017-18, up from 12.58% in 2016-17
  - No specific funds are provided for this cost increase
- Under current law, once the statutory rates are achieved, CalSTRS will have the authority to marginally increase or decrease the employer contribution rate

### CalSTRS Rates

Year	Employer	Pre-PEPRA Employees	Post-PEPRA Employees
2016-17	12.58%	10.25%	9.205%
2017-18	14.43%	10.25%	9.205%
2018-19	16.28%	10.25%	9.205%
2019-20	18.13%	10.25%	9.205%
2020-21	19.10%	10.25%	9.205%



## Next Steps

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- State level
  - Budget committee hearings
  - Next update – May Revision
- Local level
  - Second Interim Report - Due by March 16 for school districts

## PENDING BOARD AGENDA ITEMS

January 2017

<b>Agenda Item</b>	<b>Administrator</b>	<b>Board Meeting</b>
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>(Consent)</i>	Human Resources	July
BP 9270 - Conflict of Interest, Biannual Review – (Every Other Year, Action)	Business & Operations	July 2016
Tax Report for CFD No. 1 and No. 2, Yearly Adoption	Business & Operations	July/August
Information and Related Actuarial Reports on Workers' Compensation Claims & Health/Welfare Benefits for Retired Employees After 65	Business & Operations	August
Discussion on Option to Nominate Representative to Placer County School Boards Association, Executive Committee <i>(Action)</i>	Superintendent	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/September
Unaudited Actuals, Approve District Certification	Business & Operations	August/September
Resolution Establishing Appropriation Limitation (GANN) <i>(Action)</i>	Business & Operations	August/September
WestEd Special Education Report and Implementation Update <i>(Information)</i>	Ed Services/Dir Special Ed & Support Programs	September
ESY Summer School Report – <i>(Information)</i>	Ed Services/Staff	September
School Opening/Readiness Report – <i>(Information)</i>	Ed Services/Staff	September
Summer Civic Program Update – <i>(Information)</i>	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 8<sup>th</sup> 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
Nomination for County Committee Representative <i>(Action every 4 years, last assignment 2015, next due 2019)</i>	Superintendent	October

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
WestEd Special Education Report and Implementation Update <i>(Information)</i>	Ed Services/Dir Special Ed & Support Programs	December
Audit Report <i>(Action)</i>	Business & Operations	January
Williams Uniform Complaints, Approve Quarterly Report <i>(Consent)</i>	Ed Services	January
Strategic Plan Qtr 2 Update – <i>(Information)</i>	Strategic Planning	January
Budget Assumptions & Priorities	Business & Operations	February
Identify Teachers for Non-Reelection; Prepare Letters of Notification <i>(March 1<sup>st</sup> 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>(1<sup>st</sup> Mtg)</i>
Present Draft School Year Calendar <i>(two years out - Consent)</i>	Human Resources	March <i>(1<sup>st</sup> Mtg)</i>
Annual Board Action Regarding Distribution of Non-Reelection Letters	Human Resources	March <i>(1<sup>st</sup> Mtg)</i>
Finalize District's Proposal and Prepare for Sunshining Process	Human Resources	March <i>(1<sup>st</sup> Mtg)</i>
Second Interim Report/Approval <i>(Action)</i>	Business & Operations	March <i>(1<sup>st</sup> 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
WestEd Special Education Report and Implementation Update <i>(Information)</i>	Ed Services	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>(2<sup>nd</sup> 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
Strategic Plan Quarter 3 Update <i>(Information)</i>	Strategic Planning	May
*Facilities-Use Policy/Practice and Schedule of Fees	Facilities	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
WestEd Special Education Report and Implementation Update <i>(Information)</i>	Ed Services/Dir Special Ed & Support Programs	May
AFJROTC Color Guard Special Recognition (Student Representative Unit & Cadet Commander)	Superintendent/Staff	May (2 <sup>nd</sup> Mtg)
Student Board Member Recognition	Superintendent	May (2 <sup>nd</sup> Mtg)
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
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 (1 <sup>st</sup> Mtg)
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
Complete Superintendent's Performance Evaluation and Update Contract	Superintendent/Board	June/July
Expulsion Hearing Panel for Upcoming School Year <i>(Consent)</i>	Ed Services	June/July

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