

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

6:45 p.m. (Closed Session) 7:00 p.m. (Regular Session)
Wednesday, August 17, 2011

MINUTES

9.1
CONSENT ITEM
UNADOPTED

- 1.0 **CALL TO ORDER** – President Greg Daley called the regular meeting of the Rocklin Unified School District Board of Trustees to order at 6:45 p.m. on August 17, 2011 in the District Administration Office located at 2615 Sierra Meadows Drive, Rocklin, CA 95677. A quorum was established.
- 2.0 **CONVENE TO CLOSED SESSION (6:45 P.M. TO 7:00 P.M.)** – Closed session was held at 6:45 p.m. regarding "Public Employment Appointment" as authorized by Government Code 54957 (position to be filled: Principal).
- 3.0 **RECONVENE TO OPEN SESSION** – President Greg Daley reconvened the meeting to open session at 7:00 p.m.
- 4.0 **REPORT OF ACTION TAKEN IN CLOSED SESSION** – President Greg Daley announced that no action was taken in closed session.
- 5.0 **ROLL CALL**
- | | |
|-------------------------|--|
| Trustees Present: | Greg Daley, <i>President</i>
Camille Maben, <i>Vice President</i>
Todd Lowell, <i>Clerk</i>
Wendy Lang, <i>Member</i>
Steve Paul, <i>Member</i> |
| Trustee(s) Absent: | None |
| Student Representative: | Zach Dahla |
| Administrative Staff: | Kevin Brown/ <i>Superintendent</i> , Linda Rooney, Michael Garrison,
Larry Stark, Barbara Patterson, Betty Jo Wessinger, Carolyn
Nunn-Lum, Mary Anne Knox (RHS), David Bills (RHS), Skott
Hutton (DO), Lindsay Wong (DO), Davis Stewart (GO),
Mia Swenson/ <i>Recorder</i> |
| Audience: | Please see attendance sheet(s) attached hereto and made part
of these minutes. |
- 6.0 **PLEDGE OF ALLEGIANCE** – The Whitney High School AFJROTC Color Guard led the Board and audience in the Pledge of Allegiance.
- 7.0 **AUDIENCE/VISITORS PUBLIC DISCUSSION** – President Greg Daley welcomed all visitors and invited them to speak on agenda items at the conclusion of the Board's discussion. He also invited visitors to speak at this time regarding non-agenda items and announced that the public portion of the meeting would be recorded. The following comments regarding non-agenda items were noted:
- CSEA President Tiffany Pelkey stated that she is excited for the new school year to begin.
- 8.0 **COMMENTS FROM STUDENT REPRESENTATIVE** – Student Representative Zach Dahla provided a districtwide report on events.

9.0 COMMENTS FROM BOARD AND SUPERINTENDENT

Trustees welcomed Student Representative Zach Dahla and Assistant Superintendent Michael Garrison to their first official Board of Trustees meeting. Each Trustee thanked all district employees for all of the hard work and dedication required in preparing for a new school year as witnessed at events such as the New Teacher Induction and Meet the Teacher. The Board also requested that Assistant Superintendent Larry Stark extend their gratitude to the grounds staff which, despite being short-staffed, was able to ensure that all district schools looked exceptionally well-maintained and ready for the first day of school. Also, on behalf of the District, President Greg Daley extended our deepest sympathies to the family of a former Rocklin student who tragically passed away. Superintendent Kevin Brown made his comments under Item 12.5.

