

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

Wednesday, December 19, 2012

ORGANIZATIONAL MEETING MINUTES

1.0 **CALL TO ORDER** – President Camille Maben called the regular meeting of the Rocklin Unified School District Board of Trustees to order at 7:00 p.m. on December 19, 2012 in the District Administration Office located at 2615 Sierra Meadows Drive, Rocklin, CA 95677. A quorum was established.

2.0 **ROLL CALL**

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

Trustee(s) Absent: None

Student Representative: Henry Foote, *Whitney High School*

Administrative Staff: Kevin Brown, *Superintendent*; Todd Cutler, *Deputy Superintendent*;
Barbara Patterson, *Associate Superintendent*; Michael Garrison,
Assistant Superintendent; Sue Wesselius, *Senior Director*; Skott
Hutton, *Energy Education Specialist*; Melody Thorson, *Principal*;
Mia Swenson/*Recorder*

Audience: Please see attendance sheet(s) attached hereto and made part of these minutes.

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

4.0 **VICE PRESIDENT TODD LOWELL ADMINISTERED THE OATH OF OFFICE TO GREG DALEY AND CAMILLE MABEN**

5.0 **SPECIAL RECOGNITION(S)**

5.1 Camille Maben was recognized for serving as the 2012 Board President.
(Presenter: Vice President Todd Lowell)

6.0 **AUDIENCE/VISITORS PUBLIC DISCUSSION** – President 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 and announced that the public portion of the meeting would be recorded. The following comments regarding non-agenda items were noted:

On behalf of the California School Employees Association (CSEA), President Tiffany Pelkey thanked the Board for working collaboratively with the bargaining group throughout 2012. Rocklin High School Mock Trial Club Head Coach Michael Lang invited Trustees and members of the audience to participate in the club's annual caroling event scheduled for tomorrow evening. Also, Rocklin parent Doug Howell asked that the Board be proactive with school safety matters and expressed concern about the layout of several school campuses. He provided several examples of alternate safety procedures. Trustees replied suggestions suggested the possibility of utilizing singular entrance points requested that the Board review school site access points, safety procedures, and to consider the use of off-duty peace officers.

- 7.0 **COMMENTS FROM STUDENT REPRESENTATIVE** – Student Representative Henry Foote provided a report on districtwide events.
- 8.0 **COMMENTS FROM BOARD AND SUPERINTENDENT** – Steve Paul expressed his appreciation for the collaborative nature of this community on all levels, as evidenced by Mayor Diana Ruslin in the audience. He reiterated that student safety will always be of utmost importance. President Maben expressed the Board’s heartfelt sympathy for the victims of the tragedy at Sandy Hook Elementary. Superintendent Kevin Brown thanked parent Doug Howell for his comments and ideas concerning school safety. Superintendent Brown described the steps the District has taken thus far. Program Specialist Lindsay Wong will be the lead representative to review site safety plans in partnership with the Rocklin Police Department. Rocklin Chief of Police Ron Lawrence and members of his team have agreed to increase patrol routes near all schools and will perform safety audits. A number of safety-related processes and viable options are under review.
- 9.0 **ACTION ITEMS – CONSENT CALENDAR**
- 9.1 **BOARD MINUTES** – Request to approve Board minutes.
9.1.1 December 5, 2012 (Regular Session)
- 9.2 **BILL WARRANTS** – Request to approve bill warrants. (Barbara Patterson)
- 9.3 **MONTHLY ACCOUNT SUMMARIES** – Request to approve monthly account summaries. (Barbara Patterson)
- 9.4 **APPROVE CERTIFICATED PERSONNEL REPORT** – Request to approve personnel items included on the Certificated Personnel Report. (Michael Garrison)
- 9.5 **APPROVE CLASSIFIED PERSONNEL REPORT** – Request to approve personnel items included on the Classified Personnel Report. (Michael Garrison)
- 9.6 **ACCEPT DONATIONS** – Request to accept the following donations: (Barbara Patterson)
- 9.6.1 \$1680.11 from Cobblestone PTC for Accelerated Reading materials and student planners to Cobblestone Elementary School
- 9.6.2 \$730 from Lifetouch to Breen Elementary School
- 9.6.3 \$600 from REEF to Whitney High School Culinary Program
- 9.6.4 One 5x5 Suncast storage shed from Lowe’s to the District to be used where needed
- 9.6.5 \$118.34 from Global Impact to Rock Creek Elementary School
- 9.6.6 Supplies (tag board/folders) from Mr. Burdett & Ms. Brewer to Rock Creek Elementary School
- 9.6.7 One hundred ten end-mill bits from RobbJack Corporation to Rocklin High School
- 9.6.8 Thirty two HP Scientific Calculators & eight LCD monitors from Joseph Cronin through the HP Employee Product Giving Program to Valley View Elementary School
- 9.6.9 \$500 from Heron Innovators for program support to Rocklin High School
- 9.6.10 \$100 from RMA Group to Rocklin Elementary School
- 9.7 **APPROVE FIELD TRIP(S)** – Request to approve the following overnight field trip(s). (Todd Cutler)
- 9.7.1 Sierra Elementary Grade 3 students to attend an overnight field trip to the Monterey Bay Aquarium in Monterey, CA (April 22-23, 2013)
- 9.8 **APPROVE OPENING ASSOCIATED STUDENT BODY (ASB) ACCOUNT** – Request to approve the closing of an existing Antelope Creek Elementary Bank of America ASB account and establishing a new account with U.S. Bank. (Barbara Patterson)