10.0 ACTION ITEMS – CONSENT CALENDAR

- 10.1 **BOARD MINUTES** – Request to approve Board minutes.
 - 10.1.1 August 3, 2011 (Regular Session)
- 10.2 **BILL WARRANTS** – Request to approve bill warrants. (Barbara Patterson)
- 10.3 **MONTHLY ACCOUNT SUMMARIES** – Request to approve monthly account summaries. (Barbara Patterson)
- 10.4 **APPROVE CERTIFICATED PERSONNEL REPORT** – Request to approve personnel items included on the Certificated Personnel Report. (Mike Garrison)
- 10.5 **APPROVE CLASSIFIED PERSONNEL REPORT** – Request to approve personnel items included on the Classified Personnel Report. (Michael Garrison)
- 10.6 **APPROVE OVERNIGHT FIELD TRIP(S)** – Request to approve the following overnight field trip(s): (Linda Rooney)
 - 10.6.1 Ruhkala Elementary Grade 4 students to attend an overnight field trip in Coloma, CA (October 19-21, 2011)
 - 10.6.2 Rocklin High School Varsity Girls and Boys Water Polo teams to attend an overnight field trip at the White Pines Campground in Arnold, CA (September 2-4, 2011)
 - 10.6.3 Rocklin High School Girls Golf teams to attend an overnight field trip at Lake Almanor (August 26-28, 2011 or September 16-18, 2011)
- 10.7 **AWARD BID FOR MAJOR FOOD ITEMS AND PAPER GOODS FOR THE FOOD SERVICES DEPARTMENT** – Request to award the purchasing of major food items and paper products in collaboration with four local school districts. (Barbara Patterson)
- 10.8 **APPROVE STIPULATED EXPULSION** – Request to approve a stipulated expulsion for Student No. 081711-1. (Linda Rooney)

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

11.0 ACTION ITEMS – REGULAR AGENDA

- 11.1 **APPROVE PRINCIPAL OF ROCKLIN HIGH SCHOOL** – Superintendent Kevin Brown announced David Bills as the new Principal of Rocklin High School and provided an overview of his background and experience in education, including serving as Assistant Principal/Athletic Director at Rocklin High for the past six years. Following this introduction, a **MOTION** was made by Todd Lowell and seconded by Wendy Lang to approve the appointment of David Bills as Principal of Rocklin High School. Motion passed unanimously.

Trustees extended a warm welcome and their congratulations to David Bills. They expressed confidence that he will continue to lead Rocklin High School under the same successful path of former Principal Michael Garrison. In conclusion, David Bills thanked Superintendent Brown and the Board for the opportunity to lead Rocklin High School.

- 11.2 **APPROVE PROGRAM SPECIALIST II – SPECIAL EDUCATION – A MOTION** was made by Steve Paul and seconded by Camille Maben to approve Kristina Royer as the new Program Specialist II-Special Education. Motion passed unanimously.

- 11.3 **APPROVE BOARD POLICY (BP) AND ADMINISTRATIVE REGULATION (AR) – A MOTION** was made by Wendy Lang and seconded by Camille Maben to approve the deletion of the following policy and regulation. Motion passed unanimously.

11.3.1 BP 0520.1 – High Priority Schools Grant Program - *DELETE*

11.3.2 AR 0520.1 – High Priority Schools Grant Program - *DELETE*

12.0 **INFORMATION AND REPORTS**

- 12.1 **ENERGY EDUCATION UPDATE** – Energy Education Consultant Skott Hutton presented an overview of the program progress and the results of the summer shutdown. The District partnered with Energy Education, Inc. (EEI) in March 2011 with the purpose of implementing an energy conservation program, which officially began on June 6. Skott reported that his core responsibilities include data analysis, site audits and inspection, reporting, promoting the Conservation Program, and to act as a Change Agent. As a reminder, projected savings are expected to be \$547,000 in the first year. Over the summer months, EEI provided two exceptional training opportunities for Skott and Assistant Superintendent Larry Stark. The company also provided comprehensive individualized training from eight consultants over the course of 15 days. Skott has been able to meet with various custodial and maintenance staff members and looks forward to interacting more with teachers and administrators, now that school has begun. Some of the concerns that have been brought to his attention thus far and will be the first to be addressed/researched include HVAC systems shutting down early, the 30 minute override capability, override solutions for the portable classrooms, and rooms feeling “hotter” than in years past. Skott also shared that Jose Macias and Lupe Arias at Rock Creek Elementary recommended un-utilized water heaters be shut off. This is a great example of how staff can partner with Skott to assist with saving energy throughout the District. He also shared that he investigated a discrepancy found in a PG&E bill related to a meter error, which will result in a significant refund for the District. Next steps include meeting with site personnel, implementing incentive programs, continuing conservation audits, developing a webpage, and “infecting” district staff with the bug to save energy. Trustees reiterated their primary concern which is not to change the “comfort” level for staff, as promised. Skott will address this concern as part of his next presentation.