A **MOTION** was made by Wendy Lang and seconded by Todd Lowell to approve the consent calendar. Motion passed unanimously by the following roll call vote: Student Representative – aye, Paul – aye, Lowell – aye, Lang – aye, Daley – aye, Maben – aye.

10.0 **ACTION ITEMS – REGULAR AGENDA**

10.1 **ANNUAL ORGANIZATION OF THE BOARD OF TRUSTEES**

- 10.1.1 **ELECT PRESIDENT OF THE BOARD OF TRUSTEES – A MOTION** was made by Steve Paul and seconded by Wendy Lang to nominate Todd Lowell as President of the Board. There being no further nominations, the motion passed unanimously.

(THE NEW BOARD PRESIDENT PRESIDED OVER THE REMAINDER OF THE MEETING)

- 10.1.2 **ELECT VICE PRESIDENT OF THE BOARD OF TRUSTEES – A MOTION** was made by Greg Daley and seconded by Camille Maben to nominate Steve Paul as Vice President of the Board. There being no further nominations, the motion passed unanimously.
- 10.1.3 **ELECT CLERK OF THE BOARD OF TRUSTEES – A MOTION** was made by Camille Maben and seconded by Wendy Lang to nominate Greg Daley as Clerk of the Board of Trustees. There being no further nominations, the motion passed unanimously.
- 10.1.4 **APPOINT SUPERINTENDENT KEVIN BROWN AS SECRETARY TO THE BOARD OF TRUSTEES – A MOTION** was made by Greg Daley and seconded by Steve Paul to appoint Kevin Brown as Secretary to the Board. Motion passed unanimously.
- 10.1.5 **SELECT DATE, TIME, AND PLACE FOR 2013 BOARD OF TRUSTEES MEETINGS – A MOTION** was made by Wendy Lang and seconded by Steve Paul to hold regular meetings at 7:00 p.m. on the first and third Wednesdays of each month in the Administrative Building located at 2615 Sierra Meadows Drive. Motion passed unanimously.
- 10.1.6 **APPOINT REPRESENTATIVE TO THE PLACER COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION AND AUTHORIZE REPRESENTATIVE TO VOTE, VIA ABSENTEE BALLOT, IN THE ANNUAL ELECTION OF THE PLACER COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION – A MOTION** was made by Wendy Lang and seconded by Camille Maben to appoint Greg Daley as Representative to the Placer County Committee on School District Organization and authorize said representative to vote in the 2013 Annual Election of the Placer County Committee on School District Organization. Motion passed unanimously.
- 10.1.7 **APPOINT REPRESENTATIVES TO THE CITY OF ROCKLIN LIAISON COMMITTEE (EDUCATION COMMITTEE) – A MOTION** was made by Camille Maben and seconded by Greg Daley to appoint Todd Lowell and Wendy Lang as Representatives to the City of Rocklin Liaison Committee (Education Committee). Motion passed unanimously.
- 10.1.8 **APPOINT REPRESENTATIVES TO THE AUDIT COMMITTEE – A MOTION** was made by Camille Maben and seconded by Steve Paul to appoint Wendy Lang and Greg Daley as Representatives to the Audit Committee. Motion passed unanimously.
- 10.1.9 **APPOINT REPRESENTATIVE TO THE JOINT POWERS AUTHORITY (JPA) – A MOTION** was made by Steve Paul and seconded by Wendy Lang to appoint Greg Daley as Representative to the Joint Powers Authority. Motion passed unanimously.
- 10.1.10 **APPOINT REPRESENTATIVES TO THE FACILITIES MASTER PLAN COMMITTEE – A MOTION** was made by Greg Daley and seconded by Wendy Lang to appoint Camille Maben and Steve Paul as Representatives to the Facilities Master Plan Committee. Motion passed unanimously.
- 10.2 **2011-12 AUDIT REPORT** – Tom Gilbert of Gilbert Associates, Inc. provided a summary of the 2011-12 Audit Report. A minor finding related to federal program certification process was identified in the comprehensive audit and has been addressed. Greg Daley noted the extensive and thorough effort put forth from both the Business Services Department and Gilbert Associates. In conclusion, a **MOTION** was made by Greg Daley and seconded by Wendy Lang to accept the 2011-12 Audit Report. Motion passed unanimously.

- 10.3 **MARIA MONTESSORI CHARTER ACADEMY (MMCA) PETITION RENEWAL AND PUBLIC HEARING** – The Maria Montessori Charter Academy (MMCA) Petition was originally approved by the District in May 2008 (for a period of five years). Principal/Director Brent Boothby presented an overview of the petition renewal data, which included descriptions of the charter school's history, curricular programs, and assessment results. Audit documents for 2012 were distributed for review just prior the commencement of his presentation. Following Mr. Boothby's presentation, the Board and District Administration asked clarifying questions and also commented on several areas of concern. It was confirmed that the preschool was not a part of the charter petition approved in 2008, but the financial records do in fact include this program. Financial viability was also discussed. In 2011-12, MMCA deficit spent in the amount of \$290k; this year's budget reflects a balanced budget with a revenue source of \$150k. Mr. Boothby identified the \$150k funding source as a line of credit with California Bank of Trust. President Lowell noted that the repayment of this loan/advance should be reflected in both the First Interim Report and in the expenditure column in the charter school's multiyear projections.

President Todd Lowell opened the public hearing at 8:18 p.m. MMCA Board Member Bruce Houdesheldt addressed the Board. He described the school as wonderful, enjoyed attending a rewarding overnight field trip with his child's class, and complimented the educational opportunities offered by the charter school. With no further public comments, President Lowell closed the public hearing at 8:20 p.m. Next, Superintendent Brown reported that elements of newly passed Senate Bill 1290 may affect the charter school and is being researched. He requested administrators to review petition data related to their respective departments and to summarize their findings. Barbara Patterson outlined several areas of concern regarding financial and budget. There are outstanding invoices from 2011, the District continues to provide custodial and maintenance service although a Memorandum of Understanding (MOU) has not been signed, and requested financial documents have not been received. She has requested and is waiting upon mutually agreed-upon documents such as bank statements and the First Interim Report (received prior to the meeting). On behalf of Educational Services, Todd Cutler noted the following: absence of an annual performance report, the Adequate Yearly Progress (API) growth score of 858 differs from the California Department of Education's online data, and the charter school is in Year 1 Program Improvement. Although the public hearing portion of the agenda item had concluded, President Lowell permitted Mr. Boothby to address the audience and Board. He said that financial documents will be provided to the District soon, the charter school is not clear on what the annual performance report should contain, and the charter school is in the process of disputing the AYP score and Program Improvement status. In conclusion, President Lowell explained that the District is scheduled to approve or deny the petition renewal on January 16, 2013, but can only do so if the needed documents/information are provided in a timely and sufficient manner.

- 10.4 **BOARD POLICY (BP) AND ADMINISTRATIVE REGULATION (AR)** – A **MOTION** was made by Steve Paul and seconded by Wendy Lang to approve the following policy and regulation. Motion passed unanimously. (Kevin Brown)

10.4.1 BP 6163.2 Animals At School

10.4.2 AR 6163.2 Animals At School

11.0 **INFORMATION AND REPORTS**

- 11.1 **ASPIRING ADMINISTRATORS LEADERSHIP ACADEMY (AALA) UPDATE** – Todd Cutler introduced the elements of the Aspiring Administrators Leadership Academy which is a program designed to provide staff members the opportunity to develop the knowledge, skills, and behaviors necessary to become successful school leaders. He introduced four of the 11 staff members (Lara Kikosicki, Susan Federico, Brett Shirhall, and Skott Hutton) participating in the AALA program. The staff members described the program modules and how they are gaining a deeper understanding of leadership. They also expressed their appreciation to the administrators who have shared their time and breadth of knowledge. The Board thanked them for this explained how they have been work closely with assigned mentors and have already gained a deeper understanding of leadership and the importance of practical knowledge. The

Board congratulated the staff members for being chosen for the AALA program and wished them continued success.

- 12.0 **PENDING AGENDA** – This is the time to place future items on the Pending Agenda.
- 13.0 **CLOSED SESSION** – Closed session adjourned to closed session at 8:50 pm. regarding the following matter(s):
- 13.1 *Conference with Legal Counsel – Anticipated Litigation* as authorized by Government Code section 54956.9
- 13.2 *Public Employee Discipline/Dismissal/Release* as authorized by Government Code section 54957
- 14.0 **RECONVENE TO OPEN SESSION** – President Lowell reconvened the meeting to open session at 10:09 p.m.
- 15.0 **REPORT OF ACTION TAKEN IN CLOSED SESSION** – President Lowell announced that no action was taken in closed session.
- 16.0 **ADJOURNMENT** – President Lowell adjourned the meeting at 10:10 p.m.

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