- 12.2 **TECHNOLOGY AUDIT UPDATE** – Assistant Superintendent Larry Stark introduced Rod Fitzpatrick of Angus-Hamer, a network consulting company who recently completed an initial review of the District’s technology infrastructure. They reported that the District’s Citrix-based centralized model, hardware, and infrastructure is technologically advanced compared to other districts. The hub and spoke system means that our “end users” are able to locally install programs on computers, which may cause the slowness. The user’s computer may have insufficient memory to support all of the open programs. They also ruled out switch infrastructure issues (Rocklin High and Whitney High are utilizing 10% and 15%, respectively); most companies recommend less than 70% switch utilization. Angus-Hamer did find two factors that may considerably improve system response: adding RAM (random access memory) to support multiple programs and providing full-time help desk coverage (they estimated the MIS department to be at least 25% understaffed, compared to industry standards). Angus-Hamer also strongly recommended the District update its Technology Plan, so that all users have access to and understand processes, ticketing procedures, and expected response times; a communication breakdown was evident in their study. Based on a technology audit and personal interviews with Rocklin High staff, the first day of school was successful, in regards to network performance. Angus-Hamer will complete the technology audit and will provide a final report to Trustees in late September.

- 12.3 **2010-11 REVENUE ENHANCEMENT REPORT** – Associate Superintendent Barbara Patterson presented the elements of the Revenue Enhancement initiative, which is a program that was implemented with the goal of increasing student attendance at all sites. Her report included the impact of student absence on Average Daily Attendance (ADA) revenue. Collectively, the District saw a revenue increase of approximately \$94,000 last year. Five sites received monetary incentive rewards for their successful efforts to increase student attendance (Rocklin High, Whitney High, Granite Oaks Middle School, Sierra Elementary, and Victor High). The District plans to continue this revenue program, in hopes of improving student attendance every year.
- 12.4 **2011 SUMMER SCHOOL REPORT** – Deputy Superintendent Linda Rooney distributed “Enrollment Comparisons 2009-2011 Summer School/Extended School Year” to the audience and Trustees. A total of 247 elementary, 542 secondary, and 42 Rocklin Independent School students participated in the Summer School program. It is evident that the various intervention programs are benefiting students, as noted by the fewer number of students in need of credit recovery in Language Arts, Science, Social Students, and Math. English Language Learner Program Specialist Lindsay Wong presented data related to summer school for elementary English Learners. A 4-week program called “Camp Can Do!” was used for the 107 students enrolled in K-6. Pre and post test data showed that the curriculum was successful, as a number of students tested at least one level higher after the program was completed. The District is scheduled to begin CELDT testing tomorrow. It was confirmed that comparing Camp Can Do! test data to CELDT scores would not be comparable measure of curriculum retention.
- 12.5 **2011-12 SCHOOL YEAR OPENING REPORT** – Staff reported the following information regarding the opening of school. Highlights of their reports included the following:

Educational Services (Linda Rooney)

- Forty-two new teachers participated in the New Teacher Induction (23 of the inductees are eligible for the Beginning Teacher Support and Assessment program (BTSA).
- The two-day Rtl staff development training hosted by Dr. Vicki Gibson was very well received.
- Fifty-seven students have been redirected to schools other than their home schools (22 of those students have indicated a need for District transportation).
- It was confirmed that a redirected student who is notified of an opening at the home school but voluntarily chooses to stay at the school of redirect must complete an intradistrict attendance agreement (and subsequently provide for their own transportation).
- Under the direction and hard work of Receptionist Debi Bock, the District has a net gain of 210 incoming interdistrict transfer students.

Facilities (Larry Stark)

- All of the school sites looked amazing despite fewer grounds and maintenance staff members; all sites were deep-cleaned over the summer months.
- A temporary air-conditioning unit is being used in the Cobblestone Elementary multipurpose room, pending completion of repairs.
- The parking and field upgrades at Parker Whitney are near completion. Sod and paving work are scheduled for next week.
- Although a number of teachers/students did not have logins due to the high capacity of requests for the part-time help desk, technology issues were not significant. Not all master schedules were “rolled” which caused an additional backlog of logins.
- Additional furniture has been ordered for several classrooms; however, every school had a sufficient number of desks and computers.
- Transportation staff has been working collaboratively with other departments to provide bussing for redirected students who are in need of assistance.

Business (Barbara Patterson)

- Food Services staff members served 30-40 more meals this year than the first day of school last year; staff has worked diligently over the summer months to ensure all sites have a smooth and seamless school opening.
- Approximately 543 vendor requisitions totaling \$6.4 million dollars for supplies, textbooks, and contracts have been processed by the Business department.
- The site secretaries will work closely with Toni Edgerton to provide "warm body counts" for the first eight days of school, to closely monitor actual classroom enrollment numbers (which is currently 216 students more than projected enrollment).

Special Education (Betty Jo Wessinger)

- As of today, 825 District students have not provided proof of receiving the required Tdap vaccine booster. Families will soon receive a SchoolMessenger communication to advise them of the extended deadline and the upcoming immunization clinics.
- There are 1,177 students with special education needs in the District.
- In addition to two Program Specialists, there are 45 special education teachers, eight and half school psychologists, 13 speech and language pathologists, five occupational therapists, and one physical education specialist.
- Special education job openings are being filled as quickly as possible.

Elementary Curriculum (Carolyn Nunn-Lum)

- Staff is busy redirecting textbooks throughout the District, with the help of Textbook Coordinators.
- Visual and Performing Arts (VAPA) and Physical Education teacher/site schedules have been created, with a focus on providing universal access and grade level differentiation learning opportunities.

Superintendent's Update (Kevin Brown)

- Superintendent Brown reported that the summer months are a very busy time for departments such as Transportation, Food Services, and the District Office, as staff members work hard behind the scenes to ensure a successful first day of school for teachers, students, and site administrators.
- The Human Resources Department has been working tirelessly hiring staff, ensuring all 125 extracurricular coaches are certified, verifying teacher credentials and tuberculosis renewals.

In conclusion, Trustees thanked all departments and staff members for working so hard to ensure a successful school year opening for all District students.

13.0 **PENDING AGENDA** – Angus-Hamer will provide a final technology audit report to the Board in late September.

14.0 **CLOSED SESSION** – The Board adjourned to closed session at 9:45 p.m. regarding the following matter(s):

- 14.1 *Conference with Legal Counsel – Existing Litigation* as authorized by Government Code section 54956.9 (Placer Superior Court Case No. SV0027932)
- 14.2 *Public Employee Performance Evaluation/Amendment to Contract* as authorized by Government Code 54957 (position to be discussed: Superintendent)
- 14.3 *Public Employee Performance Evaluation* as authorized by Government Code 54957 (position to be discussed: Secondary Assistant Principal)

15.0 **RECONVENE TO OPEN SESSION** – President Daley reconvened the meeting to open session at 10:28 p.m.

16.0 **REPORT OF ACTION TAKEN IN CLOSED SESSION** – President Daley announced that no action was taken in closed session.

17.0 **ADJOURNMENT** – President Daley adjourned the meeting at 10:30 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 contacting the District Office at (916) 630-2230.

ROCKLIN UNIFIED SCHOOL DISTRICT

BOARD MEETING ATTENDANCE/SIGN-IN SHEET

Please print your name clearly on the attendance sheet.
This information will be made part of the permanent meeting minutes.

COMPLETION OF THIS FORM IS VOLUNTARY

Date of Meeting: Wednesday, August 17, 2011

Name	Employee/Site, Parent, Community Affiliation, etc.	Address/Contact Phone
Mary Anne Knox	RHS	
MICHAEL KNOX		
Mark Alfano	Rocklin Glen.	
Tiffany Delkey	MO CSEA	916 705 4458
Daniel Bile	RHS	
MAT YAMAMOTO	WHS	
Diana Ruslin	Parent	(916) 276-7448
Barbara Scott	Teacher	
Rob Fitzpatrick	Angus-Hamer	916-899-9051
SKOTT HUTTON	DO	

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Date of Meeting: Wednesday, August 17, 2011

Name	Employee/Site, Parent, Community Affiliation, etc.	Address/Contact Phone
Mayleen	RTPA	
Lindsay Wong	PO - Program Specialist	
Kathy Zing	SV	
Colleen Grove	RHS/Parent	2415 Stephanie Dr